

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:

- a) Review the Role Descriptions detailed below and confirm that no changes are required; and
- b) Authorise the Strategy and Resources Committee to review the Role Description of the Chair of the Strategic Risk and Planning Working Group and make amendments as necessary.

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
- Chair of Strategic Risk and Planning (StRaP) Working Group
- Independent Person, including Skills and Competencies
- Equality and Diversity Champion

Since last year's Annual Meeting 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 also has the responsibility to review and amend the Role Description for the Risk Management and Audit Champion. These documents have not, therefore, been included in this review.

That said, if the Fire Authority agrees (see report 10a) that the Chair of the Strategy and Resources Committee should sit on the StRaP Working Group, it is proposed that the Role Description of the Chair of that Committee includes:

‘To sit on the Strategic Risk and Planning Working Group’.

In report 10b it is proposed that power be delegated to the Strategy and Resources Committee to amend the Role Description of the Chair of the StRaP Working Group. If this proposal is agreed, this document will not be included in future reviews by the Authority.

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/9-july-2014>

Having carried out their review, officers do not recommend any changes.

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/9-july-2014>

9 Background Papers

There are no background papers associated with this report.