

Shropshire and Wrekin Fire and Rescue Authority

Role Description Member of Shropshire and Wrekin Fire and Rescue Authority

Office:	Member of Shropshire and Wrekin Fire and Rescue Authority
Allowance:	Basic allowance of £3,718 per annum
Responsible to:	Shropshire and Wrekin Fire and Rescue Authority

Purpose of Role

The overall purpose of the role of the office holder is:

- To ensure that the Fire Authority provides an efficient and effective fire and rescue service, taking into account the needs of all sections of the community
- To contribute actively to the formation and scrutiny of the Fire Authority's policies, priorities, plans, targets, budget and service delivery
- To ensure that the Fire Authority is an equal opportunity employer, and considers the needs of all sections of the community
- To ensure that the Fire Authority delivers best value

Main Responsibilities

The main responsibilities of the office holder are:

- To develop and maintain a sound working knowledge of the Fire Authority's duties, policies and practices **and contribute to effective decision making**
- To fulfil all requirements of a Member of the Fire Authority, including compliance with relevant protocols and codes of conduct
- To participate effectively as a Member of any committee, working group or best value review
- ***To participate effectively in Service events and station activities / open days where applicable***

- To participate in performance review of the services provided by the Fire Authority, including scrutiny of policies and budgets and their effectiveness in achieving strategic objectives
- To participate effectively in any consultative processes with the local community and with other organisations, as required
- To encourage the community to participate constructively in consultative arrangements and service provision
- To develop and maintain good and effective working relationships with the Fire Authority's Chair and Vice-Chair and relevant officers of the Fire Authority
- To develop and maintain a working knowledge of the organisation's services, activities and other matters, which affect and impact on the local community
- To participate actively, and effectively **communicate** in any political group, of which you are a member **and across the Authority**
- To consider recommendations / options put forward by the Treasurer in relation to the Fire Authority's budget and precept and participate in the budget and precept setting process

Expected Duties

In accordance with The Scheme for the Payment of Member Allowances, Members are expected to undertake the following duties:

- ***Attend meetings of full Fire Authority;***
- ***Sit on at least one committee or panel of the Fire Authority;***
- ***Read papers and prepare for authority related meetings; and***
- ***Attend at least one training event per year***

Accountability

The responsibilities outlined in this role description relate to the political or Member level activities of the Fire Authority.

Accountability for Members' performance is through the political and electoral process.

The responsibilities outlined are without prejudice to the separate duties and responsibilities exercised by the officers of the Fire Authority, for which they are accountable as employees of the Fire Authority as a whole.

When performing their role Members must have regard to the Fire Authority's Protocol on Member / Officer Relations, ~~which can be found in the Member Handbook~~ **and must comply with the Fire Authority's Member Code of Conduct.**

Shropshire and Wrekin Fire and Rescue Authority

Role Description

Chair of Shropshire and Wrekin Fire and Rescue Authority

Office:	Chair of Shropshire and Wrekin Fire and Rescue Authority
Allowance:	Special responsibility allowance of £13,559 per annum in addition to basic allowance of £3,718 per annum
Responsible to:	Shropshire and Wrekin Fire and Rescue Authority

Purpose of Role

The overall purpose of the role of the office holder is:

- To chair the Fire Authority; and
- To provide overall ~~political~~ leadership to the Fire Authority.

Main Responsibilities

The main responsibilities of the office holder are:

- To provide the ~~political~~ lead in the development or review of the Fire Authority's policies, plans, budget and precept
- To work closely with the Chief Fire Officer to ensure the delivery of an efficient and effective fire and rescue service, ***delivering the core functions of the Fire Authority including*** taking into account the needs of all sections of the community
- To agree ~~personal~~ ***Service*** priorities with the Chief Fire Officer and monitor these on a regular basis against the Fire Authority's strategic aims and objectives
- To oversee the efficient and effective conduct of business within the Fire Authority
- To foster the best possible relations with the two constituent authorities
- ***To work effectively in collaboration with the Vice Chair of the Authority, Committee members and officers***
- To foster the best possible relations with the relevant trade unions

