

Shropshire and Wrekin Fire and Rescue Authority

Role Description Member Champion for Equality and Diversity

Office:	Member Champion for Equality and Diversity
Allowance:	None
Responsible To:	Shropshire and Wrekin Fire and Rescue Authority

Purpose of Role

The overall purpose of the Member Champion role for Equality and Diversity is:

- 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
- To ensure that the Authority provides an equitable service to all people.

Main Responsibilities

The main responsibilities of the Equality and Diversity Champion are:

- Through annual reports to the Fire Authority, to establish and maintain a clear understanding of our obligations and commitments to Equality and Diversity, our activities and initiatives to support these, and the resultant outcomes and achievements
- To champion, support and influence the Authority's ambitions and plans to further improve equality and diversity throughout the organisation
- To attend and participate in the Equality and Diversity Steering Group
- To ensure that other Authority Members understand the Service's Equality and Diversity agenda and its associated activities, encouraging communication on relevant issues and, where necessary, provide constructive challenge
- Through challenge and scrutiny of our activities to ensure that our Service is equitable

- To encourage and develop a wider appreciation of our ambitions and activities with other agencies and groups with whom the Member Champion may have contact, and to encourage their support
- To network with elected Members of Shropshire Council and Telford & Wrekin Council, who represent other Equality and Diversity groups

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. The Champion will work closely with all officers and in particular with the Equality and Diversity Officer.

When carrying out this role the Member Champion must have regard to the Fire Authority's Protocol on Member / Officer Relations, which can be found in Section 14 of the Authority Handbook.

Equality and Diversity

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

- Ensuring equality in Service delivery and employment through the 9 protected characteristics of diversity and other areas, as identified
- Promoting diversity throughout the Authority
- Working with communities to promote the Service to minority groups
- Encouraging recruitment to under-represented groups
- Ensuring that we are complying with our legal responsibilities
- Ensuring that we are looking at best practice initiatives

Shropshire and Wrekin Fire and Rescue Authority

Role Description Member Champion for Risk Management and Audit

Office:	Member Champion for Risk Management and Audit
Allowance:	None
Responsible to:	Shropshire and Wrekin Fire and Rescue Authority

Purpose of Role

The overall purpose of the role of the Member Champion for Risk Management and Audit is to promote, encourage, challenge and drive improvement in the Fire Authority's risk management and audit processes.

The Champion will work closely with officers through the Lead Officer for Risk to deliver his/her responsibilities.

Main Responsibilities

The main responsibilities of the Member Champion for Business Risk Management and Audit are:

- To participate in the Service's Risk Management Group
- To champion improvement in the Fire Authority's risk management and audit processes, including their alignment with the Authority's stated corporate objectives and the Service Plan
- To assist the Audit and Performance Management Committee in ensuring that the Authority's risk management and audit systems are operating effectively
- To assist the Audit and Performance Management 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
- To assist the Audit and Performance Management Committee in ensuring that the Service has appropriate business continuity arrangements in place

- To ask 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
- To support 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
- To report annually to the Fire Authority on his/her work as Member Champion

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 this role the Member Champion must have regard to the Fire Authority's Protocol on Member / Officer Relations, which can be found in Section 14 of the Authority Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description

Member Champion for Procurement and Asset Management

Office:	Member Champion for Procurement and Asset Management
Allowance:	None
Responsible To:	Shropshire and Wrekin Fire and Rescue Authority

The National Procurement Strategy for Local Government advocates that:

...the strategic importance of procurement should be reflected in an executive portfolio – creating a member – ‘procurement champion’¹.

Although Shropshire and Wrekin Fire Authority does not operate executive arrangements, it has recognised the importance of procurement as a strategic driver of improvement and efficiency in the appointment of a Member Champion. The Fire Authority considers that procurement, whilst a strategic discipline in its own right, is closely linked to the Asset Management² function and it has, therefore, established a joint Champion for Procurement and Asset Management.

Purpose of Role

The overall purpose of the role of the Member Champion for Procurement and Asset Management is to promote, encourage, challenge and drive improvement in procurement and asset management.

