

Review of Member Role Descriptions

Report of the Chief Fire Officer

For further information about this report please contact Alan Taylor, Chief Fire Officer, on 01743 260201, Paul Raymond, Chief Fire Officer Designate, on 01743 260203 or Sharon Lloyd, Corporate Services Manager, on 01743 260210.

1 Purpose of Report

To review, and agree proposed amendments to, the Fire Authority's existing Member Role Descriptions and agree the new Role Descriptions for the Chair and Vice-Chair of the Strategy and Resources Committee.

2 Recommendations

The Fire Authority is requested to consider and agree:

- The proposed amendments to existing Role Descriptions outlined at section 4 of this report; and
- The new Role Descriptions for the Chair and Vice-Chair of the Strategy and Resources Committee, attached at Appendix B.

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
- Leader of the Main Opposition Group
- Chair of the Integrated Risk Management Members' Working Group
- Independent Member of Standards Committee
- Asset Management and Procurement Champion
- Children and Young People
- Civil Resilience Champion
- Equality and Diversity Champion
- Information, Communications and Technology Champion

- Learning and Development Champion
- Risk Management and Audit Champion
- Vulnerable Persons Champion

4 Review of Existing Role Descriptions

Although not a legal requirement, it is deemed good practice for the Role Descriptions to be reviewed annually. The Fire Authority is, therefore, requested to review the Role Descriptions attached at Appendix A.

The only amendment proposed by officers is that the role of Children and Young Peoples Champion is amalgamated into that of Vulnerable Persons Champion, as children and young people can be considered as a vulnerable group. This would then provide the Member undertaking the role with a comprehensive overview of the work done by the Service in this area.

5 New Role Descriptions

At its meeting on 21 May 2009 the Strategy and Resources Committee agreed Role Descriptions for the Chair and Vice-Chair of that Committee for recommendation to the Fire Authority. Members are asked to consider and agree these new Role Descriptions, which are attached at Appendix B.

6 Financial Implications

There are no financial implications arising from this report.

7 Legal Comment

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

8 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.

9 Appendices

Appendix A
Existing Role Descriptions

Appendix B
New Role Descriptions for the Chair and Vice-Chair of the Strategy and Resources Committee

10 Background Papers

There are no background papers associated with this report.

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.

Balanced Score Card	Integrated Risk Management Planning	
Business Continuity Planning	Legal	*
Capacity	Member Involvement	*
Civil Contingencies Act	National Framework	
Comprehensive Performance Assessment	Operational Assurance	
Efficiency Savings	Retained	
Environmental	Risk and Insurance	
Financial	* Staff	
Fire Control/Fire Link	Strategic Planning	
Information Communications and Technology	West Midlands Regional Management Board	
Freedom of Information / Data Protection / Environmental Information	Equality Impact Assessment	*

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 £2,632* per annum
Responsible to:	Shropshire and Wrekin Fire and Rescue Authority

* The percentage increase still to be agreed by the National Joint Council will be applied to these allowances, when known, with effect from 1 April 2009.

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.

Whilst performing their role Members must have regard to the Fire Authority's Protocol on Member / Officer Relations, which can be found in Section 15 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 £7,897* per annum in addition to basic allowance of £2,632* per annum
Responsible to:	Shropshire and Wrekin Fire and Rescue Authority

*The percentage increase still to be agreed by the National Joint Council will be applied to these allowances, when known, with effect from 1 April 2009.

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 to the media 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 15 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 £3,949* per annum in addition to basic allowance of £2,632* per annum
Responsible To:	Shropshire and Wrekin Fire and Rescue Authority

* The percentage increase still to be agreed by the National Joint Council will be applied to these allowances, when known, with effect from 1 April 2009.

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 to the media 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 15 of the Authority Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description **Leader of the Main Opposition Group of** **Shropshire and Wrekin Fire and Rescue Authority**

Office:	Leader of the Main Opposition Group of Shropshire and Wrekin Fire and Rescue Authority
Allowance:	Special responsibility allowance of £2,632* per annum in addition to basic allowance of £2,632* per annum
Responsible To:	Shropshire and Wrekin Fire and Rescue Authority

* The percentage increase still to be agreed by the National Joint Council will be applied to these allowances, when known, with effect from 1 April 2009.

