



Shropshire and Wrekin
Fire and Rescue Authority

Section 12

Fire Authority Member Role Descriptions

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 £3,718 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 the Member 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 £13,559 per annum in addition to basic allowance of £3,718 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 be consulted by the Chief Fire Officer concerning acceptance of tenders in

accordance with the Fire Authority's Standing Orders relating to Contracts (section L5)

- 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 the Member 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 £7,887 per annum in addition to basic allowance of £3,718 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 be consulted by the Chief Fire Officer concerning acceptance of tenders in accordance with the Fire Authority's Standing Orders relating to Contracts (section L5)
- 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 the Member 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
Allowances:	Leaders of Opposition Groups with 4 or more members Special responsibility allowance of £3,718 per annum in addition to basic allowance of £3,718 per annum
	Leaders of Opposition Groups with 3 members Special responsibility allowance £1,859 per annum in addition to basic allowance of £3,718 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 Fire Authority's Member 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 the Member Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Chair of Strategy and Resources Committee

Office:	Chair of Strategy and Resources Committee
Allowance:	Special responsibility allowance of £2,259 per annum in addition to basic allowance of £3,718 per annum
Responsible to:	Shropshire and Wrekin Fire and Rescue Authority

Purpose of Role

The overall purpose of the role 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 sit on the Strategic Advisory Group
- 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 the Fire Authority Member 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 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 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 the Fire Authority Member Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Chair of Strategic Advisory Group

Office: Chair of Strategic Advisory Group

Allowance: None

Responsible to: Shropshire and Wrekin Fire and Rescue Authority

Purpose of Role

The overall purpose of the role is:

- To chair the Strategic Advisory 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 Advisory 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 Advisory Group and to act as political spokesperson for the Group, at local, regional, national or international level
- To represent the Strategic Advisory Group and the Fire Authority in a positive and professional manner

- To chair such other committees, panels, working groups relating to the Strategic Risk and Planning 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 the Fire Authority Member Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Chair of Standards, Audit and Performance Committee

Office:	Chair of Standards, Audit and Performance Committee
Allowance:	Special responsibility allowance of £2,259 per annum in addition to basic allowance of £3,718 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 Standards, Audit and Performance 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, when necessary, 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 Standards, Audit and Performance Committee, including attendance at pre-meeting briefings
- To act as the Fire Authority's Risk Management and Audit Champion, including participation in the Risk Management Group
- To participate in the Strategic Advisory 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 participate in the recruitment process for Independent Person or to nominate a member of the Standards, Audit and Performance Committee to participate in the recruitment process on his / her behalf
- 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 the Member Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Vice-Chair of Standards, Audit and Performance Committee

Office:	Vice-Chair of Standards, Audit and Performance 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 Standards, Audit and Performance 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, when required, 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 Standards, Audit and Performance Committee, including attendance at pre-meeting briefings, as required in the absence, or inability to act, of the Chair
- 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
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- 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 the Member Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Independent Person

Office:	Independent Person
Allowance:	None
Responsible to:	Shropshire and Wrekin Fire and Rescue Authority and Telford & Wrekin Council

Purpose of Role

The overall purpose of the role of the office holder is to assist the Fire Authority and the Council in promoting high standards of conduct by elected and co-opted Members and, in particular, to uphold the Code of Conduct, adopted by the Fire Authority and the Council and the seven principles of public office, namely selflessness, honesty, integrity, objectivity, accountability, openness and leadership.

Main Responsibilities

The main responsibilities of the office holder are:

- To be consulted by the Fire Authority and the Council through the Monitoring Officer and/or the Standards, Audit and Performance Committee before it makes a decision on an investigated allegation and to be available to attend hearing meetings of the Standards, Audit and Performance Committee for this purpose, if required
- To be available for consultation by the Monitoring Officer and/or the Standards, Audit and Performance Committee before a decision is taken as to whether to investigate a complaint or to seek local resolution of the same
- To be available for consultation by any elected Member, including a town or parish councillor, who is the subject of a standards complaint
- To develop a sound understanding of the ethical framework as it operates within the Fire Authority and the Council, its town and parish councils
- To participate in training events to develop skills, knowledge and experience in networks developed for Independent Persons, operating outside the Fire Authority's and Council's area

- To attend training events organised and promoted by the Fire Authority's Standards, Audit and Performance Committee and/or the Council's Standards Committee, if required
- To act as advocate and ambassador for the Fire Authority and the Council in promoting ethical behaviour

Liaison with

- Monitoring Officer
- Members of the Fire Authority's Standards, Audit and Performance Committee and the Council's Standards Committee
- Officers and Members of the respective authorities and Town and Parish Councillors within the Borough of Telford & Wrekin
- Other key stakeholders within the community

Accountability

The Independent Person will be accountable to the Fire Authority and the Council.

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

When carrying out this role the Independent Person must have regard to the Fire Authority's Protocol on Member / Officer Relations, which can be found in the Member 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 Lead Officer for Risk to deliver his/her responsibilities.

Main Responsibilities

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

- To participate in the Service's Risk Management Group
- To champion improvement in the Fire Authority's risk management and audit processes, including their alignment with the Authority's stated aims and Corporate Performance Indicators and the Service Plan
- To assist the Standards, Audit and Performance Committee in ensuring that the Authority's risk management and audit systems are operating effectively
- To assist the Standards, Audit and Performance 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 Standards, Audit and Performance 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 present, jointly with the Lead Officer for Risk, an annual report on risk management to the Fire Authority

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 the Member 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 to members of the public 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 the Service's obligations and commitments to Equality and Diversity, the activities and initiatives to support these, and the resultant outcomes and achievements.
- To champion, support and influence the Authority's ambitions and plans to further improve equality and diversity throughout the organisation.
- To ensure that other Authority Members understand the Service's Equality and Diversity agenda and its associated activities, encouraging communication on relevant issues and where necessary provide constructive challenge.
- Through challenge and scrutiny of activities 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 the Member Handbook.

Equality and Diversity

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

- Ensuring equality and non-discrimination in Service delivery and employment across the nine Protected Characteristics and in other areas as identified from time to time.
- Promoting diversity throughout the Authority
- Work proactively with communities and partners to promote the Service to minority groups
- Encouraging recruitment to under-represented groups
- Ensuring that the Service is complying with its legal responsibilities
- Ensure that the Service is looking at best practice initiatives