

# 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 Standards, Audit and Performance Committee, the Member Champion for Risk Management and Audit and the Fire Authority's Independent Person.

## 2 Recommendations

Members are asked to review the following Role Descriptions and agree any amendments that are required:

- Chair of Standards, Audit and Performance Committee
- Vice-Chair of Standards, Audit and Performance Committee
- Member Champion for Risk Management and Audit
- Fire Authority Independent Person.

## 3 Background

Under its Terms of reference, the Standards, Audit and Performance Committee is required to review the Role Descriptions for its Chair and Vice-Chair, the Member Champion for Risk Management and Audit and the Fire Authority's Independent Person. The Committee is, therefore, asked to consider whether any amendments are required to these Role Descriptions.

## 4 Review

Having carried out a review of the four Role Descriptions, officers do not propose any changes to the Chair and Vice-Chair and Independent Person Role Descriptions.

One minor change is proposed to the Member Champion for Risk Management and Audit Role Description, as detailed below

- To champion improvement in the Fire Authority's risk management and audit processes, including their alignment with the Authority's stated aims and Service Targets **Corporate Performance Indicators** and the Service Plan

This amendment reflects the Fire Authority's decision in February 2021 to develop a set of new performance management measures. These measures were agreed by the Strategy and Resources Committee at their meeting in March 2021 and will be referred to as Corporate Performance Indicators.

The Committee is also able to review the Role Descriptions, which are attached as Appendices A-D to the report and make any amendments that it considers necessary.

## 5 Financial Implications

There are no financial implications arising from this report.

## 6 Legal Comment

The Standards, Audit and Performance 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 requires the Committee to review the existing Role Description for the Chair and Vice-Chair of the Committee and for the 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 Standards, Audit and Performance Committee Role Description

### Appendix B

Vice-Chair of Standards, Audit and Performance Committee Role Description

**Appendix C**

Member Champion for Risk Management and Audit Role Description

**Appendix D**

Independent Person, including Skills and Competencies

## 10 Background Papers

There are no background papers associated with this report.



## **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>	None
<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.

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

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

<b>Office:</b>	Vice-Chair of Standards, Audit and Performance Committee
<b>Allowance:</b>	None
<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 deputise for the Chair of the Standards, Audit and Performance 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 Standards, Audit and Performance 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**

<b>Office:</b>	Member Champion for Risk Management and Audit
<b>Allowance:</b>	None
<b>Responsible to:</b>	Shropshire and Wrekin Fire and Rescue 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 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 ~~Service Targets~~ **Corporate Performance Indicators** and the Service Plan
- To assist the Standards, Audit and Performance Committee in ensuring that the Authority's risk management and audit systems are operating effectively
- To assist the Standards, Audit and Performance 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 Standards, Audit and Performance 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 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.

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

### **Role Description Independent Person**

<b>Office:</b>	Independent Person
<b>Allowance:</b>	None
<b>Responsible to:</b>	Shropshire and Wrekin Fire and Rescue Authority and Telford & Wrekin Council

#### **Purpose of Role**

The overall purpose of the role of the office holder is to assist the Fire Authority and the Council in promoting high standards of conduct by elected and co-opted Members and, in particular, to uphold the Code of Conduct, adopted by the Fire Authority and the Council and the seven principles of public office, namely selflessness, honesty, integrity, objectivity, accountability, openness and leadership.

#### **Main Responsibilities**

The main responsibilities of the office holder are:

- To be consulted by the Fire Authority and the Council through the Monitoring Officer and/or the Standards, Audit and Performance Committee before it makes a decision on an investigated allegation and to be available to attend hearing meetings of the Standards, Audit and Performance Committee for this purpose, if required
- To be available for consultation by the Monitoring Officer and/or the Standards, Audit and Performance Committee before a decision is taken as to whether to investigate a complaint or to seek local resolution of the same
- To be available for consultation by any elected Member, including a town or parish councillor, who is the subject of a standards complaint
- To develop a sound understanding of the ethical framework as it operates within the Fire Authority and the Council, its town and parish councils
- To participate in training events to develop skills, knowledge and experience and in networks developed for Independent Persons, operating outside the Fire Authority's and Council's area

- To attend training events organised and promoted by the Fire Authority's Standards, Audit and Performance Committee and/or the Council's Standards Committee, if required
- To act as advocate and ambassador for the Fire Authority and the Council in promoting ethical behaviour

### **Liaison with**

- Monitoring Officer
- Members of the Fire Authority's Standards, Audit and Performance Committee and the Council's Standards Committee
- Officers and Members of the respective authorities and Town and Parish Councillors within the Borough of Telford & Wrekin
- Other key stakeholders within the community

### **Accountability**

The Independent Person will be accountable to the Fire Authority and the Council.

The tasks and duties outlined in this role description relate to the Member level activities of the Fire Authority.

When carrying out this role the Independent Person 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**

## **Skills and Competencies Independent Person**

### **Essential Criteria**

The Independent Person will have:

- A keen interest in standards in public life
- A wish to serve the local community and uphold local democracy
- The ability to be objective, independent and impartial
- Sound decision-making skills
- Leadership qualities, particularly in respect of exercising sound judgement

The Independent Person will:

- Be a person, in whose impartiality and integrity the public can have confidence
- Understand and comply with confidentiality requirements
- Have a demonstrable interest in local issues
- Have an awareness of the importance of ethical behaviours
- Be a good communicator
- Be contactable at all times during normal working hours by telephone or email
- Be available to attend hearings, which may be held in the day time and at a relatively short notice

### **Desirable Criteria**

- Working knowledge / experience of local government or other public service and / or of large complex organisations
- Awareness of, and sensitivity to, the political process
- Knowledge and understanding of judicial / quasi-judicial or complaints processes

### **Eligibility for Appointment**

A person cannot be appointed as an Independent Person, if they are:

- Or were within a period of 5 years prior to appointment, a member, co-opted member or officer of any other relevant authority (this includes parish, district, county and unitary councils and Police and Fire Authorities); or
- A relative or close friend of the above; or
- Actively engaged in local party political activity.