



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 an Independent Chair, a Vice Chair and the Secretariat, who in addition to their specific roles, also function as a Steering Group and share overall responsibility for Water Safety Scotland. 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

- Responsibility 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 Water Safety Scotland 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

- Responsibility for contacting new members to join Water Safety Scotland (in line with the membership process)
- Ensuring good governance in line with Water Safety Scotland's governance documents
- Commissioning and tasking sub groups
- 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 Water Safety Scotland at external events representing Water Safety Scotland as the figurehead at external events when delegated
- Delegated responsibility for contacting new members to join Water Safety Scotland (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
- Commissioning and tasking sub groups
- Contractual and budget accountability for Water Safety Scotland (via RoSPA)

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
- Reporting to the Steering Group on progress towards objectives and/or outcomes

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 subgroup, Suicide subgroups and joint policy (with RoSPA)

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 joint Policy (with RNLI)
- Responsibility and management of press interest e.g. press releases
- Reporting to Scottish Government on Water Safety Scotland activity
- Contractual and budget accountability for Water Safety Scotland

Scottish Fire and Rescue Service

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