

Review of Member Role Descriptions

Report of the Chief Fire Officer

For further information about this report please contact Rod Hammerton, Chief Fire Officer, on 01743 260204 or Germaine Worker, Head of Human Resources and Administration, on 01743 260210.

1 Purpose of Report

This report asks Members to review the Role Descriptions for the Chair and Vice-Chair of the Audit and Performance Management Committee and Member Champion for Risk Management and Audit.

2 Recommendations

Members are asked to

- a) review the Role Descriptions for the Chair and Vice-Chair of the Committee, and for the Member Champion for Risk Management;
- b) Agree the proposed minor amendments as set out in Section 4 of this report; and
- c) Agree any further amendments identified by the Committee.

3 Background

Under its terms of reference, the Audit and Performance Management Committee is required to review the Role Descriptions for its Chair and Vice-Chair and Member Champion for Risk Management and Audit and this action is included in the Committee's Work Plan for April 2016. The Committee is, therefore, asked to consider whether any amendments are required to these documents.

4 Officer Review

Having carried out a review of the three Role Descriptions, officers propose a minor amendment to the Role Description for the Chair of the Committee and three minor changes in the Risk Management and Audit Champion Role Description. There are no changes proposed to the Role Description for the Vice-Chair of the Committee.

The proposed amendments are set out below with deletions struck through and additions shown in bold italics.

Chair of Audit and Performance Management Committee

- To participate in the ~~Strategic Risk~~ **Strategy** and Planning Working Group

Member Champion for Risk Management and Audit

The main responsibilities of the Member Champion for ~~Business Risk~~ Management and Audit are:

- To champion improvement in the Fire Authority's risk management and audit processes, including their alignment with the Authority's stated aims and ~~public value measures~~ **Service Targets** and the Service Plan
- To present, jointly with the ~~Planning and Performance Manager~~ **Lead Officer for Risk**, an annual report on risk management to the Fire Authority

These amendments reflect changes to titles and terminology across the Service.

5 Financial Implications

There are no financial implications arising from this report.

6 Legal Comment

The Audit and Performance Management Committee has delegated authority to agree changes to the Role Descriptions for its Chair and Vice-Chair and for the Member Champion for Risk Management and Audit.

7 Initial Impact Assessment

This report merely proposes a minor change to the Role Descriptions for the Vice-Chair of the Audit and Performance Management Committee and Member Champion for Risk Management and Audit. An Initial Impact Assessment is not, therefore, required.

8 Equality Impact Assessment

Officers have considered the Service's Brigade Order on Equality Impact Assessments (Human Resources 5 Part 2) and have decided that there are no discriminatory practices or differential impacts upon specific groups arising from this report. An Initial Equality Impact Assessment is not, therefore, required.

9 Appendices

Appendix A

Chair of Audit and Performance Management Committee Role Description

Appendix B

Vice-Chair of Audit and Performance Management Committee Role Description

Appendix C

Member Champion for Risk Management and Audit Role Description

10 Background Papers

Shropshire and Wrekin Fire and Rescue Authority

Role Descriptions for the Chair and Vice-Chair of the Audit and Performance Management Committee and for the Member Champion for Risk Management and Audit



Shropshire and Wrekin Fire and Rescue Authority

Role Description

Chair of Audit and Performance Management Committee

Office:	Chair of Audit and Performance Management Committee
Allowance:	None
Responsible to:	Shropshire and Wrekin Fire and Rescue Authority

Purpose of Role

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

- To chair the Audit and Performance Management 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 Audit and Performance Management 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 Risk~~ **Strategy** and Planning Working 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 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.

Shropshire and Wrekin Fire and Rescue Authority

Role Description

Vice-Chair of Audit and Performance Management Committee

Office:	Vice-Chair of Audit and Performance Management Committee
Allowance:	None
Responsible to:	Shropshire and Wrekin Fire and Rescue Authority

Purpose of Role

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

- To deputise for the Chair of the Audit and Performance Management Committee, as required; and
- To support and assist the Chair of the Committee in providing leadership in matters concerning that Committee.

Main Responsibilities

The main responsibilities of the office holder are:

- To assist the Chair in working closely with the Chief Fire Officer and the Chair of the Fire Authority, when required, 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 assist and support the Chair in contributing 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 Audit and Performance Management Committee, including attendance at pre-meeting briefings, as required in the absence, or inability to act, of the Chair

- To assist the Chair in ensuring the provision of appropriate training and development to ensure that all Members of the Committee are able to discharge their responsibilities
- 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.

Shropshire and Wrekin Fire and Rescue Authority

Role Description

Member Champion for Risk Management and Audit

Office:	Member Champion for Risk Management and Audit
Allowance:	None
Responsible to:	Shropshire and Wrekin Fire Authority

Purpose of Role

The overall purpose of the role of the Member Champion for Risk Management and Audit is to promote, encourage, challenge and drive improvement in the Fire Authority's risk management and audit processes.

The Champion will work closely with officers through the Lead Officer for Risk to deliver his/her responsibilities.

Main Responsibilities

The main responsibilities of the Member Champion for ~~Business~~ Risk Management and Audit are:

- To participate in the Service's Risk Management Group
- To champion improvement in the Fire Authority's risk management and audit processes, including their alignment with the Authority's stated aims and ~~public value measures~~ **Service Targets** and the Service Plan
- To assist the Audit and Performance Management Committee in ensuring that the Authority's risk management and audit systems are operating effectively
- To assist the Audit and Performance Management Committee in ensuring that the Service has appropriate health and safety arrangements in place, including participation in the Service's Health and Safety Committee meetings
- To assist the Audit and Performance Management Committee in ensuring that the Service has appropriate business continuity arrangements in place

- To ask challenging questions about all aspects of the risk management and audit activities, with a view to ensuring that the responsible officers are always striving to achieve the highest standards practically possible in this field
- To support effective links with other Fire and Rescue Services and other Local Authorities, as well as external providers across risk management and audit activities to ensure the most sensible and effective use of resources
- To present, jointly with the ~~Planning and Performance Manager~~ **Lead Officer for Risk**, an annual report on risk management to the Fire Authority

Accountability

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

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

The responsibilities outlined are without prejudice to the separate duties and responsibilities exercised by the 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 Member Champion must have regard to the Fire Authority's Protocol on Member / Officer Relations, which can be found in the Member Handbook.