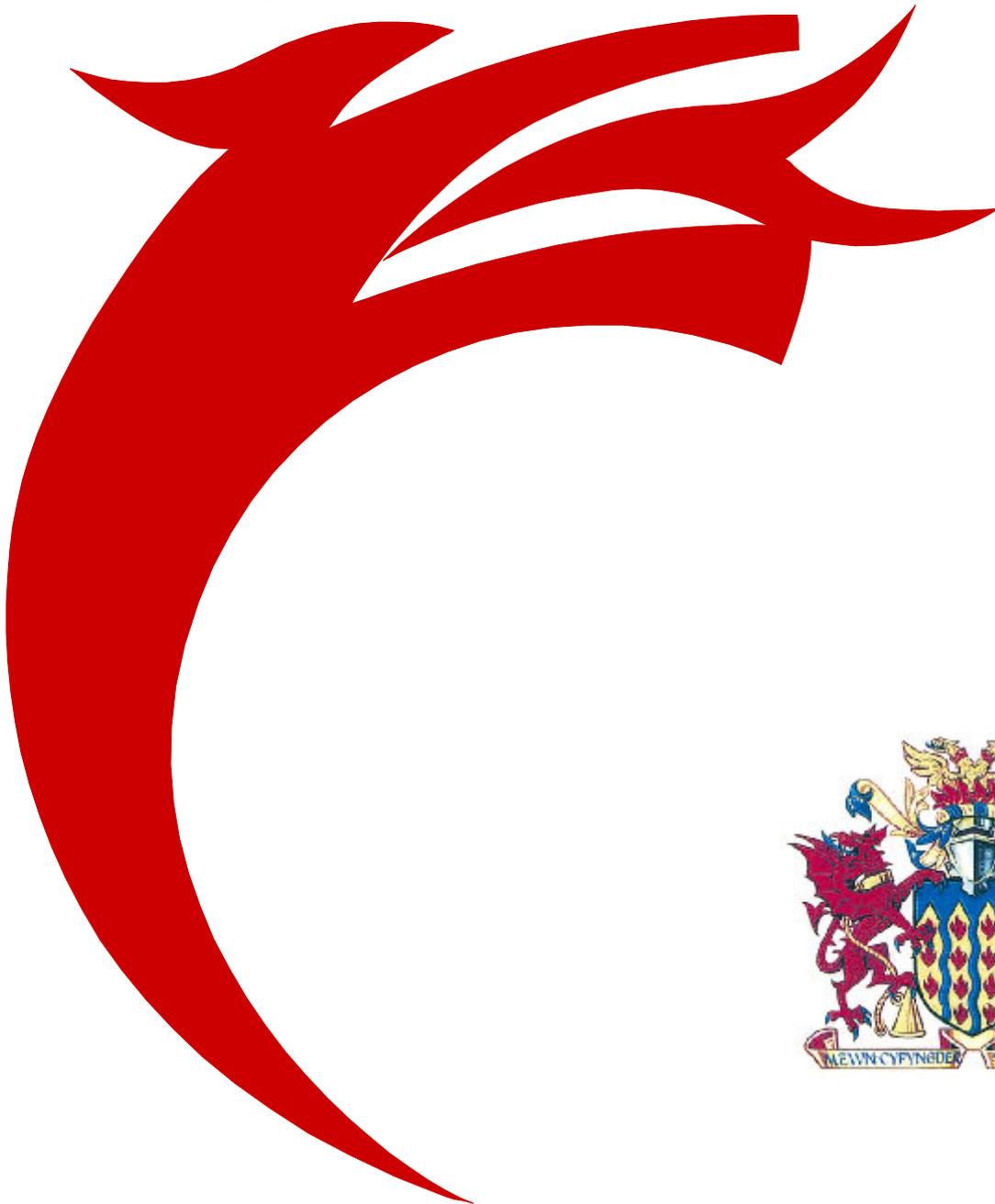




WLGA • CLILC

Fire and Rescue Authority Member Role Descriptions and Person Specifications



Background

These role descriptions, which set out the responsibilities and functions of the role of the elected member and the person specifications which describe the qualities and skills required of the member in the role and can help when considering personal development were adopted by North Wales Fire and Rescue Authority on 18th June 2007.

They are based on a set of descriptions and general requirements of the roles of Members of the Fire and Rescue Authorities that were created by the Welsh Local Government Authority (WLGA) in conjunction with members and officers from the three fire and rescue authorities. As the original document was an elective framework it has been adapted to suit local needs prior its adoption.