- To be consulted by the Chief Fire Officer concerning acceptance of tenders in accordance with the Fire Authority's Standing Orders relating to Contracts (section L5)
- To lead in developing the Fire Authority's partnerships with other organisations throughout the County
- To act as the Fire Authority's representative at official functions and on other bodies, as nominated by the Fire Authority
- To represent the Fire Authority at any meetings, as may be required from time to time in connection with the work of the Fire Authority, and to act as the principal political spokesperson for the Fire Authority, at local, regional, national or international level
- To represent the Fire Authority and its policies in a positive and professional manner
- To chair such other committees, panels, **or** working groups as required
- ***To maintain an oversight of the member development programme***
- To undertake, in addition, all of the duties specified in the Fire Authority's Member role description

Line Management Responsibilities

In accordance with the Chief Fire Officer's contract of employment and job description the Chair will take line management for the Chief Fire Officer

The Chair and Vice Chair of the Fire Authority will after appointment of the Chief Fire Officer agree objectives for his or her role for a period of 12 months

The Chair and Vice Chair will subsequently carry out an annual appraisal of the Chief Fire Officer's performance against these agreed objectives

To review the Chief Fire Officer's health and wellbeing and identify development needs

Accountability

The responsibilities outlined in this role description relate to the political or Member level activities of the Fire Authority.

Accountability for Members' performance overall is through the political and electoral process.

The responsibilities outlined are without prejudice to the separate duties and responsibilities exercised by officers of the Fire Authority, for which they are accountable as employees of the Fire Authority as a whole.

When carrying out this role the Chair must have regard to the Fire Authority's Protocol on Member / Officer Relations, ~~which can be found in the Member Handbook,~~ ***and must comply with the Fire Authority's Member Code of Conduct.***

Shropshire and Wrekin Fire and Rescue Authority

Role Description

Vice-Chair of Shropshire and Wrekin Fire and Rescue Authority

Office:	Vice-Chair of Shropshire and Wrekin Fire and Rescue Authority
Allowance:	Special responsibility allowance of £7,887 per annum in addition to basic allowance of £3,718 per annum
Responsible to:	Shropshire and Wrekin Fire and Rescue Authority

Purpose of Role

The overall purpose of the role of the office holder is:

- To support and assist the Chair in providing overall ~~political~~ leadership to the Fire Authority; and
- To deputise for the Chair, as required

Main Responsibilities

The main responsibilities of the office holder are:

- To chair the Fire Authority, relevant committees, panels, working groups or other meetings as required in the absence, or inability to act, of the Chair
- ***To attend briefings and keep up to date with key priorities in readiness for acting as Chair***
- To assist the Chair in working closely with the Chief Fire Officer to ensure the delivery of an efficient and effective fire and rescue service, ***delivering the core functions of the Fire Authority including*** taking into account the needs of all sections of the community
- To assist and support the Chair in the efficient and effective conduct of business within the Fire Authority, ***providing constructive challenge to the Chair and all members where appropriate***
- To be consulted by the Chief Fire Officer concerning acceptance of tenders in accordance with the Fire Authority's Standing Orders relating to Contracts (section L5)

- To serve as a representative at official functions and on other bodies, as nominated by the Fire Authority
- To represent the Fire Authority at any meetings, as may be required from time to time in connection with the work of the Fire Authority, and to act as political spokesperson for the Fire Authority, at local, regional, national or international level in the absence of the Chair
- To represent the Fire Authority and its policies in a positive and professional manner
- To chair such other committees, panels, working groups, as required
- ***To lead on the member development programme for authority members***
- To undertake, in addition, all of the duties specified in the Member's role description

Accountability

The tasks and duties outlined in this role description relate to the political or Member level activities of the Fire Authority.

Accountability for Members' performance is through the political and electoral process.

