

## **Shropshire and Wrekin Fire and Rescue Authority**

### **Role Description** **Chair of Standards, Audit and Performance Committee**

<b>Office:</b>	Chair of Standards, Audit and Performance Committee
<b>Allowance:</b>	Special responsibility allowance of £2,122 <b>£2,204</b> per annum in addition to basic allowance of £3,492 <b>£3,627</b> per annum
<b>Responsible to:</b>	Shropshire and Wrekin Fire and Rescue Authority

#### **Purpose of Role**

The overall purpose of the role of the office holder is:

- To chair the Standards, Audit and Performance Committee;
- To provide leadership in matters concerning that Committee; and
- To act as the Fire Authority's Risk Management and Audit Champion, including participation in the Risk Management Group

#### **Main Responsibilities**

The main responsibilities of the office holder are:

- To work closely with the Chief Fire Officer and the Chair of the Fire Authority, when necessary, in order to contribute to the delivery of an efficient and effective fire and rescue service, taking into account the needs of all sections of the community
- To contribute to the efficient and effective conduct of business within the Fire Authority
- To represent the Fire Authority and its policies in a positive and professional manner
- To chair meetings of the Standards, Audit and Performance Committee, including attendance at pre-meeting briefings
- To act as the Fire Authority's Risk Management and Audit Champion, including participation in the Risk Management Group
- To participate in the Strategic Advisory Group

- To ensure the provision of appropriate training and development to ensure that all Members of the Committee are able to discharge their responsibilities
- To participate in the recruitment process for Independent Person or to nominate a member of the Standards, Audit and Performance Committee to participate in the recruitment process on his / her behalf
- To undertake, in addition, all of the duties specified in the Fire Authority's Member Role Description

## **Accountability**

The responsibilities outlined in this role description relate to the political or Member level activities of the Fire Authority.

Accountability for Members' performance overall is through the political and electoral process.

The responsibilities outlined are without prejudice to the separate duties and responsibilities exercised by officers of the Fire Authority, for which they are accountable as employees of the Fire Authority as a whole.

When carrying out this role the Chair must have regard to the Fire Authority's Protocol on Member / Officer Relations, which can be found in the Member Handbook.