

## REPORT OF THE CLERK

# MEMBER CHAMPIONS

### 1 Purpose of Report

This report asks Members to consider and agree Role Descriptions for Member Champions. It also details the proposed timetable for their reports to be presented to the Fire Authority.

### 2 Recommendations

The Fire Authority is requested to:

- a) Agree the Role Descriptions for its Member Champions (attached at Appendix A); and
- b) Note the proposed timetable for presentation of their reports to the Fire Authority (attached at Appendix B).

### 3 Background

The Fire Authority appointed the following Member Champions at its Annual Meeting in July 2006:

- Information and Communications Technology – Councillor Phil Box
- Procurement and Asset Management – Councillor Denis Allen
- Learning and Development – Councillor Rod Davies
- Children and Young People – Councillor Dr June Drummond
- Civil Resilience – Councillor Roy Picken
- Older People – Councillor Mrs Liz Swift
- Business Risk Management and Audit – Councillor Jon Tandy

It also agreed that a programme should be drawn up for those Members to report to the Fire Authority at six monthly intervals.

### 4 Role Descriptions

It is considered best practice, in order that Members are aware of their responsibilities as Member Champions, that they have a role description. One has, therefore, been developed for each of these seven Members.



The Role Descriptions set out the purpose, main responsibilities and accountability of each of the roles. Appendix A to this report contains the full Role Description for each of the Member Champions.

## 5 Timetable for Presentations to the Fire Authority

The timetable, which can be found in Appendix B, has been drawn up to allow each of the Member Champions to report to the Fire Authority on a six monthly basis.

## 6 Financial Implications

There are financial implications arising from this report.

## 7 Legal Comment

There are no legal implications arising from this report.

## 8 Appendices

**Appendix A** Member Champion Role Descriptions

**Appendix B** Member Champion Reporting Dates

## 9 Background Papers

### Shropshire and Wrekin Fire Authority

Annual Meeting 19 July 2006:

Report 7 – Allocation of Seats to Political Groups, Appointments to, and Constitution of, Committees

Minutes

Implications of all of the following have been considered and, where they are significant (i.e. marked with an asterisk), the implications are detailed within the report itself.

Balance Score Card		Integrated Risk Management Planning	
Business Continuity Planning		Legal	
Capacity		Member Involvement	*
Civil Contingencies Act		National Framework	
Comprehensive Performance Assessment		Operational Assurance	
Equality and Diversity		Retained	
Efficiency Savings		Risk and Insurance	
Environmental		Staff	
Financial		Strategic Planning	
Fire Control/Fire Link		West Midlands Regional Management Board	

For further information about this report please contact Sharon Lloyd, Corporate Services Manager, on 01743 260210 or Sue Kembrey, Clerk and Monitoring Officer, on 01952 202461.



## SHROPSHIRE AND WREKIN FIRE AUTHORITY

### ROLE DESCRIPTION

<b>OFFICE:</b>	Member Champion for Information and Communications Technology
<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 Information and Communications Technology is to promote, encourage, challenge and drive improvement in electronic data, information technology and communications.

### MAIN RESPONSIBILITIES

The main responsibilities of the Member Champion for Information and Communications Technology are, through six monthly reports to the Fire Authority, to establish and maintain a clear understanding of the following:

- The whole of Shropshire and Wrekin Fire Authority's electronic data, information technology and communications priorities for Shropshire Fire and Rescue Service
- Overall electronic data, information technology and communications funding levels
- Priorities for reinvestment in electronic data, information technology and communications within Shropshire Fire and Rescue Service
- Electronic data, information technology and communications governance
- Compliance with relevant legislation and guidance
- Reduction of risk to electronic data, information technology and communications systems

### ACCOUNTABILITY

The responsibilities outlined in this role description relate to the political or Member level activities of the Fire Authority. The Member Champion will report to the Fire Authority every six months (May and October) on his/her work.

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 10 of the Authority Handbook.

# SHROPSHIRE AND WREKIN FIRE AUTHORITY

## ROLE DESCRIPTION

<b>OFFICE:</b>	Member Champion for Procurement and Asset Management
<b>ALLOWANCE:</b>	None
<b>RESPONSIBLE TO:</b>	Shropshire and Wrekin Fire 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’<sup>1</sup>.*

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 Management<sup>2</sup> 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
- 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

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

<sup>2</sup> 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 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

## **ACCOUNTABILITY**

The responsibilities outlined in this role description relate to the political or Member level activities of the Fire Authority. The Member Champion will report to the Fire Authority every six months (February and July) on his/her work.

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 10 of the Authority Handbook.

# SHROPSHIRE AND WREKIN FIRE AUTHORITY

## ROLE DESCRIPTION

<b>OFFICE:</b>	Member Champion for Learning and Development
<b>ALLOWANCE:</b>	None
<b>RESPONSIBLE TO:</b>	Shropshire and Wrekin Fire 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

## **ACCOUNTABILITY**

The responsibilities outlined in this role description relate to the political or Member level activities of the Fire Authority. The Member Champion will report to the Fire Authority every six months (June and December) on his/her work.