The tasks outlined are without prejudice to the separate duties and responsibilities exercised by the officers of the Fire Authority for which they are accountable as employees of the Fire Authority as a whole.

When carrying out this role the Vice-Chair must have regard to the Fire Authority's Protocol on Member / Officer Relations, ~~which can be found in the Member Handbook~~ ***and must comply with the Fire Authority's Member Code of Conduct***

Shropshire and Wrekin Fire and Rescue Authority

Role Description Leaders of the Main Opposition Groups of Shropshire and Wrekin Fire and Rescue Authority

Office:	Leaders of the Main Opposition Groups* of Shropshire and Wrekin Fire and Rescue Authority
Allowances:	<p>Leaders of Opposition Groups with 4 or more members Special responsibility allowance of £3,718 per annum in addition to basic allowance of £3,718 per annum</p> <p>Leaders of Opposition Groups with 3 members Special responsibility allowance of £1,859 per annum in addition to basic allowance of £3,718 per annum</p>
Responsible to:	Shropshire and Wrekin Fire and Rescue Authority
* i.e. Groups with 3 or more members	

Purpose of Role

The overall purpose of the role of the office holder is:

- To support and assist the Chair and Vice-Chair in providing overall ~~political~~ leadership to the Fire Authority; and
- To deputise for the Chair and Vice-Chair, as required

Main Responsibilities

The main responsibilities of the office holder are:

- To chair the Fire Authority, relevant committees, panels, working groups or other meetings as required in the absence, or inability to act, of the Chair and Vice-Chair
- To assist the Chair and Vice-Chair in working closely with the Chief Fire Officer to ensure the delivery of an efficient and effective fire and rescue service, **delivering the core functions of the Fire Authority including** taking into account the needs of all sections of the community

- To assist and support the Chair and Vice-Chair in the efficient and effective conduct of business within the Fire Authority
- ***To attend Chair's Briefings and brief group members on current service issues and developments, holding the Fire Authority and the Chair to account***
- ***To provide feedback and represent the views of group members via Chair's Briefing***
- ***To select and appoint individual group members to relevant committee membership***
- To serve as a representative at official functions and on other bodies, as nominated by the Fire Authority
- To represent the Fire Authority at any meetings, as may be required from time to time in connection with the work of the Fire Authority, and to act as political spokesperson for the Fire Authority, at local, regional, national or international level in the absence of the Chair and Vice-Chair
- To represent the Fire Authority and its policies in a positive and professional manner
- To chair such other committees, panels, working groups, as required
- To undertake, in addition, all of the duties specified in the Fire Authority's Member Role Description

Accountability

The tasks and duties outlined in this role description relate to the political or Member level activities of the Fire Authority.

Accountability for Members' performance is through the political and electoral process.

The tasks outlined are without prejudice to the separate duties and responsibilities exercised by the officers of the Fire Authority for which they are accountable as employees of the Fire Authority as a whole.

Whilst performing their role Leaders must have regard to the Fire Authority's Protocol on Member / Officer Relations, ~~which can be found in the Member Handbook~~ **and must comply with the Fire Authority's Member Code of Conduct.**

Shropshire and Wrekin Fire and Rescue Authority

Role Description Chair of Strategy and Resources Committee

Office:	Chair of Strategy and Resources Committee
Allowance:	Special responsibility allowance of £2,259 per annum in addition to basic allowance of £3,718 per annum
Responsible to:	Shropshire and Wrekin Fire and Rescue Authority

Purpose of Role

The overall purpose of the role is:

- To chair the Strategy and Resources Committee; and
- To provide leadership in matters concerning that Committee.