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 to the media 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 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.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Chair of Integrated Risk Management Planning Members' Working Group

Office:	Chair of Integrated Risk Management Planning (IRMP) Members' Working Group
Allowance:	Special responsibility allowance of £2,632* per annum in addition to basic allowance of £2,632* per annum
Responsible To:	Shropshire and Wrekin Fire and Rescue Authority

The percentage increase still to be agreed by the National Joint Council will be applied to these allowances, when known, with effect from 1 April 2009.

Purpose of Role

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

- To chair the Integrated Risk Management Planning (IRMP) Members' Working Group of the Fire Authority
- To lead on all aspects of IRMP for the Fire Authority

Main Responsibilities

The main responsibilities of the office holder are:

- To chair all meetings of the IRMP Members' Working Group
- To work with the Chief Fire Officer and other officers to ensure that the Fire Authority's IRMP 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 IRMP 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 IRMP Members' Working Group and to act as political spokesperson for the Working Group, at local, regional, national or international level



- To represent the IRMP Members' Working Group and the Fire Authority to the media in a positive and professional manner
- To chair such other committees, panels, working groups relating to the IRMP process 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 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.

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 £270* per annum plus £52* for up to 4 hours and £105* for over 4 hours spent considering locally allegations of breaches of the Code of Conduct
Responsible To:	Shropshire and Wrekin Fire and Rescue Authority

* The percentage increase still to be agreed by the National Joint Council will be applied to these allowances, when known, with effect from 1 April 2009.

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 investigation of referred complaints and for the local 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 the Standards Board 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.

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.

- * 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.

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:

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 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
- 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 Children and Young People

Office: Member Champion for Children and Young People

Allowance: None

Responsible to: Shropshire and Wrekin Fire and Rescue Authority

Purpose of Role

The overall purpose of the Member Champion role for Children and Young People (C&YP) is to promote, support and drive improvement in activities to safeguard C&YP 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 C&YP Champion are;

- Through annual reports to the Fire Authority, to establish and maintain a clear understanding of our obligations and commitments to the wider C&YP community safety agenda, our activities and initiatives to support these, and the resultant outcomes and achievements.
- To champion and influence support of the brigades ambitions to further improve the safety of C&YP 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 Telford and Wrekin Council who represent other vulnerable groups and in particular, the Member Champion for Children and Young People in Telford & Wrekin Council.

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 would 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.



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 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

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 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 Services 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 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
- Ensure that we are looking at best practice initiatives

Shropshire and Wrekin Fire and Rescue Authority

Role Description **Member Champion for Information, Communications and Technology**

Office:	Member Champion for Information, Communications and Technology
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, Communications and 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 are, through annual reports to the Fire Authority, to establish and maintain a clear understanding of the following:

- Whole of Shropshire and Wrekin Fire Authority electronic data, information technology and communications priorities for Shropshire Fire and Rescue Service (SF&RS)
- Overall electronic data, information technology and communications funding levels
- Priorities for reinvestment in electronic data, information technology and communications within SF&RS
- 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.

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 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 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 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 health and safety arrangements in place
- 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 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 brigades 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 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.



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.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Chair of Strategy and Resources Committee

Office:	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 of the office holder 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, 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 present an Annual Report on the work of the Committee to the Fire Authority
- To chair the Budget Working Group

- To be consulted by the Chief Fire Officer concerning acceptance of tenders in accordance with the Fire Authority's Standing Orders relating to Contracts (sections M3 and M5)
- 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 15 of the Authority Handbook.



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 of the office holder 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 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 Strategy and Resources Committee, including attendance at pre-meeting briefings, as required in the absence, or inability to act, of the Chair
- To chair the Budget Working Group, as required in the absence, or inability to act, of the Chair

- To be consulted by the Chief Fire Officer concerning acceptance of tenders in accordance with the Fire Authority's Standing Orders relating to Contracts (sections M3 and M5)
- 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 15 of the Authority Handbook.