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 10 of the Authority Handbook.



# SHROPSHIRE AND WREKIN FIRE AUTHORITY

## ROLE DESCRIPTION

<b>OFFICE:</b>	Member Champion for Children and Young People
<b>ALLOWANCE:</b>	None
<b>RESPONSIBLE TO:</b>	Shropshire and Wrekin Fire Authority

### PURPOSE OF ROLE

The overall purpose of the Member Champion for Children and Young People is to promote, support and drive improvement in activities to safeguard children and young people from the dangers of fire and other associated safety and health matters, and to encourage initiatives, which will help them develop into responsible citizens.

### MAIN RESPONSIBILITIES

The main responsibilities of the Member Champion for Children and Young People are:

- Through six monthly reports to the Fire Authority (in June and December), to establish and maintain a clear understanding of the Authority's obligations and commitments to the wider children and young people community safety agenda, the Service's activities and initiatives to support these, and the resultant outcomes and achievements
- To champion and influence support of the Service's ambitions to improve further the safety of children and young people from fire and other associated risks
- Through challenge and scrutiny of the Service's activities to ensure that its systems are operating as effectively as possible
- To encourage and develop a wider appreciation of the Service's 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 County Council and Borough of Telford & Wrekin, who represent other vulnerable groups and, in particular, the Member Champion for Children and Young People in the Borough of Telford & Wrekin
- To work closely with officers of the Community Safety 'Prevention' Group to deliver his/her responsibilities

## **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 10 of the Authority Handbook.

# SHROPSHIRE AND WREKIN FIRE AUTHORITY

## ROLE DESCRIPTION

**OFFICE:** Member Champion for Civil Resilience

**ALLOWANCE:** None

**RESPONSIBLE TO:** Shropshire and Wrekin Fire 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 fora 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 every six months to the Fire Authority (in May and October) 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 10 of the Authority Handbook.

# SHROPSHIRE AND WREKIN FIRE AUTHORITY

## ROLE DESCRIPTION

<b>OFFICE:</b>	Member Champion for Older People
<b>ALLOWANCE:</b>	None
<b>RESPONSIBLE TO:</b>	Shropshire and Wrekin Fire Authority

### PURPOSE OF ROLE

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

### MAIN RESPONSIBILITIES

The main responsibilities of the Member Champion for Older People are:

- Through six monthly reports to the Fire Authority (in June and December), to establish and maintain a clear understanding of the Fire Authority's obligations and commitments to the wider older people's community safety agenda, the Service's activities and initiatives to support these, and the resultant outcomes and achievements
- To champion and influence support of the Service's ambitions to improve further the safety of older people from fire and other associated risks
- Through challenge and scrutiny of the Service's activities to ensure that its systems are operating as effectively as possible
- To encourage and develop a wider appreciation of the Service's 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 County Council and Borough of Telford & Wrekin, who represent other vulnerable groups and, in particular, the Member Champion for Older Persons in Shropshire County Council
- To work closely with officers of the Community Safety 'Prevention' Group to deliver his/her responsibilities

## **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 10 of the Authority Handbook.

# SHROPSHIRE AND WREKIN FIRE AUTHORITY

## ROLE DESCRIPTION

<b>OFFICE:</b>	Member Champion for Business 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 Business 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 Risk to deliver his/her responsibilities.

### MAIN RESPONSIBILITIES

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

- 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 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 every six months to the Fire Authority (in February and July) 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 10 of the Authority Handbook.



## SHROPSHIRE AND WREKIN FIRE AUTHORITY

### MEMBER CHAMPION REPORTING DATES

At its Annual Meeting on 19 July 2006 the Fire Authority agreed that its Member Champions would provide six-monthly reports to the Authority and officers were tasked with drawing up a timetable for such reporting. Accordingly, a timetable is given below.

**18 October 2006 Reports from:**

Lead Member for Civil Resilience Cllr Roy Picken  
Lead Member for Communications and Information Technology Cllr Phil Box

**20 December 2006 Reports from:**

Learning and Development Champion Cllr Rod Davies  
Children and Young People's Champion Cllr Dr June Drummond  
Older People's Champion Cllr Mrs Liz Swift

**14 February 2007 Reports from:**

Procurement and Asset Management Champion Lt Col Denis Allen  
Business Risk Management and Audit Champion Jon Tandy

**9 May 2007 Reports from:**

Lead Member for Civil Resilience Cllr Roy Picken  
Lead Member for Communications and Information Technology Cllr Phil Box

**13 June 2007 (date to be confirmed) Reports from:**

Learning and Development Champion Cllr Rod Davies  
Children and Young People's Champion Cllr Dr June Drummond  
Older People's Champion Cllr Mrs Liz Swift

**18 July 2007 (date to be confirmed) Reports from:**

Procurement and Asset Management Champion Lt Col Denis Allen  
Business Risk Management and Audit Champion Jon Tandy