Main Responsibilities

The main responsibilities of the office holder are:

- To work closely with the Chief Fire Officer and the Chair of the Fire Authority in order to contribute to the delivery of an efficient and effective fire and rescue service, ***delivering the core functions of the Fire Authority including*** taking into account the needs of all sections of the community
- To contribute to the efficient and effective conduct of business within the Fire Authority
- To represent the Fire Authority and its policies in a positive and professional manner
- To chair meetings of the Strategy and Resources Committee, including attendance at pre-meeting briefings
- To sit on the Strategic Advisory Group
- ***To ensure the provision of appropriate training and development to ensure that all Members of the Committee are able to discharge their responsibilities***

- To undertake, in addition, all of the duties specified in the Fire Authority's Member Role Description

Accountability

The responsibilities outlined in this role description relate to the political or Member level activities of the Fire Authority.

Accountability for Members' performance overall is through the political and electoral process.

The responsibilities outlined are without prejudice to the separate duties and responsibilities exercised by officers of the Fire Authority, for which they are accountable as employees of the Fire Authority as a whole.

When carrying out this role the Chair must have regard to the Fire Authority's Protocol on Member / Officer Relations, ~~which can be found in the Fire Authority Member Handbook~~ **and must comply with the Fire Authority's Member Code of Conduct.**

Shropshire and Wrekin Fire and Rescue Authority

Role Description Vice-Chair of Strategy and Resources Committee

Office:	Vice-Chair of Strategy and Resources Committee
Allowance:	None
Responsible to:	Shropshire and Wrekin Fire and Rescue Authority

Purpose of Role

The overall purpose of the role is:

- To deputise for the Chair of the Strategy and Resources Committee, as required; and
- To support and assist the Chair of the Committee in providing leadership in matters concerning that Committee.

Main Responsibilities

The main responsibilities of the office holder are:

- To assist the **Chair of the Committee** in working closely with the Chief Fire Officer and the Chair of the Fire Authority in order to contribute to the delivery of an efficient and effective fire and rescue service, **delivering the core functions of the Fire Authority including** taking into account the needs of all sections of the community
- To assist and support the Chair **of the Committee** in contributing to the efficient and effective conduct of business within the Fire Authority
- To represent the Fire Authority and its policies in a positive and professional manner
- To chair meetings of the Strategy and Resources Committee, including attendance at pre-meeting briefings, as required in the absence, or inability to act, of the Chair
- **To assist the Chair in ensuring the provision of appropriate training and development to ensure that all Members of the Committee are able to discharge their responsibilities**

- To undertake, in addition, all of the duties specified in the Fire Authority's Member Role Description

Accountability

The responsibilities outlined in this role description relate to the political or Member level activities of the Fire Authority.

Accountability for Members' performance overall is through the political and electoral process.

The responsibilities outlined are without prejudice to the separate duties and responsibilities exercised by officers of the Fire Authority, for which they are accountable as employees of the Fire Authority as a whole.

When carrying out this role the Chair must have regard to the Fire Authority's Protocol on Member / Officer Relations, ~~which can be found in the Fire Authority Member Handbook~~ **and must comply with the Fire Authority's Member Code of Conduct.**

Shropshire and Wrekin Fire and Rescue Authority

Role Description

Chair of *Audit and Standards*, ~~Audit and Performance~~ Committee

Office:	Chair of <i>Audit and Standards</i> , Audit and Performance Committee
Allowance:	Special responsibility allowance of £2,259 per annum in addition to basic allowance of £3,718 per annum
Responsible to:	Shropshire and Wrekin Fire and Rescue Authority

Purpose of Role

The overall purpose of the role of the office holder is:

- To chair the *Audit and Standards*, ~~Audit and Performance~~ Committee;
- To provide leadership in matters concerning that Committee; and
- To act as the Fire Authority's Risk Management and Audit Champion

Main Responsibilities

The main responsibilities of the office holder are:

- To work closely with the Chief Fire Officer and the Chair of the Fire Authority, when necessary, in order to contribute to the delivery of an efficient and effective fire and rescue service, ***delivering the core functions of the Fire Authority including*** taking into account the needs of all sections of the community
- To contribute to the efficient and effective conduct of business within the Fire Authority
- To represent the Fire Authority and its policies in a positive and professional manner
- To chair meetings of the *Audit and Standards*, ~~Audit and Performance~~ Committee, including attendance at pre-meeting briefings
- To act as the Fire Authority's Risk Management and Audit Champion,

