

PROTOCOL FOR SUPPORT/TRAINING FOR LEAD AND SUPPORT MEMBERS

1. Democratic Services to arrange for each Lead Member and Support Member to receive an induction from the relevant Head of Service.
2. Heads of Service to ensure Lead Members and Support Members receive prior briefing on any issues either being put to Committee/Council or attracting press attention.
3. Press releases to show author as contact and Lead Member where appropriate, e.g. technical and operational issues where the level of detail required will be more appropriately dealt with by an Officer need only contain the author as contact. Where the Lead Member is shown as a contact the author must ensure that the Member is fully briefed.
4. Lead and Support Members to meet with Heads of Service on a regular basis.
5. Heads of Service to provide Lead and Support Members with performance management information and regular updates on key achievements, current issues, budget updates etc.
6. Lead and Support Members to be consulted on content of Service Delivery Plans.

NB: Requests for additional reports/information must be balanced against other priorities/work programmes and the impact thereon will need to be agreed with the appropriate Head of Service.

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