Main Responsibilities

The main responsibilities of the Member Champion for Procurement and Asset Management are:

- To instigate Best Value Reviews of procurement or asset provision

¹ Member Champion Responsibilities are set out in the National Procurement Strategy for Local Government p26, and IDeA Members' Guide to procurement.

² Asset Management Planning is a business discipline for managing the life cycle of infrastructure assets to achieve a desired service level while mitigating risk. The objective is to optimise the whole life business impact of costs, performance and risk exposures of the organisations physical assets. It encompasses management, procurement, financial, customer, engineering and other business processes.

- To champion the corporate procurement strategy, its alignment with corporate objectives and the Performance Plan and its implementation
- To champion the corporate asset management strategy, its alignment with corporate objectives and the Performance Plan and its implementation
- To ensure systems are in place for procurement and contract management, supplier management and asset management and that they are operating effectively
- To ask challenging questions about value for money, sustainability and risk management in relation to procurement and assets
- To ensure effective systems are in place to factor equality and sustainability into the strategy and that they are considered at each stage of the procurement process
- To ensure that systems are in place to facilitate Member engagement in the making of key decisions in the procurement cycle for major projects (which would include agreeing the outline business case as well as awarding contracts)
- To advocate the need for the completion of Gateway Reviews on high value/high risk projects
- To ensure effective systems are in place for monitoring the performance of partnerships and other key contracts, and their impact on staff
- To ensure effective systems are in place for capturing lessons learnt from major projects and partnerships
- To report annually to the Fire Authority (in April) on their work as Member Champion

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 this role the Member Champion must have regard to the Fire Authority's Protocol on Member / Officer Relations, which can be found in Section 14 of the Authority Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Member Champion for Civil Resilience

Office:	Member Champion for Civil Resilience
Allowance:	None
Responsible To:	Shropshire and Wrekin Fire and Rescue Authority

Purpose of Role

The overall purpose of the role of the Member Champion for Civil Resilience is to promote, encourage, challenge and drive improvement in the following areas:

- All 'New Dimension' issues, including mass decontamination, urban search and rescue and other types of terrorist incidents
- Civil Resilience issues through local and regional resilience for a and links with local emergency planning departments
- The completion and maintenance of local civil risk management systems

Main Responsibilities

The main responsibilities of the Civil Resilience Member Champion are:

- To maintain understanding of the local and regional implications of civil resilience
- To champion service development of mass decontamination systems
- To ensure that systems are in place for the effective management of mass decontamination of citizens
- To support the development of local urban search and rescue capacity
- To ask challenging questions about local civil resilience risk assessments
- To understand and challenge local risk management systems as they relate to civil resilience

- To champion the ongoing development of civil resilience systems and processes required in the changing threat environment
- To support strong and effective links with the Emergency Planning departments of Borough of Telford & Wrekin and Shropshire County Council
- To ensure that effective partnerships are maintained with all other category 1 responder organisations
- To report annually to the Fire Authority on their work as member champion

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 this role the Member Champion must have regard to the Fire Authority's Protocol on Member / Officer Relations, which can be found in Section 14 of the Authority Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Member Champion for Information and Communications Technology and Data Quality

Office:	Member Champion for Information and Communications, Technology and Data Quality
Allowance:	None
Responsible to:	Shropshire and Wrekin Fire and Rescue Authority

Purpose of Role

The overall purpose of the role of the Member Champion for Information and Communications Technology and Data Quality is to promote, encourage, challenge and drive improvement in data, both electronic and hard copy, and information and communications technology.