- To participate in the **Authority's** Strategic Advisory Group
- To ensure the provision of appropriate training and development to ensure that all Members of the Committee are able to discharge their responsibilities
- To participate in the recruitment process for Independent Person or to nominate a member of the **Audit and Standards**, ~~Audit and Performance~~ Committee to participate in the recruitment process on his / her behalf
- To undertake, in addition, all of the duties specified in the Fire Authority's Member Role Description

Accountability

The responsibilities outlined in this role description relate to the political or Member level activities of the Fire Authority.

Accountability for Members' performance overall is through the political and electoral process.

The responsibilities outlined are without prejudice to the separate duties and responsibilities exercised by officers of the Fire Authority, for which they are accountable as employees of the Fire Authority as a whole.

When carrying out this role the Chair must have regard to the Fire Authority's Protocol on Member / Officer Relations, ~~which can be found in the Member Handbook~~ **and must comply with the Fire Authority's Member Code of Conduct.**

Shropshire and Wrekin Fire and Rescue Authority

Role Description

Vice-Chair of *Audit and Standards*, ~~Audit and Performance~~ Committee

Office:	Vice-Chair of <i>Audit and Standards</i> , Audit and Performance Committee
Allowance:	None
Responsible to:	Shropshire and Wrekin Fire and Rescue Authority

Purpose of Role

The overall purpose of the role of the office holder is:

- To deputise for the Chair of the *Audit and Standards*, ~~Audit and Performance~~ Committee, as required; and
- To support and assist the Chair of the Committee in providing leadership in matters concerning that Committee.

Main Responsibilities

The main responsibilities of the office holder are:

- To assist the Chair **of the Committee** in working closely with the Chief Fire Officer and the Chair of the Fire Authority, ~~when required~~, in order to contribute to the delivery of an efficient and effective fire and rescue service, **delivering the core functions of the Fire Authority including** taking into account the needs of all sections of the community
- To assist and support the Chair **of the Committee** in contributing to the efficient and effective conduct of business within the Fire Authority
- To represent the Fire Authority and its policies in a positive and professional manner
- To chair meetings of the *Audit and Standards*, ~~Audit and Performance~~

Committee, including attendance at pre-meeting briefings, as required in the absence, or inability to act, of the Chair

- To assist the Chair in ensuring the provision of appropriate training and development to ensure that all Members of the Committee are able to discharge their responsibilities
- To undertake, in addition, all of the duties specified in the Fire Authority's Member Role Description

Accountability

The responsibilities outlined in this role description relate to the political or Member level activities of the Fire Authority.

Accountability for Members' performance overall is through the political and electoral process.

The responsibilities outlined are without prejudice to the separate duties and responsibilities exercised by officers of the Fire Authority, for which they are accountable as employees of the Fire Authority as a whole.

When carrying out this role the Chair must have regard to the Fire Authority's Protocol on Member / Officer Relations, ~~which can be found in the Member Handbook~~ **and must comply with the Fire Authority's Member Code of Conduct.**

Shropshire and Wrekin Fire and Rescue Authority

Role Description Chair of Performance and Scrutiny Committee

Office:	Chair of Performance and Scrutiny Committee
Allowance:	Special responsibility allowance of £2,259 per annum in addition to basic allowance of £3,718 per annum
Responsible to:	Shropshire and Wrekin Fire and Rescue Authority

Purpose of Role

The overall purpose of the role of the office holder is:

- To chair the Performance and Scrutiny Committee;
- To provide leadership in matters concerning that Committee; and

Main Responsibilities

The main responsibilities of the office holder are:

- To work closely with the Chief Fire Officer and the Chair of the Fire Authority, when necessary, in order to contribute to the delivery of an efficient and effective fire and rescue service, delivering the core functions of the Fire Authority including taking into account the needs of all sections of the community
- To contribute to the efficient and effective conduct of business within the Fire Authority
- To represent the Fire Authority and its policies in a positive and professional manner
- To chair meetings of the Performance and Scrutiny Committee, including attendance at pre-meeting briefings
- To participate in the Strategic Advisory Group
- To ensure the provision of appropriate training and development so that all Members of the Committee are able to discharge their responsibilities

- To undertake, in addition, all of the duties specified in the Fire Authority's Member Role Description

Accountability

The responsibilities outlined in this role description relate to the political or Member level activities of the Fire Authority.

