

Review of Member Role Descriptions

Report of the Clerk

For further information about this report please contact Sharon Lloyd, Corporate Services Manager, on 01743 260210.

1 Purpose of Report

The purpose of the report is to review and agree the Fire Authority's Member Role Descriptions.

2 Recommendations

The Fire Authority is requested to consider and agree the Role Descriptions detailed below.

3 Background

To provide clarity regarding the role and responsibilities of Members the Fire Authority has in place the following Role Descriptions:

- Member
- Chair of the Authority
- Vice-Chair of the Authority
- Leaders of the Main Opposition Groups
- Chair and Vice-Chair of its Committees:
 - Human Resources
 - Strategy and Resources
 - Audit and Performance Management
 - Standards
- Independent Member of Standards Committee
- Chair of Strategic Risk and Planning Working Group
- Champion for Risk Management and Audit
- Champion for Equality and Diversity

4 Review of Role Descriptions

Although not a legal requirement, it is deemed good practice for the Role Descriptions to be reviewed annually. Each of the Fire Authority's major committees has already reviewed the relevant role descriptions within the last few months and any amendments recommended have been brought to the Authority on the dates shown below:

Role Description	Date of Committee Review	Date agreed by Fire Authority
Chair and Vice-Chair of Human Resources Committee	April 2011	April 2011
Chair and Vice-Chair of Strategy and Resources Committee	May 2011	June 2011
Chair (no change) and Vice-Chair of Audit and Performance Management Committee (see below)	June 2010	To be considered at this meeting
Champion for Risk Management and Audit (see below)	June 2010	To be considered at this meeting

All amendments to the Role Descriptions are shown in bold italics and deletions struck through.

Vice-Chair of Audit and Performance Management Committee

Deletion of 'To participate in the Strategic Risk and Planning Working Group' (see Appendix F)

Champion for Risk Management and Audit

Minor amendments to bring it up-to-date (see Appendix G)

Officers have reviewed the remainder of the Role Descriptions and propose the following minor amendments. Where officers propose no changes the Role Descriptions have been appended to enable Members to carry out their own review.

Leaders of the Main Opposition Groups

Insertion of '* i.e. Groups with 3 or more members' in order to provide clarity (as agreed by the Fire Authority in December 2010) (see Appendix D)

Chair of Strategic Risk and Planning Members Working Group

Inclusion of a reference to the Public Value process (see Appendix K)
Members of the Group have considered the proposed amendments and are in agreement with them.

Champion for Equality and Diversity

Inclusion of 'To attend and participate in the Equality and Diversity Steering Group' and substitution (on page 2) of '9 protected characteristics' in place of '6 strands' (see Appendix L)

5 Financial Implications

There are no financial implications arising from this report.

6 Legal Comment

It is deemed good practice to have Role Descriptions for Members and for those Role Descriptions to be reviewed annually.

7 Equality Impact Assessment

Officers have considered the Service's Brigade Order on Equality Impact Assessments (Personnel 5 Part 2) and have decided that there are no discriminatory practices or differential impacts upon specific groups arising from this report. An Initial Equality Impact Assessment has not, therefore, been completed.

8 Appendices

Role Descriptions:

Appendix A

Member of Shropshire and Wrekin Fire and Rescue Authority

Appendix B

Chair of Shropshire and Wrekin Fire and Rescue Authority

Appendix C

Vice-Chair of Shropshire and Wrekin Fire and Rescue Authority

Appendix D

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

Appendix E

Chair of Audit and Performance Management Committee

Appendix F

Vice-Chair of Audit and Performance Management Committee

Appendix G

Member Champion for Risk Management and Audit

Appendix H

Chair of Standards Committee

Appendix I

Vice-Chair of Standards Committee

Appendix J

Independent, Non-Elected Member of Standards Committee

Appendix K

Chair of Strategic Risk and Planning Members Working Group

Appendix L

Member Champion for Equality and Diversity

9 Background Papers

There are no background papers associated with this report.

