

Review of Member Role Descriptions

Report of the Clerk

For further information about this report please contact Sharon Lloyd, Corporate Support Manager, 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 confirm that no changes are required.

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 Strategic Risk and 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/15-june-2016>

Having carried out a review of the three Role Descriptions, officers propose one minor change in each of them, namely in the final sentence on page 2 as follows (additions are shown in bold italics and deletions struck through):

'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 ~~Section 12 of the Authority~~ **the Member Handbook.**'

From time to time the section numbers in the Handbook change. The proposed amendment avoids the need to come back to the Fire Authority each time this happens.

Role Description for the Member Champion for Equality and Diversity

The Equality and Diversity Steering Group has reviewed the above Role Description and proposes the following changes:

Under the '**Purpose of Role**'

'To promote Equality and Diversity to other Members as appropriate **and to members of the public** and ensure that the Authority provides an equitable service to all people.'

Under '**Equality and Diversity**'

'Working **proactively** with communities and partners to promote the Service to minority groups'

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

Role Description for the Independent Person

It should be noted that, as the Fire Authority shares its Independent Person with Telford & Wrekin Council, there are references to that Council and also to Town and Parish Councils in this Role Description.

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/15-june-2016>

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.