Accountability for Members' performance overall is through the political and electoral process.

The responsibilities outlined are without prejudice to the separate duties and responsibilities exercised by officers of the Fire Authority, for which they are accountable as employees of the Fire Authority as a whole.

When carrying out this role the Chair must have regard to the Fire Authority's Protocol on Member / Officer Relations and must comply with the Fire Authority's Member Code of Conduct.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Vice-Chair of Performance and Scrutiny Committee

Office:	Vice-Chair of Performance and Scrutiny Committee
Allowance:	None
Responsible to:	Shropshire and Wrekin Fire and Rescue Authority

Purpose of Role

The overall purpose of the role of the office holder is:

- To deputise for the Chair of the Performance and Scrutiny Committee, as required; and
- To support and assist the Chair of the Committee in providing leadership in matters concerning that Committee.

Main Responsibilities

The main responsibilities of the office holder are:

- To assist the Chair of the Committee in working closely with the Chief Fire Officer and the Chair of the Fire Authority, when required, in order to contribute to the delivery of an efficient and effective fire and rescue service, delivering the core functions of the Fire Authority including taking into account the needs of all sections of the community
- To assist and support the Chair of the Committee in contributing to the efficient and effective conduct of business within the Fire Authority
- To represent the Fire Authority and its policies in a positive and professional manner
- To chair meetings of the Performance and Scrutiny Committee, including attendance at pre-meeting briefings, as required in the absence, or inability to act, of the Chair
- To assist the Chair in ensuring the provision of appropriate training and development to ensure that all Members of the Committee are able to discharge their responsibilities

- To undertake, in addition, all of the duties specified in the Fire Authority's Member Role Description

Accountability

The responsibilities outlined in this role description relate to the political or Member level activities of the Fire Authority.

Accountability for Members' performance overall is through the political and electoral process.

The responsibilities outlined are without prejudice to the separate duties and responsibilities exercised by officers of the Fire Authority, for which they are accountable as employees of the Fire Authority as a whole.

When carrying out this role the Chair must have regard to the Fire Authority's Protocol on Member / Officer Relations, which can be found in the Member Handbook and must comply with the Fire Authority's Member Code of Conduct.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Independent Person

Office:	Independent Person
Allowance:	None
Responsible to:	Shropshire and Wrekin Fire and Rescue Authority and Telford & Wrekin Council

Purpose of Role

The overall purpose of the role of the office holder is to assist the Fire Authority and the Council in promoting high standards of conduct by elected and co-opted Members and, in particular, to uphold the Code of Conduct, adopted by the Fire Authority and the Council and the seven principles of public office, namely selflessness, honesty, integrity, objectivity, accountability, openness and leadership.

Main Responsibilities

The main responsibilities of the office holder are:

- To be consulted by the Fire Authority and the Council through the Monitoring Officer and/or the **Audit and Standards, Audit and Performance** Committee before it makes a decision on an investigated allegation and to be available to attend hearing meetings of the **Audit and Standards, Audit and Performance** Committee for this purpose, if required
- To be available for consultation by the Monitoring Officer and/or the **Audit and Standards, Audit and Performance** Committee before a decision is taken as to whether to investigate a complaint or to seek local resolution of the same
- To be available for consultation by any elected Member, including a town or parish councillor, who is the subject of a standards complaint
- To develop a sound understanding of the ethical framework as it operates within the Fire Authority and the Council, its town and parish councils
- To participate in training events to develop skills, knowledge and experience in networks developed for Independent Persons, operating outside the Fire Authority's and Council's area

