



Hereford & Worcester Fire Authority

Roles and Responsibilities of Members

Introduction

Hereford & Worcester Fire and Rescue Authority is a stand-alone authority and separate to Herefordshire and Worcestershire Councils. Members of the Fire and Rescue Authority ensure that the Authority fulfills its duties and functions under the Fire and Rescue Services Act 2004 and other relevant statutes. Authority Members are the ultimate strategic policy makers, determining the core values of the Authority and approving its budget and strategic plans. As a Member you also provide challenge by monitoring performance against the budget, approved plans and targets.

Examples of the duties carried out by the Authority are:

- setting the Council Tax precept;
- appointing Chief Officers;
- adopting a Code of Conduct for Members;
- approving the annual pay policy for staff;
- approving the publication of equality objectives;
- agreeing changes to the Authority's constitution and rules.

Key Roles and Responsibilities

Equality & Fairness

1. Represent all communities in both Herefordshire and Worcestershire to the Authority and represent the Authority to all communities.
2. Comply with the Members' Code of Conduct and the Protocol for Member/Officer Relations and demonstrate commitment to the Authority's Ethical Framework.
3. Develop and maintain respectful and effective relationships with employees and other Authority Members.
4. Ensure that the Authority is an equal opportunity employer and meets its equality objectives.

Engagement

5. Contribute actively to the formation and scrutiny of the Authority's strategic policies, priorities, plans, targets, budget, performance and service delivery, providing constructive challenge on behalf of the communities.
6. Participate actively as a Member of any committee or working group to which you are appointed.
7. Encourage the communities to participate constructively in consultations.

Appendix 1

8. Participate in any consultative processes with the local community and with other organisations, as required.
9. Positively promote the reputation of the Authority.

Strategic Risk

10. Ensure that the Authority delivers targeted and quality risk managed services to ensure the safety of our communities across the two counties.
11. Ensure that the Authority delivers value for money and maintains effective risk management and internal control arrangements, ensuring public funds are safeguarded and used efficiently.
12. Ensure that the Authority carries out its responsibilities as an employer effectively and maintains the highest health and safety standards for all staff.
13. Promote the highest standards of corporate governance and actively support openness and transparency in decision making.

Continuing Self-Development

14. Develop and maintain a sound working knowledge of the Authority's duties, policies and practices.
15. Actively participate in the Member Induction and Development sessions provided by the Authority, in addition to identifying and addressing own development needs.
16. Develop and maintain knowledge of the Authority's services, activities and other matters, which affect and impact on the local communities.

Key Competencies

To effectively undertake the roles and responsibilities detailed above, Authority Members will need to achieve the following competencies:

Equality & Fairness

- Awareness and understanding of equalities issues.

Engagement

- Ability to provide constructive challenge.

Strategic Risk

- Understanding and awareness of financial issues and budgeting.

Continuing Self-Development

- Understanding the work of the Fire & Rescue Service.