

## Review of Member Role Descriptions

### Report of the Clerk

For further information about this report please contact Anthea Lowe, Clerk and Monitoring Officer, on 01952 383219 or 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 its 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
- Chair of Strategic Advisory Group
- Equality and Diversity Champion

The Strategy and Resources and the Standards, Audit and Performance Committees both have delegated responsibility to review and amend, as appropriate, the Role Descriptions for their Chairs and Vice-Chairs. Both Committees have undertaken these reviews in March and April 2021 and as such these Role Descriptions are not included in this report.

The Standards, Audit and Performance Committee is also able to review and amend the Role Description for the Risk Management and Audit Champion.

This review has been undertaken by the Committee in April 2021 and as such this Role Description is not included in this report.

#### **4 Review of Role Descriptions**

Having carried out a review of the Role Descriptions, Officers do not propose any changes to the Role Descriptions at this time.

The Fire Authority is, however, asked to review the Role Descriptions, which are attached at Appendices A to F 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**

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**

**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**  
Chair of Strategic Advisory Group

**Appendix F**  
Equality and Diversity Champion

#### **9 Background Papers**

There are no background papers associated with this report.

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

### **Role Description Member of Shropshire and Wrekin Fire and Rescue Authority**

<b>Office:</b>	Member of Shropshire and Wrekin Fire and Rescue Authority
<b>Allowance:</b>	Basic allowance of £3,290 per annum
<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 ensure that the Fire Authority provides an efficient and effective fire and rescue service, taking into account the needs of all sections of the community
- To contribute actively to the formation and scrutiny of the Fire Authority's policies, priorities, plans, targets, budget and service delivery
- To ensure that the Fire Authority is an equal opportunity employer, and considers the needs of all sections of the community
- To ensure that the Fire Authority delivers best value

#### **Main Responsibilities**

The main responsibilities of the office holder are:

- To develop and maintain a sound working knowledge of the Fire Authority's duties, policies and practices
- To fulfil all requirements of a Member of the Fire Authority, including compliance with relevant protocols and codes of conduct
- To participate effectively as a Member of any committee, working group or best value review
- To participate in performance review of the services provided by the Fire Authority, including scrutiny of policies and budgets and their effectiveness in achieving strategic objectives

- To participate effectively in any consultative processes with the local community and with other organisations, as required
- To encourage the community to participate constructively in consultative arrangements and service provision
- To develop and maintain good and effective working relationships with the Fire Authority's Chair and Vice-Chair and relevant officers of the Fire Authority
- To develop and maintain a working knowledge of the organisation's services, activities and other matters, which affect and impact on the local community
- To participate actively and effectively in any political group, of which you are a member
- To consider recommendations / options put forward by the Treasurer in relation to the Fire Authority's budget and precept and participate in the budget and precept setting process

## **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 performing their role Members 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 Chair of Shropshire and Wrekin Fire and Rescue Authority**

<b>Office:</b>	Chair of Shropshire and Wrekin Fire and Rescue Authority
<b>Allowance:</b>	Special responsibility allowance of £12,000 per annum in addition to basic allowance of £3,290 per annum
<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 Fire Authority; and
- To provide overall political leadership to the Fire Authority.

#### **Main Responsibilities**

The main responsibilities of the office holder are:

- To provide the political lead in the development or review of the Fire Authority's policies, plans, budget and precept
- To work closely with the Chief Fire Officer to ensure the delivery of an efficient and effective fire and rescue service, taking into account the needs of all sections of the community
- To agree personal priorities with the Chief Fire Officer and monitor these on a regular basis against the Fire Authority's strategic aims and objectives
- To review the Chief Fire Officer's performance and identify development needs
- To oversee the efficient and effective conduct of business within the Fire Authority
- To foster the best possible relations with the two constituent authorities
- To foster the best possible relations with the relevant trades unions

- To be consulted by the Chief Fire Officer concerning acceptance of tenders in accordance with the Fire Authority's Standing Orders relating to Contracts (section L5)
- To lead in developing the Fire Authority's partnerships with other organisations throughout the County
- To act as the Fire Authority's representative at official functions and on other bodies, as nominated by the Fire Authority
- To represent the Fire Authority at any meetings, as may be required from time to time in connection with the work of the Fire Authority, and to act as the principal political spokesperson for the Fire Authority, at local, regional, national or international level
- To represent the Fire Authority and its policies in a positive and professional manner
- To chair such other committees, panels, working groups as required
- 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 Shropshire and Wrekin Fire and Rescue Authority**

<b>Office:</b>	Vice-Chair of Shropshire and Wrekin Fire and Rescue Authority
<b>Allowance:</b>	Special responsibility allowance of £6,000 per annum in addition to basic allowance of £3,290 per annum
<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 support and assist the Chair in providing overall political leadership to the Fire Authority; and
- To deputise for the Chair, as required

#### **Main Responsibilities**

The main responsibilities of the office holder are:

- To chair the Fire Authority, relevant committees, panels, working groups or other meetings as required in the absence, or inability to act, of the Chair
- To assist the Chair in working closely with the Chief Fire Officer to ensure 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 the efficient and effective conduct of business within the Fire Authority
- To be consulted by the Chief Fire Officer concerning acceptance of tenders in accordance with the Fire Authority's Standing Orders relating to Contracts (section L5)
- To serve as a representative at official functions and on other bodies, as nominated by the Fire Authority