- To attend training events organised and promoted by the Fire Authority's ***Audit and*** Standards, ~~Audit and Performance~~ Committee and/or the Council's Standards Committee, if required
- To act as advocate and ambassador for the Fire Authority and the Council in promoting ethical behaviour
- ***In line with the Fire Service's disciplinary procedure, all appeals against dismissal will be reviewed by the Chief Fire Officer and the Fire Authority's Independent Person***
- ***To attend annually the April meeting of Audit and Standards Committee***

Liaison with

- Monitoring Officer
- Members of the Fire Authority's ***Audit and*** Standards, ~~Audit and Performance~~ Committee and the Council's Standards Committee
- Officers and Members of the respective authorities and Town and Parish Councillors within the Borough of Telford & Wrekin
- Other key stakeholders within the community

Accountability

The Independent Person will be accountable to the Fire Authority and the Council.

The tasks and duties outlined in this role description relate to the Member level activities of the Fire Authority.

When carrying out this role the Independent Person must have regard to the Fire Authority's Protocol on Member / Officer Relations, ~~which can be found in the Member Handbook.~~

Shropshire and Wrekin Fire and Rescue Authority

Role Description Chair of Strategic Advisory Group

Office:	Chair of Strategic Advisory Group
Allowance:	None
Responsible to:	Shropshire and Wrekin Fire and Rescue Authority

Purpose of Role

The overall purpose of the role is:

- To chair the Strategic Advisory Group of the Fire Authority
- To lead on all aspects of Strategic Risk and Planning for the Fire Authority

Main Responsibilities

The main responsibilities of the office holder are:

- To chair all meetings of the Strategic Advisory Group
- To work with the Chief Fire Officer and other officers to ensure that the Fire Authority's Strategic Risk and Action Plans are developed, updated and implemented in accordance with relevant guidance
- To lead on all public, stakeholder, and staff consultation on the Fire Authority's Strategic Risk and Planning and Action Plans
- To represent the Fire Authority at any meetings, as may be required from time to time in connection with the work of the Strategic Advisory Group and to act as political spokesperson for the Group, at local, regional, national or international level
- To represent the Strategic Advisory Group and the Fire Authority in a positive and professional manner

- To chair such other committees, panels, working groups relating to the Strategic Risk and Planning processes as required
- To undertake, in addition, all of the duties specified in the Member's role description

Accountability

The tasks and duties outlined in this role description relate to the political or Member level activities of the Fire Authority.

Accountability for Members' performance is through the political and electoral process.

The tasks outlined are without prejudice to the separate duties and responsibilities exercised by the officers of the Fire Authority for which they are accountable as employees of the Fire Authority as a whole.

Whilst performing this role the Chair must have regard to the Fire Authority's Protocol on Member / Officer Relations, ~~which can be found in the Fire Authority Member Handbook~~ **and must comply with the Fire Authority's Member Code of Conduct.**

Shropshire and Wrekin Fire and Rescue Authority

Role Description Member Champions

Office:	Member Champion
Allowance:	None
Responsible to:	Shropshire and Wrekin Fire and Rescue Authority

Overview

The overall purpose of a Member Champion is to promote, support and drive improvement in relation to specific areas of Fire Authority activity.

The Fire Authority appoints a number of Member champion roles. These roles make the best use of a Member's experience and interest, whether gained in their constituent authority, working life or through a personal hobby.

The purpose and key areas of focus for specific Member Champion roles are set out later on in this Role Description.

There is no requirement for Member Champions to be drawn from the largest group on the Authority, or to be drawn from any particular committee.

