

Appendix to Independent Remuneration Panel Report

Role of a Lead Member

There can be up to six Lead Members, who are appointed by the Leader. The role and functions are as follows:

To undertake such other roles and responsibilities as are allocated by a Cabinet Member, except for formal decision-making

To ensure that the Cabinet Member is kept aware of issues which are of concern to Members, liaising with non-executive Members as appropriate in order to do so

To provide advice and support to, and work closely alongside, the relevant Cabinet Member, liaising regularly with them upon key issues

To take the lead at meetings with the relevant Executive or Corporate Director, and other senior officers, in order to develop policies, as directed by the Cabinet Member

To meet regularly with senior officers, in order to keep fully apprised of relevant service issues, including budget meetings, and to advise the Cabinet accordingly

To advise the Cabinet Member of relevant service issues, undertaking independent research, meeting regularly with senior officers, and keeping apprised of relevant service issues in order to do so

To accompany the Cabinet Member when attending overview or scrutiny committee meetings, where required, or to attend on their behalf

To attend Cabinet meetings to ensure continuity and understanding of key issues and decision making. To be invited to contribute prior to a debate to impart knowledge and experience of particular subjects

To take the lead executive role at conferences, seminars and meetings, including those of outside bodies at the request of the Cabinet Member, thereafter, providing prompt feedback to the Cabinet Member and relevant officers

To advise the Cabinet Member upon which diary appointments would benefit from the attendance of the Lead Member, on those occasions when the Cabinet Member is unable to do so. Liaise with Leader/Members PA to ensure the Cabinet Member's diary is monitored for this purpose

To assist the Cabinet Member in establishing and maintaining professional, effective and efficient working relationships with opposition groups, Chairmen of Committees, other Members and appropriate outside bodies.

To communicate to staff, Members, partner agencies and service users, the policies of the Council and information about Council activities

Lead Members cannot:

Exercise a vote on behalf of a Cabinet Member at a formal meeting of the Cabinet nor do they have any delegated powers to take decision on behalf of a Cabinet Member

Be a member of a scrutiny committee.