



water safety
Scotland

Roles and Responsibilities

Water Safety Scotland

Document History

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Roles and Responsibilities

This document provides the roles and responsibilities of the Steering Group of Water Safety Scotland and individual organisations (where appropriate). This document should be read in conjunction with the Terms of Reference and forms part of Water Safety Scotland's governance.

The Steering Group

The Steering Group supports Water Safety Scotland and works to plan and promote its main objectives. Made up of the Chair, Vice Chair and Secretariat, who in addition to their specific roles, also function as a Steering Group and share overall accountability for WSS. Decisions made must include all three members and are therefore liable in equal proportion.

In special circumstances where the Steering Group fails to reach a satisfactory decision or the subject matter requires extra insight; the issue will be presented to the main Water Safety Scotland group for a vote.

Key Responsibilities

- Accountability for Water Safety Scotland and the implementation of Scotland's Drowning Prevention Strategy
- Acting in a critical manner to ensure the governance framework/documents are complied with
- Updating the Terms of Reference and other Governance documents (when applicable)
- Manage and monitor branding in line with guidelines and governance
- Reviewing minutes for all group and subgroup meetings
- Responsibility to share Water Safety Scotland communications with the Steering Group e.g. events, key meetings (within five working days)
- Member engagement and management
- Approval and support of new subgroups and working groups
- Responsibility for ensuring that social media accounts are relevant and fair
- Producing an annual report on Water Safety Scotland for members and the public

Any member of the WSS steering group who is engaged in an activity which could be perceived as lobbying and includes reference to Water Safety Scotland must ensure that other members of the Steering Group are made aware within five working days.

Chair

The Chair's purpose is to provide leadership to ensure Water Safety Scotland's aims are achieved within the rules of the governing documents (Terms of Reference, Branding Guidelines, Memorandums of Understanding and other governance articles). The Chair represents Water Safety Scotland publically as the figurehead.

Key Responsibilities

- Responsibility for planning main group meetings, agendas and reviewing minutes
- Representing the group to external organisations (with approval from Steering Group) including the NWSF and Building Safer Communities

- Responsibility for contacting new members to join WSS (in line with the membership process)
- Ensuring sufficient consideration of issues
- Promoting consensus among members
- Chairing the main group meetings.

Vice Chair

The Vice Chair assumes the role and responsibilities of the chairperson in their absence. In addition to this, the Vice Chair has specific responsibilities within Water Safety Scotland.

Key Responsibilities

- Supporting the planning of main meetings, agendas and reviewing minutes
- Consultation for the representation of WSS at external events representing WSS as the figurehead at external events when delegated
- Delegated responsibility for contacting new members to join WSS (in line with the membership process)
- Any other Chair task which has been delegated and agreed

Secretariat

The Secretariat's purpose is to support the functionality of Water Safety Scotland. The Secretariat is the reference point for the Chair, Vice Chair and other Water Safety Scotland members.

Key Responsibilities

- Supporting the planning of main meetings, agendas and reviewing minutes
- Ensuring effective communication with members e.g. sending notice of main group meetings, publishing minutes and dealing with correspondence
- Maintaining effective records and membership lists in line with the membership process
- Tracking Steering Group and main meetings' action items and report status at meetings

Subgroups

Each subgroup should elect a chair and a minute taker. The chair of the subgroup has the following responsibilities:

Key Responsibilities

- Responsibility for planning Subgroup meetings, agendas and reviewing minutes
- Chairing Subgroup meetings
- Ensuring that minutes, actions and a position table are recorded and sent to the Steering Group for approval before being sent to the Subgroup

Specific Organisational Roles

In addition to the roles of the steering group, individual organisations also hold specific roles and responsibilities. These are detailed below:

RNLI

- Accountability for updating Water Safety Scotland Facebook page
- Supporting and promoting WAID as the key data source for drowning statistics
- Responsibility for the Recreation, YCW2020 and Suicide subgroups

RoSPA

- Accountability for updating and managing the Water Safety Scotland website
- Accountability for updating twitter
- Supporting and promoting WAID as well as carrying out any specific Scotland data requests (under the approval of NWSF)
- Responsibility for the Data subgroup and Policy procedure
- Responsibility and management of press interest e.g. press releases

Scottish Fire and Rescue Service

- Supporting and promoting WAID as the key data source for drowning statistics
- Responsibility for the Education subgroup

Appendix 1: RASCI

RASCI Responsibility Matrix is a method to help assign responsibility to a specific task. The following roles are applicable:

R – Responsible – who is responsible for carrying out the task?

A – Accountable – who is accountable for the task?

S – Support – who helps to support the task?

C – Consulted – who consults over the task?

I – Informed – who should be kept informed about the task?

See below for Water Safety Scotland's RASCI Matrix.

RASCI Matrix – Water Safety Scotland

Step	Tasks	Steering Group	Chair	Vice Chair	Secretariat	RNLI	RoSPA	SFRS	Strategy Subgroup	Main Group	Subgroups
1	Decision Making	A	-	-	-	R	R	R	-	I	-
2	Implementation of SDPS	A	-	-	-	S	S	S	R	C	R
3	Governance compliance	A	R	R	R	S	S	S	S	S	S
4	Governance Updates	A	-	-	-	R	R	R	-	C	-
5	Monitor and Manage Logo & Branding	A	-	-	-	R	R	R	-	I	I
6	Membership engagement	A	R	S	I	-	-	-	-	-	-
7	Membership database	A	I	I	R	-	-	-	-	-	-
8	Planning of main group meetings	A	R	S	S	-	-	-	-	-	-
9	Review of minutes (including subgroups)	A	-	-	-	-	-	-	-	-	-
10	Action Tracking- main group & steering group	A	S	S	R	-	-	-	S	S	S
11	Approval of new subgroups	A	-	-	-	-	-	-	I	I	I
12	Education Subgroup	A	-	-	-	C	C	R	I	I	S
13	Suicide Prevention Subgroup	A	-	-	-	R	C	C	-	I	S
14	Policy procedure	A	-	-	-	C	R	C	-	I	-

15	Recreation Subgroup	A	-	-	-	R	C	R	-	I	S
16	YCW2020 Subgroup	A	-	-	-	R	C	C	-	I	S
17	Annual report	A	-	-	-	S	S	S	-	I	-
18	Website management	S	-	-	-	I	A	I		I	
19	Monitor Social Media	A	-	-	-	-	-	-	-	-	-
20	Twitter	S	-	-	-	-	A	-	-	I	-
21	Facebook	S	-	-	-	A	-	-	-	I	-
22	Press management	A	-	-	-	C	R	C	-	I	-