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 £2,658 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
- 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 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 in any political group, of which you are a member
- 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

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 Section 14 of the Authority Handbook.

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 £10,000 per annum in addition to basic allowance of £2,658 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, taking into account the needs of all sections of the community
- To agree personal priorities with the Chief Fire Officer and monitor these on a regular basis against the Fire Authority's strategic aims and objectives
- To review the Chief Fire Officer's performance and identify development needs
- 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 foster the best possible relations with the relevant trades unions

- 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, working groups as required
- 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 Section 14 of the Authority Handbook.

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 £5,000 per annum in addition to basic allowance of £2,658 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 assist the Chair in working closely with the Chief Fire Officer to ensure the delivery of an efficient and effective fire and rescue service, 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
- 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 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 Section 14 of the Authority Handbook.

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
Allowance:	Special responsibility allowance of £2,658 per annum in addition to basic allowance of £2,658 per annum
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, 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 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 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 their role Leaders 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
Chair of Audit and Performance Management Committee

Office:	Chair of Audit and Performance Management 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 chair the Audit and Performance Management Committee;
- To provide leadership in matters concerning that Committee; and
- To act as the Fire Authority's Risk Management and Audit Champion, including participation in the Risk Management Group

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, 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 Performance Management Committee, including attendance at pre-meeting briefings
- To present an Annual Report on the work of the Committee to the Fire Authority

- To act as the Fire Authority's Risk Management and Audit Champion, including participation in the Risk Management Group
- To participate in the Strategic Risk and Planning Working 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 Section 14 of the Authority Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Vice-Chair of Audit and Performance Management Committee

Office:	Vice-Chair of Audit and Performance Management 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 Performance Management 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 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, taking into account the needs of all sections of the community
- To assist and support the Chair 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 Performance Management Committee, including attendance at pre-meeting briefings, as required in the absence, or inability to act, of the Chair
- ~~To participate in the Strategic Risk and Planning Working Group~~

- 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 Section 14 of the Authority Handbook.

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 ~~Head of Performance and~~ **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's ~~Performance 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 Chair of Standards Committee

Office:	Chair of Standards Committee
Allowance:	None
Responsible to:	Shropshire and Wrekin Fire and Rescue Authority

This Role Description should be read in conjunction with the Role Description and Person Specification for a Non-Elected, Independent Member of the Fire Authority's Standards Committee.

Officer Holder

The Chair of the Standards Committee must be a Non-Elected, independent Member of that Committee.

Purpose of Role

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

- To chair the Standards 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 promote and maintain a high standard of conduct by Members
- To maintain the integrity of the Fire Authority's Standards Committee
- To represent the Fire Authority and its policies in a positive and professional manner

- To chair meetings of the Standards Committee, including attendance at pre-meeting briefings
- To contribute to, and present, an Annual Report on the work of the Committee to the Fire Authority
- To attend relevant conferences and meetings, as appropriate
- To participate in the recruitment process for Non-Elected, Independent Members of the Fire Authority's Standards Committee
- To undertake, in addition, all of the duties specified in the Role Description of a Non-Elected, Independent Member of the Fire Authority's Standards Committee

Accountability

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

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 Section 15 of the Members' Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Vice-Chair of Standards Committee

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

This Role Description should be read in conjunction with the Role Description and Person Specification for a Non-Elected, Independent Member of the Fire Authority's Standards Committee.

Officer Holder

The Vice-Chair of the Standards Committee must be a Non-Elected, independent Member of that Committee.

