

Shropshire and Wrekin Fire and Rescue Authority

Role Description Vice-Chair of Shropshire and Wrekin Fire and Rescue Authority

Office:	Vice-Chair of Shropshire and Wrekin Fire and Rescue Authority
Allowance:	Special responsibility allowance of £5,110 £5,213 per annum in addition to basic allowance of £2,716 £2,771 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 (sections M3 and M5)
- 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.