

LEAD MEMBERS OPERATING PROTOCOL

The overarching aim behind a system of Lead Members is to improve the overall performance of the Police Authority and Force

The intention is to achieve a better knowledge and understanding of aspects of the Police Service. This will assist the Police Authority in taking decisions on a more informed basis.

It is important that the role of Lead Members is undertaken in a structured and professional way so that the process is seen as beneficial to both the Authority and the Force.

It is intended that the following protocol will apply to the scheme.

- a) Members will be appointed by the Chief Executive to the Police Authority in consultation with the Chairman of the Police Authority to act as Lead Member(s) in relation to an agreed service area.
- b) Members new to the Police Authority should serve a period of six months before being assigned a Lead Member responsibility.
- c) These appointments will be notified to the Chief Constable who will arrange for the Members to be contacted by a relevant officer for the service area.
- d) Lead Members will determine and agree with that officer the most appropriate means of gaining a knowledge and understanding of the work of the service area.
- e) If a matter relating to the service area is to be reported through the formal Authority committee structure Lead Members will look to brief themselves on the subject of the report so that they can attend the meeting if necessary and speak on the item.
- f) Members will give an account of their activity as a Lead Member to the Police Authority upon request of the Chief Executive and Chairman. The forum, format and delivery of this should be appropriate to the Lead Member area in question. All presentations or reports should be shared in advance with the Chief Executive and Chairman.
- g) Reports or presentations to the Authority should be the work of the Lead Member with support, if necessary, from Police Authority Officers. Lead Members are not expected to place demands on Constabulary officers and staff.
- h) At all times Lead Members must be aware that they are not mandated to take decisions or make any commitments on behalf of the Police Authority. This is particularly in relation to Members attending project boards or committees in a Lead Member capacity.
- i) If a Lead Member has a concern about any aspect of a service area they may wish to consider raising their concern with a member of the Command Team following discussion with the Chief Executive.
- j) Members should not accept invitations to attend committees, project boards etc of the Constabulary or expand their Lead Member roles to include additional areas without prior discussion with the Chief Executive.

- k) The Chief Executive, in consultation with the Chairman, may add, remove or amend areas to the Lead Member system as seen appropriate to maintain the most effective operation of the scheme.
- l) Lead Member performance will be assessed as part of the Member's Appraisal Scheme.
- m) Lead Members will be paid an allowance as set out in the Members' Allowance Scheme. No additional allowance will be paid to a Member who undertakes more than one Lead Member role.