

ROLE OF CLEVELAND FIRE AUTHORITY MEMBER

- 1. To fulfil the statutory and locally determined requirements of an elected member of a local Fire Authority and the authority itself, including compliance with all relevant codes of conduct, and participation in those decisions and activities reserved to the full Authority (e.g. setting budget, overall priorities and strategy).**
- 2. To participate effectively as a member of any committee to which the Authority is appointed, including related responsibilities for the services falling within the committee's terms of reference, and its liaison with other public bodies to promote better understanding and partnership working.**
- 3. To participate in the activities of an outside body to which appointed, providing two-way communication between the organisations. Also, for this purpose, to develop and maintain a working knowledge of the authority's policies and practices in relation to that body and of the community's needs and aspirations in respect of that body's role and functions.**
- 4. To participate in the scrutiny or performance review of the services of the authority including, where the authority so decides, the scrutiny of policies and budget, and their effectiveness in achieving the strategic objectives of the authority.**
- 5. To participate, as appointed, in consultative processes with the community and with other organisations.**
- 6. To provide a link between the authority to the community, through the various forums available**
- 7. To be accessible to people and groups living in the ward, to represent their interests, to respond to enquiries and complaints and to provide regular information on developments.**
- 8. To develop and maintain a working knowledge of the authority's services, management arrangements, powers/duties, and constraints, and to develop good working relationships with relevant officers of the authority**
- 9. To develop and maintain a working knowledge of the other organisations and services which serve the Authority**
- 10. To contribute constructively to open government and democratic renewal through active encouragement to the community to participate generally in the democratic process**
- 11. To participate in the activities of any political group of which the Authority is a member**
- 12. To conduct the business of the Authority within the Authority and not through the written or broadcast media**
- 13. To maintain confidentiality in all relevant Authority business**
- 14. Not individually to seek to instruct officers**
- 15. To find a suitable substitute and to brief them on the meeting due to be attended, on occasions when personal attendance is not possible and where substitutes are permissible.**
- 16. To be responsible for identifying self development so as to maximise effectiveness in performance**