The set involves the roles below:

- Chair and Vice-Chair of the Authority
- Authority Members
- Chair of Authority Committees

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Fire & Rescue Authority Member Role Description

1 Accountabilities

- To Authority, Committees, Sub Committees & Panels

2 Role Purpose and Activity

- **Representing and supporting communities**
 - To represent the interests of the population of the whole area of the Fire & Rescue Authority
 - To represent the views and interests of the constituent unitary authority and its communities on the Fire and Rescue Authority
 - To liaise with other elected members, principal authorities, officers and partner organisations to ensure that the needs of the Fire and Rescue Authority are identified, understood and supported
 - To be a channel of communication to the community on Authority strategies, policies, services and procedures
 - To raise awareness of fire safety initiatives to reduce the risk of fire throughout the Fire & Rescue Authority
 - To be an advocate for the Fire & Rescue Authority
- **Making decisions and overseeing Fire & Rescue Authority performance**
 - To participate in Fire and Rescue Authority meetings, reaching and making informed and balanced decisions, and overseeing performance
 - To participate in informed and balanced decision making on Fire and Rescue Authority committees and panels to which they might be appointed
 - To adhere to the principles of democracy and collective responsibility in decision-making
 - To promote and ensure efficiency and effectiveness in the provision of Fire and Rescue Authority services
- **Representing the Fire & Rescue Authority (subject to appointment)**
 - To represent the Fire & Rescue Authority on outside bodies as an appointee of the Fire & Rescue Authority
 - To represent the Fire & Rescue Authority on local partnership bodies, promoting common interest and co-operation for mutual gain
 - To represent and be an advocate for the Fire & Rescue Authority on national bodies and at national events

- **Internal governance, ethical standards and relationships**

- To promote and support good governance of the Fire & Rescue Authority and its affairs
- To provide leadership and promote citizenship as a representative of the Fire and Rescue Authority
- To promote and support open and transparent Fire and Rescue Authority services
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Fire & Rescue Authority
- To adhere to the Member's Code of Conduct and the highest standards of behaviour in representing the Fire and Rescue Authority

- **Personal and role development**

- To participate in opportunities for development provided for members by the Fire and Rescue Authority

3 Values

- To be committed to the values of the Fire & Rescue Authority:
 - Diversity
 - People
 - Improvement
 - Service to the Community

Chair of a Committee Role Description

1. Accountabilities

- To the Fire and Rescue Authority
- To the Members of the Committee

2. Role and Purpose of Activity

- **Provide leadership and direction**
 - To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
 - To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
 - To delegate actions to sub committees as appropriate
- **Promoting the role of the Committee**
 - To act as an ambassador for the Committee, facilitating understanding of the role
 - To act within the constitutional requirements to oversee the functions of the committee fairly and correctly
 - To ensure thoroughness and objectivity in the Committee, receiving and responding to professional advice in the conduct of meetings
- **Internal governance, ethical standards and relationships**
 - To develop the standing and integrity of the Committee and its decision making
 - To understand the respective roles of members, officers and external parties operating within the Committee's area of responsibility
 - To promote and support good governance by the Authority
- **Effective meeting management**
 - To set agendas containing clear objectives and outcomes for the meeting
 - To ensure that the necessary preparation is done beforehand
 - To ensure that all participants have an opportunity to make an appropriate contribution
 - To report on progress against the work programme to the Authority.

3. Values

- To be committed to the values of the Fire & Rescue Authority:
 - Diversity
 - People
 - Improvement
 - Service to the Community

Vice-Chair

- To fulfil the duties of the Chair in his or her absence
- To assist the Chair in specific duties as required.

Fire and Rescue Authority Chair (and Vice-Chair) Role Description

1. Accountability

- To the Fire and Rescue Authority

2. Role and Purpose of Activity

- **As the elected leader and as a symbol of the Authority's democratic powers**
 - To be impartial and uphold the democratic values of the Authority
 - To be the elected representatives' figurehead for the Authority; to be the principal political spokesperson for the Authority
 - To provide leadership in building a political consensus around the Authority's policies
 - To provide strong, clear leadership in the coordination of policies, strategies and service delivery
 - To represent the Authority at civic and ceremonial functions
 - To preside over meetings of the Authority, so that its business can be carried out effectively and efficiently
 - To ensure that the Authority conducts its meetings in line with the Authority's Standing Orders
- **Representing and acting as ambassador for the Authority**
 - To represent the Authority to a high standard. Provide a strong, competent and eloquent figure to represent the Authority both within the Authority and at external bodies
 - To specifically represent the Authority on the Wales Assembly Government Fire and Rescue Liaison Group; WLGA Fire Services Panel; WLGA Council; the WLGA Regional Partnership Board and the Joint Emergency Services Programme Board
 - To provide leadership and support local partnerships and organisations
 - To represent the Authority in regional and national bodies as appropriate
- **Managing and leading the work of the Authority**
 - To ensure the effective running of the Authority by managing the forward work programme and ensuring its continuing development
 - To ensure the work of the Authority meets national policy objectives
 - To advise and mentor other Authority members in their work; to prepare and manage an annual work programme for the Authority to meet its legal and statutory obligations (e.g. budget setting, Risk Reduction Planning etc.)
 - To chair meetings of the Authority in line with its Standing Orders

- **Participating in the collective decision making of the Authority**
 - To work closely with other Authority members to ensure the development of effective Authority policies and the budgetary framework for the Authority, and the delivery of high quality services to the local community
 - To accept collective responsibility and support decisions made by the Authority once they have been made

- **Working with officers to lead the organisation**
 - To liaise with the Chief Fire Officer/Chief Executive, and other appropriate officers, on a regular basis
 - To work with employees of the Authority in relation to the strategic vision and direction of the Authority, the management roles of officers and the development of policy issues

