

Review of Member Role Descriptions

Report of the Clerk

For further information about this report please contact Germaine Worker, Head of Human Resources and Administration, on 01743 260210.

1 Purpose of Report

The purpose of the report is for the Fire Authority to review and agree Member Role Descriptions.

2 Recommendations

The Fire Authority is requested to review the Role Descriptions detailed below and agree the proposed amendments.

3 Background

Although not a legal requirement, it is considered good practice to have Role Descriptions for Members, to provide clarity regarding their role and responsibilities, and for these documents to be reviewed annually. The Fire Authority is, therefore, asked to review the following Role Descriptions:

- Member
- Chair of the Authority
- Vice-Chair of the Authority
- Leaders of the Main Opposition Groups
- Equality and Diversity Champion
- Independent Person, including Skills and Competencies

The terms of reference of the Fire Authority's three Committees include the responsibility to review and amend, as appropriate, the Role Descriptions for their Chairs and Vice-Chairs. The Audit and Performance Management Committee is able to review and amend the Role Description for the Risk Management and Audit Champion and the Strategy and Resources Committee is able to review and amend the Role Descriptions for the Chair and Vice-Chair of the Strategy Planning Working Group. These documents have not, therefore, been included in this review.

4 Review of Role Descriptions

The Role Descriptions have not been attached to this report in order to save paper and postage. The current versions of the documents can, however, be viewed on the Fire Authority's website via the following link:

<https://www.shropshirefire.gov.uk/meeting/20-june-2018>

Role Descriptions for Chair and Vice-Chair of Fire Authority

Having carried out a review of the two Role Descriptions, officers propose one minor change in each of them as set out below (additions are shown in bold italics and deletions struck through).

To be consulted by the Chief Fire Officer concerning acceptance of tenders in accordance with the Fire Authority's Standing Orders relating to Contracts (sections ~~M3 and M5~~ **L5**)

This reflects changes to the Standing Orders relating to Contracts as agreed by the Fire Authority in June 2017

Role Descriptions for Member, Chair of Fire Authority, Vice Chair of Fire Authority and Leader of Main Opposition Group

These Role Descriptions contain reference to the allowance and Special Responsibility Allowance for each role. Officers will update these as necessary, following the Fire Authority's decision on its Scheme for Members Allowances, which will be considered later on this agenda.

The Fire Authority is asked to agree the changes outlined above and consider whether any further amendments are required.

5 Financial Implications

There are no financial implications arising from this report.

6 Legal Comment

It is deemed good practice to have Role Descriptions for Members and for those Role Descriptions to be reviewed annually.

7 Initial Impact Assessment

An Initial Impact Assessment has been completed

8 Appendices

The current Role Descriptions are not attached to this report but can be viewed on the Fire Authority's website via the following link:

<https://www.shropshirefire.gov.uk/meeting/20-june-2018>

Appendix A

Member

Appendix B

Chair of the Authority

Appendix C

Vice-Chair of the Authority

Appendix D

Leaders of the Main Opposition Groups

Appendix E

Equality and Diversity Champion

Appendix F

Independent Person, including Skills and Competencies

9 Background Papers

There are no background papers associated with this report.