- To represent the Fire Authority at any meetings, as may be required from time to time in connection with the work of the Fire Authority, and to act as political spokesperson for the Fire Authority, at local, regional, national or international level in the absence of the Chair
- To represent the Fire Authority and its policies in a positive and professional manner
- To chair such other committees, panels, working groups, as required
- To undertake, in addition, all of the duties specified in the Member's role description

### **Accountability**

The tasks and duties 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 tasks 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 Vice-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 Leaders of the Main Opposition Groups of Shropshire and Wrekin Fire and Rescue Authority

<b>Office:</b>	Leaders of the Main Opposition Groups * of Shropshire and Wrekin Fire and Rescue Authority
<b>Allowances:</b>	<b>Leaders of Opposition Groups with 4 or more members</b> Special responsibility allowance of £3,290 per annum in addition to basic allowance of £3,290 per annum  <b>Leaders of Opposition Groups with 3 members</b> Special responsibility allowance of £1,645 per annum in addition to basic allowance of £3,290 per annum
<b>Responsible to:</b>	Shropshire and Wrekin Fire and Rescue Authority
* i.e. Groups with 3 or more members	

#### **Purpose of Role**

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

- To support and assist the Chair and Vice-Chair in providing overall political leadership to the Fire Authority; and
- To deputise for the Chair and Vice-Chair, as required

#### **Main Responsibilities**

The main responsibilities of the office holder are:

- To chair the Fire Authority, relevant committees, panels, working groups or other meetings as required in the absence, or inability to act, of the Chair and Vice-Chair
- To assist the Chair and Vice-Chair in working closely with the Chief Fire Officer to ensure 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 and Vice-Chair in the efficient and effective conduct of business within the Fire Authority

- To serve as a representative at official functions and on other bodies, as nominated by the Fire Authority
- To represent the Fire Authority at any meetings, as may be required from time to time in connection with the work of the Fire Authority, and to act as political spokesperson for the Fire Authority, at local, regional, national or international level in the absence of the Chair and Vice-Chair
- To represent the Fire Authority and its policies in a positive and professional manner
- To chair such other committees, panels, working groups, as required
- To undertake, in addition, all of the duties specified in the Fire Authority's Member Role Description

### **Accountability**

The tasks and duties 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 tasks 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.

Whilst performing their role Leaders 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 Chair of Strategic Advisory Group**

<b>Office:</b>	Chair of Strategic Advisory Group
<b>Allowance:</b>	None
<b>Responsible to:</b>	Shropshire and Wrekin Fire and Rescue Authority

#### **Purpose of Role**

The overall purpose of the role is:

- To chair the Strategic Advisory Group of the Fire Authority
- To lead on all aspects of Strategic Risk and Planning for the Fire Authority

#### **Main Responsibilities**

The main responsibilities of the office holder are:

- To chair all meetings of the Strategic Advisory Group
- To work with the Chief Fire Officer and other officers to ensure that the Fire Authority's Strategic Risk and Action Plans are developed, updated and implemented in accordance with relevant guidance
- To lead on all public, stakeholder, and staff consultation on the Fire Authority's Strategic Risk and Planning and Action Plans
- To represent the Fire Authority at any meetings, as may be required from time to time in connection with the work of the Strategic Advisory Group and to act as political spokesperson for the Group, at local, regional, national or international level
- To represent the Strategic Advisory Group and the Fire Authority in a positive and professional manner

- To chair such other committees, panels, working groups relating to the Strategic Risk and Planning processes as required
- To undertake, in addition, all of the duties specified in the Member's role description

### **Accountability**

The tasks and duties 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 tasks 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.

Whilst performing this role the Chair must have regard to the Fire Authority's Protocol on Member / Officer Relations, which can be found in the Fire Authority Member Handbook.

## Shropshire and Wrekin Fire and Rescue Authority

### Role Description Member Champion for Equality and Diversity

<b>Office:</b>	Member Champion for Equality and Diversity
<b>Allowance:</b>	None
<b>Responsible to:</b>	Shropshire and Wrekin Fire and Rescue Authority

#### **Purpose of Role**

The overall purpose of the Member Champion role for Equality and Diversity is to promote, support and drive improvement with regard to Equality and Diversity through all activities of the Fire Authority, both for Service delivery and in employment activities. 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.

#### **Main Responsibilities**

The main responsibilities of the Equality and Diversity Champion are:

- Through annual reports to the Fire Authority, to establish and maintain a clear understanding of the Service's obligations and commitments to Equality and Diversity, the activities and initiatives to support these, and the resultant outcomes and achievements.
- To champion, support and influence the Authority's ambitions and plans to further improve equality and diversity throughout the organisation.
- To ensure that other Authority Members understand the Service's Equality and Diversity agenda and its associated activities, encouraging communication on relevant issues and where necessary provide constructive challenge.
- Through challenge and scrutiny of activities ensure that our Service is equitable.
- To encourage and develop a wider appreciation of our ambitions and activities with other agencies and groups with whom the Member Champion may have contact, and to encourage their support.

- To network with elected Members of Shropshire Council and Telford & Wrekin Council who represent other Equality and Diversity groups.

## **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. The Champion will work closely with all officers and in particular with the Equality and Diversity Officer.

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.

## **Equality and Diversity**

In the context of this document 'equality and diversity' is involved with the following activities:

- Ensuring equality and non-discrimination in Service delivery and employment across the nine Protected Characteristics and in other areas as identified from time to time.
- Promoting diversity throughout the Authority
- Work proactively with communities and partners to promote the Service to minority groups
- Encouraging recruitment to under-represented groups
- Ensuring that the Service is complying with its legal responsibilities
- Ensure that the Service is looking at best practice initiatives