Role of Member Champion

- A Member Champion is expected to contribute to the discussion of key areas relating to their role, at Fire Authority and Committee or Panel meetings.
- The Chair of a meeting may look to the relevant Member Champion to speak or to give an opinion to inform the wider Authority on matters relating to that Member Champion's area of expertise.
- A Member Champion is expected to serve as a key contact for Officers, when dealing with a relevant matter, for example for the purposes of consultation responses to government and policy development.
- A Member Champion may be asked to attend key meetings and conferences, related to their area of expertise, arranged by external bodies.
- It is the responsibility of Member Champions to feedback any key messages from such events to the wider Membership of the Authority, at meetings.
- A Member Champion may in some cases be asked to participate in key Officer meetings.

- It is the role of Member Champions to ensure key messages from such meetings are relayed back to the wider Authority and to provide a Member opinion on relevant matters of policy.

Accountability

The responsibilities outlined in this role description relate to the political or Member level activities of the Fire Authority.

Accountability for Members' performance is through the political and electoral process.

The responsibilities outlined are without prejudice to the separate duties and responsibilities exercised by the officers of the Fire Authority, for which they are accountable as employees of the Fire Authority as a whole.

When carrying out these roles, Member Champions must have regard to the Fire Authority's Protocol on Member / Officer Relations and must comply with the Fire Authority's Member Code of Conduct.

Equality and Diversity Member Champion

Overall Purpose

- To promote, support and drive improvement with regard to Equality and Diversity through all activities of the Fire Authority, both for Service delivery and in employment activities.
- To promote Equality and Diversity to other Members as appropriate and to members of the public
- To ensure that the Authority provides an equitable service to all people.

Key Areas of Focus

In the context of this role 'equality and diversity' is involved with the following activities:

- Ensuring equality and non-discrimination in Service delivery and employment across the nine Protected Characteristics and in other areas as identified from time to time.
- Promoting diversity throughout the Authority
- Working proactively with communities and partners to promote the Service to minority groups
- Encouraging recruitment to under-represented groups
- Ensuring that the Service is complying with its legal responsibilities
- Ensure that the Service is looking at best practice initiatives

Audit and Risk Management Member Champion

Overall Purpose

- To promote, encourage, **scrutinise** ~~challenge~~ and drive improvement in the Fire Authority's risk management and audit processes.
- To work closely with officers through the Lead Officer for Risk to deliver his/her responsibilities.

Key Areas of Focus

- Championing improvement in the Fire Authority's risk management and audit processes, including their alignment with the Authority's stated goals, Corporate Performance Indicators and the Service Plan
- Assisting the **Audit and Standards**, ~~Audit and Performance~~ Committee in ensuring that the Authority's risk management and audit systems are operating effectively
- Assisting the **Audit and Standards**, ~~Audit and Performance~~ Committee in ensuring that the Service has appropriate health and safety arrangements in place, including participation in the Service's Health and Safety Committee meetings
- Assisting the **Audit and Standards**, ~~Audit and Performance~~ Committee in ensuring that the Service has appropriate business continuity arrangements in place

- Asking challenging questions about all aspects of the risk management and audit activities, with a view to ensuring that the responsible officers are always striving to achieve the highest standards practically possible in this field
- Supporting effective links with other Fire and Rescue Services and other Local Authorities, as well as external providers across risk management and audit activities to ensure the most sensible and effective use of resources
- Presenting, jointly with the Lead Officer for Risk, an annual report on risk management to the Fire Authority

Improvement Member Champion

Overall Purpose

- To promote, encourage, scrutinise and drive improvement across the Fire Authority and the Fire Service
- To work closely with officers to help shape strategic improvement planning and delivery

Key Areas of Focus

- To champion improvement in the Fire Authority to ensure appropriate oversight and scrutiny of improvement objectives
- To support the Service and its officers to develop robust improvement plans and react to Internal and External recommendations, such as His Majesty's Inspectorate of Constabulary and Fire and Rescue Services; Cultural Transformation Programme; and the Community Risk Management Plan
- Supporting effective links with other Fire and Rescue Services and other Local Authorities, as well as external providers, to ensure the most sensible and effective use of resources