Purpose of Role

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

- To deputise for the Chair of the Standards 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 in working closely with the Chief Fire Officer and the Chair of the Fire Authority in order to promote and maintain a high standard of conduct by Members
- To assist and support the Chair in maintaining the integrity of the Fire Authority's Standards Committee

- To represent the Fire Authority and its policies in a positive and professional manner
- To chair meetings of the Standards Committee, including attendance at pre-meeting briefings, as required in the absence, or inability to act, of the Chair
- To undertake, in addition, all of the duties specified in the Role Description of a Non-Elected, Independent Member of the Fire Authority's Standards Committee

Accountability

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

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 Section 14 of the Authority Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Independent, Non-Elected Member of Standards Committee

Office:	Independent, Non-Elected Member of Standards Committee
Allowance:	Co-optee's allowance of £273 per annum plus £53 for up to 4 hours and £106 for over 4 hours spent considering locally allegations of breaches of the Code of Conduct
Responsible To:	Shropshire and Wrekin Fire and Rescue Authority

This Role Description should be read in conjunction with the Person Specification for Independent Members of the Fire Authority's Standards Committee.

Purpose of Role

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

- To promote and maintain a high standard of conduct by Members
- To oversee the Register of Members' Interests; and
- To oversee the effectiveness of the Fire Authority's procedures for investigating and responding to complaints about Members

Main Responsibilities

The main responsibilities of the office holder are:

- To advise the Authority on the adoption or revision of the Members' Code of Conduct
- To assist Members to observe the Members' Code of Conduct
- To advise, train, or arrange to train, Members on matters relating to the Members' Code of Conduct

- To develop, maintain and monitor the operation of the Members' Code of Conduct
- To issue advice to Members on the treatment of personal interests and on conduct matters generally
- To consider and grant, or otherwise, dispensations in respect of Members' interests*
- To consider and act on any report from the Monitoring Officer on any matter, which is referred to the Monitoring Officer
- To exercise such functions as are required under the Fire Authority's procedures for local assessment, investigation and determination of allegations of misconduct*
- To exercise such other functions as the Fire Authority considers appropriate

Maintenance of Independence

The role of Independent Members will influence the public's perception of the integrity of the Standards Committee. It is, therefore, essential that Independent Members are seen to be genuinely independent of the Fire Authority. Consequently, an Independent Member cannot be someone, who

- Is a relative or close friend of a Member or officer of the Fire Authority, which may reasonably be seen to prejudice their independence;
- Has been a Member or officer of the Fire Authority in the previous five years;
- Is a current, elected Member of another authority, such as a Parish, Town, Borough, District, Unitary or County Council; or
- Is an undischarged bankrupt.

Guidance from Standards for England states that it is preferable that an Independent Member is not a member of any political party (although there is nothing in law which prevents it). It is, therefore, a condition of appointment that a successful candidate is not, or will not, during their term of office, become, a member of any political party.

* The various procedures relating to dispensations and local Investigations and determinations are set out in Section 4 of the Shropshire and Wrekin Fire and Rescue Authority Members' Handbook.

Accountability

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

An Independent, Non-elected Member is accountable for his/her performance to the full Fire Authority, which is responsible for his/her appointment.

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.

Whilst performing their role Independent, Non-elected Members must have regard to the Fire Authority's Protocol on Member / Officer Relations, which can be found in Section 14 of the Authority Handbook.

Term of Office

Appointments are for a term of three years and persons appointed will be eligible for re-appointment for subsequent terms.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Chair of Strategic Risk and Planning Members' Working Group

Office:	Chair of Strategic Risk and Planning Members' Working Group
Allowance:	Special responsibility allowance of £3,000 per annum in addition to basic allowance of £2,658 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 Strategic Risk and Planning Members' Working 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 Risk and Planning Members' Working 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 Risk and Planning Members' Working Group and to act as political spokesperson for the Working Group, at local, regional, national or international level

- To represent the Strategic Risk and Planning Members' Working Group and the Fire Authority in a positive and professional manner
- To chair such other committees, panels, working groups relating to the **Public Value and IRMP 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 Section 14 of the Authority Handbook.

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 15 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** ~~6 strands~~ 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