- **Leading partnerships and community leadership**
 - To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
 - To negotiate and broker in cases of differing priorities and disagreement
 - To act as leader of the local community by showing vision and foresight

- **Internal governance, ethical standards and relationships**
 - To promote and support good governance of the Authority and its affairs
 - To provide community and civic leadership and promote active citizenship
 - To promote and support open and transparent government
 - To support, and adhere to respectful, appropriate and effective relationships with employees of the Authority
 - To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

3. Values

- To be committed to the values of the Fire & Rescue Authority:
 - Diversity
 - People
 - Improvement
 - Service to the Community

Vice-Chair

- To fulfil the duties of the Chair in his/her absence
- To assist the Chair in specific duties as and when required
- Therefore, to understand and carry out the Chair's job purpose as set out above.

Fire and Rescue Authority Member Person Specification

To fulfil his or her role as laid out in the role description, an effective Fire and Rescue Authority member requires:

- **Representing and supporting communities within the Fire and Rescue Authority**
 - Good advocacy skills
 - Interpersonal skills
 - Integrity and the ability to set aside own views and act impartially
 - The ability to present relevant and well reasoned arguments
 - Good communication skills
- **Making decisions and overseeing Fire and Rescue Authority performance**
 - Knowledge and understanding of meetings law, rules and conventions in relation to Fire and Rescue Authority business.
 - An understanding of strategic, policy and service contexts for decisions related to Fire and Rescue Authority
 - The ability to challenge ideas and contribute positively to policy development with the Fire and Rescue Authority
- **Representing the Fire and Rescue Authority (subject to appointment)**
 - Good public speaking skills
 - Good presentation skills
 - The ability to persuade others and act with integrity
- **Internal governance, ethical standards and relationships**
 - An understanding of the roles of Authority officers, members and different agencies
 - Respect for, and desire to work with, different groups and individuals within the Authority and Service
 - Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol related to the Authority
 - A knowledge and commitment to the values of the Authority and Service
- **Personal and role development within the Fire and Rescue Authority**
 - An ability to assess personal and role development needs within the Authority
 - Desire and skills to participate in development within the Authority

Chair of Committee Person Specification

To fulfil his or her role as laid out in the role description, an effective Fire and Rescue Authority Committee Chair requires:

- **Provide Leadership and Direction**
 - Understanding of the Committee's role and ability to ensure that stake holders are aware of that role
 - Knowledge of policy objectives
 - Ability to manage the work of the Committee
 - Good communication skills
 - Ability to support and develop necessary skills in fellow members of the Committee
 - Ability to act impartially and objectively

- **Effective meeting management**
 - Understanding and application of meeting protocols, code of conduct, standing orders and other constitutional requirements
 - Ability to chair meetings effectively, managing the agenda and progressing business
 - Ability to facilitate effective discussions
 - Ability to listen and question effectively

- **Internal governance, ethical standards and relationships**
 - A knowledge and understanding of the Code of Conduct and Member/Officer Protocol
 - A knowledge and commitment to the values of the Fire and Rescue Authority

Fire and Rescue Authority Chair (and Vice-Chair) Person Specification

To fulfil his or her role as laid out in the role description, an effective Chair (and Vice-Chair) requires:

- **Provide political leadership to the Authority**
 - Ability to lead the Authority
 - Knowledge of community strengths, areas of improvement and key issues
 - An understanding of the relationship between national and local politics
 - Have a strategic awareness of issues facing the Authority
 - An understanding of the Authority's strategy, policies and operations; and
 - the ability to appraise, guide and mentor members
- **Represent and act as an ambassador for the Authority and act as a symbol of the Authority's democratic powers**
 - High level communication skills to communicate to the media, local community and wider audience
 - Good public speaking skills
- **Manage and lead the work of the Authority and chair its meetings**
 - An understanding of the Authority's procedure rules
 - An in-depth understanding of the role of Chair
 - Skills to chair meetings in order to ensure business is carried out effectively and efficiently and to encourage participation from all members
 - A knowledge and understanding of national policy objectives; and
 - An overview of the work being carried out by members
- **Uphold and promote the Authority's procedures**
 - An understanding of the Authority's Combination Scheme and Standing Orders
 - An understanding of when to seek the advice of the Monitoring Officer on issues in relation to the Authority's Combination Scheme and Standing Orders
- **Participate in collective decision making**
 - The ability to constructively challenge decisions and suggest alternatives
- **To work with officers to lead the organisation**
 - An understanding of the roles and responsibilities of the Chief Fire Officer/Chief Executive and other officers

- **Leading partnerships and community leadership**
 - Adaptive leadership skills
 - Negotiation and brokerage skills
 - Creative and lateral thinking skills and the ability to see ahead and be predictive

- **Internal governance, ethical standards and relationships**
 - An understanding of the roles of officers, members and different agencies
 - Respect for, and desire to work with, different groups and individuals
 - Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
 - A knowledge and commitment to the values of the Authority

- **Work programming**
 - The ability and discipline to plan and manage work programmes