

1. **Fire Service – Member Champion** (Pages 2 – 5)
2. **Fire Service Champion Terms of Reference** (Page 6)

CABINET MEMBERS DELEGATED DECISION

Open		Would any decisions proposed:			
Any especially affected Wards	Discretionary	Be entirely within Cabinet's powers to decide		YES	
		Need to be recommendations to Council		NO	
		Is it a Key Decision		NO	
Lead Member: Councillor Alistair Beales E-mail: cllr.alistair.beales@west-norfolk.gov.uk			Other Cabinet Members consulted:		
			Other Members consulted:		
Lead Officer: Sam Winter			Other Officers consulted:		
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications NO	Equality Impact Assessment NO	Risk Management Implications NO	Environmental Considerations NO
Date of publication of report: 26 February 2025			Date decision to be taken: 05 March 2025		
Deadline for Call-In: 12 March 2025					

FIRE SERVICE - MEMBER CHAMPION

Summary

It is within the Leader's gift to appoint Member Champions for the Council. Councillor Beales is formally appointing Councillor Tom de Winton as the Member Champion for the Fire Service.

Recommendation

That Councillor Tom de Winton be appointed Member Champion for the Fire Service.

Reason for Decision

The Councillor will work actively on behalf of and with the Council on this subject matter.

1 Background

The Leader is appointing Councillor T de Winton as the Member Champion for the Fire Service.

The Role of Member Champions, and specific role descriptions are included with the delegated decision.

2 Options Considered

The Leader has a choice as to whether to appoint Member Champions. He chooses to appoint to this position.

3 Policy Implications

None

4 Financial Implications

No special responsibility allowance is paid for the position, financial implications should only be relevant to any expenses claimed for meetings attended.

5 Personnel Implications

None

6 Environmental Implications

None

7 Statutory Considerations

None

8 Equality Impact Assessment (EIA)

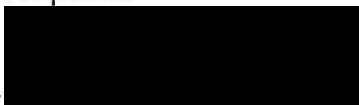
9 Risk Management Implications

The Role description set out the detail of the position, preventing any ultra vires actions by the Champions.

10 Declarations of Interest / Dispensations Granted

11 Background Papers

Role Descriptions

Signed: 

Cabinet Member for:..... LEADER

Date: 25-02-25



Stage 1 - Pre-Screening Equality Impact Assessment

For equalities profile information please visit [Norfolk Insight - Demographics and Statistics - Data Observatory](#)

Name of policy/service/function	Appointment of Fire Service Champion				
Is this a new or existing policy/ service/function? <i>(tick as appropriate)</i>	New		Existing	x	
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service is rigidly constrained by statutory obligations, and identify relevant legislation.	The report is to appoint a Fire Service Mamber Champion. This is a Discretionary function by the Leader.				
Who has been consulted as part of the development of the policy/service/function? – new only <i>(identify stakeholders consulted with)</i>	Leader, Monitoring Officer, Cllr de Winton				
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group. NB. Equality neutral means no negative impact on any group.</p> <p><i>If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.</i></p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Sex			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
	Armed forces community			x	
	Care leavers			x	
Other (eg low income, caring responsibilities)			x		
Please provide a brief explanation of the answers above:					



Question	Answer	Comments		
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No	The discretionary Member Champion roles will be to champion the council's relationship with the		
3. Could this policy/service be perceived as impacting on communities differently?	No			
4. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	No	Actions:		
		Actions agreed by EWG member:		
If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary: Decision agreed by EWG member:				
5. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No	Please provide brief summary:		
Assessment completed by:				
Name	S Winter			
Job title	Democratic Services Manager			
Date completed	18 February 2025			
Reviewed by EWG member	C Marriott	<table border="1"> <tr> <td>Date</td><td>18 Feb 25</td></tr> </table>	Date	18 Feb 25
Date	18 Feb 25			

✓ Please tick to confirm completed EIA Pre-screening Form has been shared with Corporate Policy (corporate.policy@west-norfolk.gov.uk)

Fire Service Champion

Role Specification

The Fire Service Champion works closely with other colleagues on Fire Service related matters:

Responsibilities will include:

1. To champion the promotion of services and facilities for parishes across the Council.
2. Advising on how to improve the working relationship between the borough council, parish and town councils with the Fire Service.
3. Assisting the leader of the council and portfolio holders on Fire Service related matters.
4. The champion's role complements the responsibilities of other councillors and portfolio holders.
5. With agreement of the Leader/Portfolio Holder, attend development events and meetings organised relating to the Fire Service.
6. Understand and effectively represent priorities for the Council in terms of the Fire Service.
7. To be a conduit for communication between the Borough Council and the Fire Service.

- (a) To champion the adopted policy of this Council for the relevant theme;
- (b) To promote their area of interest both within and outside the Council;
- (c) To contribute to the review and development of policies pertaining to the area of interest;
- (d) To act as a critical friend and question the Council and Cabinet Members on issues affecting their area of interest;
- (e) To attend meetings of the Council, its Committees and the Cabinet and speak on issues (when permitted by the Chairman) relevant to their area of interest;
- (f) To monitor the Forward Plan and seek information from the relevant cabinet members and officers about forthcoming business and exert influence on behalf of the interest in consultation with the relevant Cabinet Member;
- (g) To monitor overview and scrutiny plans and activity and seek information and offer views on relevant review subjects and exert influence on behalf of the interest;
- (h) To seek to place appropriate items on member meeting agendas;
- (i) To keep other councillors up-to-date with activities relevant to the area of interest;
- (j) To keep up-to-date with current developments;
- (k) To provide positive support, and on occasions, constructive challenge to Members and officers in driving forward the Council's agenda on relevant issues; and
- (l) Following the approval of the Leader (and Cabinet Member), to act as the Council's representative on relevant external bodies where Council representation is required and approved.