

### AIDE MEMOIRE FOR LEADING MEMBERS DURING RESPONSE

During the emergency response phase, Leading Members should:

- Contact the Chief Executive (or duty 'Gold' on-call senior officer) to receive an initial briefing and agree any urgent steps to be taken.
- Decide which member of the Cabinet will be the 'public face' of the council in support of its civic leadership role (by default, this would be the Leader/Directly-elected Mayor).
- Work with council's communications team to act as the 'public face of the council' in interactions with the media and local communities affected by the incident.
- Decide which member of the Cabinet will lead on 'business-as-usual'.
- Decide which member of the Cabinet will lead on providing political support to initial recovery work.
- Decide which member of the Cabinet will lead on Ward councillor engagement.
- In conjunction with the Chief Executive, senior communications officer and Cabinet member responsible for Ward councillor engagement, put in place arrangements for briefing Leading Members and Ward councillors during the response phase.
- Provide support and encouragement to council staff and others involved in the response effort.
- Maintain a record of significant actions and events for use in subsequent debriefs, scrutiny activity and official enquiries etc.
- If necessary, lead on making representations to the Government for financial assistance.
- Represent the council during visits by VIPs and ensure that such visits are sensitive to the 'mood' and needs of the community.
- Consider initiating dialogue with Leaders/Directly-elected Mayors of other councils impacted by, or responding to, the incident.
- Consider initiating dialogue with MPs whose constituencies are being impacted by the incident.
- Consider initiating dialogue with the Mayor for London – particularly where a pan-London response has been mobilised.