Main Responsibilities

The main responsibilities of the Member Champion are, through annual reports to the Fire Authority, to establish and maintain a clear understanding of the following:

- Shropshire and Wrekin Fire Authority data, both electronic and hard copy, and information and communications technology priorities for Shropshire Fire and Rescue Service (SF&RS)
- Overall data, both electronic and hard copy, and information and communications technology funding levels
- Priorities for reinvestment in data, both electronic and hard copy, information and communications technology within SF&RS
- Data, both electronic and hard copy, information and communications technology governance
- Compliance with relevant legislation and guidance
- Reduction of risk to data, both electronic and hard copy, information and communications technology systems
- Encourage a culture of data quality, which is embedded in day-to-day work

- Support the Audit Commission's view that "producing data that are fit for purpose should not be an end in itself but an integral part of an organisation's operational, performance management, and governance arrangements"

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 this role the Member Champion must have regard to the Fire Authority's Protocol on Member / Officer Relations, which can be found in Section 14 of the Authority Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Member Champion for Learning and Development

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

The National Fire and Rescue Service Learning and Development Strategy for England (2005) states that:

'Each Fire and Rescue Authority has legal and financial responsibility for meeting its own learning and development needs. This brings with it the need to ensure that elected members of FRAs have the knowledge of FRS learning and other issues to enable them to be effective in their role.'

Purpose of Role

The overall purpose of the role of the Member Champion for Learning and Development is to promote, encourage, challenge and drive improvement in learning and development.

Main Responsibilities

The main responsibilities of the Member Champion for Learning and Development are:

- To champion the corporate learning and development elements of the Human Resources, Training and Development Plan, its alignment with corporate objectives and the Performance Plan and its implementation
- To ensure that systems are in place for learning and development delivery and that they are operating effectively
- To ask challenging questions about all aspects of learning and development planning and activity with a view to ensuring the high standard of the department

- To ensure effective systems are in place to recognise equality and diversity within the Service, its learning and development teams and the products they deliver
- To support effective links with regional Fire and Rescue Services and external providers across learning and development activities to ensure sensible and effective use of resources
- To report annually to the Fire Authority on their work as Member Champion

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 this role the Member Champion must have regard to the Fire Authority's Protocol on Member / Officer Relations, which can be found in Section 14 of the Authority Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Member Champion for Vulnerable Persons

Office:	Member Champion for Vulnerable Persons
Allowance:	None
Responsible To:	Shropshire and Wrekin Fire and Rescue Authority

Purpose of Role

The overall purpose of the Member Champion role for Vulnerable Persons is to promote, support and drive improvement in activities to safeguard vulnerable persons from the dangers of fire and other associated safety and health matters.

Main Responsibilities

The main responsibilities of the Vulnerable Persons Champion are:

- Through annual reports to the Fire Authority (in July), to establish and maintain a clear understanding of our obligations and commitments to the wider vulnerable persons community safety agenda, our activities and initiatives to support these, and the resultant outcomes and achievements.
- To champion and influence support of the Brigade's ambitions to further improve the safety of vulnerable persons from fire and other associated risks.
- Through challenge and scrutiny of our activities to ensure that our systems are operating effectively as possible.
- To encourage and develop a wider appreciation of our ambitions and activities with other agencies and groups with whom the Member Champion may have contact, and to encourage their support.
- To network with elected Members of Shropshire Council and Borough of Telford & Wrekin who represent other vulnerable groups and in particular, the Member Champion for Older Persons and Member Champion for Young People in Shropshire Council.
- To encourage initiatives, which will help young people to develop into responsible citizens

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. The Champion will work closely with officers of the Community Safety 'Prevention' Group to deliver his/her responsibilities.

When carrying out this role the Member Champion must have regard to the Fire Authority's Protocol on Member / Officer Relations, which can be found in Section 14 of the Authority Handbook.

Vulnerable Persons

In the context of this document 'vulnerable persons' are defined as those who are more vulnerable to the dangers of fire than most and are deemed to include:

- The elderly and, in particular, those living alone
- Single parent families and young males living alone
- Those with alcohol and/or drug dependency
- People with varying abilities, in particular those with physical or mental impairments or learning difficulties
- Travellers and gypsies
- Black and ethnic minority communities
- Those living in socially deprived areas and areas of high unemployment

Children and young people are also vulnerable. The Fire Authority does, however, already have a dedicated Young People's Champion.