

# Shropshire and Wrekin Fire and Rescue Authority

## Role Description Member Champion for Equality and Diversity

<b>Office:</b>	Member Champion for Equality and Diversity
<b>Allowance:</b>	None
<b>Responsible To:</b>	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 and 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 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 12 of the Authority Handbook.

## Equality and Diversity

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

- Ensuring equality **and non-discrimination** in Service delivery and employment **across the nine Protected Characteristics** through the ~~6~~ **strands of diversity** and **in** other areas as identified **from time to time**.
- 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
- Ensure that we are looking at best practice initiatives

# Shropshire and Wrekin Fire Authority

## Role Description Member Champion for Risk Management and Audit

<b>Office:</b>	Member Champion for Risk Management and Audit
<b>Allowance:</b>	None
<b>Responsible to:</b>	Shropshire and Wrekin Fire 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 **aims and public value measures** ~~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 **Audit and Performance Management Committee** on his/her work as Member Champion, **with any matters of significance being taken to the full Authority, where appropriate**

## **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 **12 14** of the Authority Handbook.