

Shropshire and Wrekin Fire and Rescue Authority

Role Description Chair of Strategy and Resources Committee

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| Office: | Chair of Strategy and Resources Committee |
| Allowance: | None |
| Responsible to: | Shropshire and Wrekin Fire and Rescue Authority |

Purpose of Role

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

- To chair the Strategy and Resources Committee; and
- To provide leadership in matters concerning that Committee.

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 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 Strategy and Resources Committee, including attendance at pre-meeting briefings
- To present an Annual Report on the work of the Committee to 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 (sections M3 and M5)

- 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 Section 14 of the Authority Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Vice-Chair of Strategy and Resources Committee

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|------------------------|---|
| Office: | Vice-Chair of Strategy and Resources Committee |
| Allowance: | None |
| Responsible to: | 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 Strategy and Resources 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 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 Strategy and Resources Committee, including attendance at pre-meeting briefings, as required in the absence, or inability to act, of the Chair
- 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)

- 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 Section 14 of the Authority Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Chair of Audit and Performance Management Committee

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|------------------------|---|
| Office: | Chair of Audit and Performance Management Committee |
| Allowance: | None |
| Responsible to: | Shropshire and Wrekin Fire and Rescue Authority |

Purpose of Role

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

- To chair the Audit and Performance Management 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 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 Audit and Performance Management Committee, including attendance at pre-meeting briefings
- To present an Annual Report on the work of the Committee to the Fire Authority
- To act as the Fire Authority's Risk Management and Audit Champion, including participation in the Risk Management Group

- To participate in the Strategic Risk and Planning Working 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 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 Section 14 of the Authority Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description

Vice-Chair of Audit and Performance Management Committee

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|------------------------|--|
| Office: | Vice-Chair of Audit and Performance Management Committee |
| Allowance: | None |
| Responsible to: | 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 Audit and Performance Management 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 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 Audit and Performance Management 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 Section 14 of the Authority Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Chair of Human Resources Committee

| | |
|------------------------|---|
| Office: | Chair of Human Resources Committee |
| Allowance: | None |
| Responsible to: | Shropshire and Wrekin Fire and Rescue Authority |

Purpose of Role

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

- To chair the Human Resources Committee; and
- To provide leadership in matters concerning that Committee.

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 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 Human Resources Committee, including attendance at pre-meeting briefings
- To present an Annual Report on the work of the Committee to the Fire Authority
- To sit on the Brigade Managers' Employment Panel
- To participate in Appeals Committee hearings, when called upon to do so

- To undertake such training as is recommended by officers for the effective performance of duties across the Human Resources Committee and Appeals Committee remit
- 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 Section 14 of the Authority Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Vice-Chair of Human Resources Committee

| | |
|------------------------|---|
| Office: | Vice-Chair of Human Resources Committee |
| Allowance: | None |
| Responsible to: | 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 Human Resources 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 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 Human Resources Committee, including attendance at pre-meeting briefings, as required in the absence, or inability to act, of the Chair
- To undertake such training as is recommended by officers for the effective performance of duties across the Human Resources Committee remit
- 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 Section 14 of the Authority Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Chair of Standards Committee

| | |
|------------------------|---|
| Office: | Chair of Standards Committee |
| Allowance: | None |
| Responsible to: | Shropshire and Wrekin Fire and Rescue Authority |

This Role Description should be read in conjunction with the Role Description and Person Specification for a Non-Elected, Independent Member of the Fire Authority's Standards Committee.

Officer Holder

The Chair of the Standards Committee must be a Non-Elected, independent Member of that Committee.

Purpose of Role

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

- To chair the Standards Committee; and
- To provide leadership in matters concerning that Committee

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 in order to promote and maintain a high standard of conduct by Members
- To maintain the integrity of the Fire Authority's Standards Committee
- To represent the Fire Authority and its policies in a positive and professional manner
- To chair meetings of the Standards Committee, including attendance at pre-meeting briefings

- To contribute to, and present, an Annual Report on the work of the Committee to the Fire Authority
- To attend relevant conferences and meetings, as appropriate
- To participate in the recruitment process for Non-Elected, Independent Members of the Fire Authority's Standards Committee
- To undertake, in addition, all of the duties specified in the Role Description of a Non-Elected, Independent Member of the Fire Authority's Standards Committee

Accountability

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

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 Section 14 of the Members' Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Vice-Chair of Standards Committee

| | |
|------------------------|---|
| Office: | Vice-Chair of Standards Committee |
| Allowance: | None |
| Responsible to: | Shropshire and Wrekin Fire and Rescue Authority |

This Role Description should be read in conjunction with the Role Description and Person Specification for a Non-Elected, Independent Member of the Fire Authority's Standards Committee.

Officer Holder

The Vice-Chair of the Standards Committee must be a Non-Elected, independent Member of that Committee.

Purpose of Role

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

- To deputise for the Chair of the Standards 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 in order to promote and maintain a high standard of conduct by Members
- To assist and support the Chair in maintaining the integrity of the Fire Authority's Standards Committee
- To represent the Fire Authority and its policies in a positive and professional manner

- To chair meetings of the Standards Committee, including attendance at pre-meeting briefings, as required in the absence, or inability to act, of the Chair
- To undertake, in addition, all of the duties specified in the Role Description of a Non-Elected, Independent Member of the Fire Authority's Standards Committee

Accountability

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

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 Section 14 of the Authority Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Chair of Strategic Risk and Planning Members' Working Group

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|------------------------|---|
| Office: | Chair of Strategic Risk and Planning Members' Working Group |
| Allowance: | Special responsibility allowance of £3,000 per annum in addition to basic allowance of £2,658 per annum |
| Responsible To: | Shropshire and Wrekin Fire and Rescue Authority |

Purpose of Role

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

- To chair the Strategic Risk and Planning Members' Working 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 Risk and Planning Members' Working 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 Risk and Planning Members' Working Group and to act as political spokesperson for the Working Group, at local, regional, national or international level
- To represent the Strategic Risk and Planning Members' Working Group and the Fire Authority in a positive and professional manner

- To chair such other committees, panels, working groups relating to the Public Value and IRMP 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 Section 14 of the Authority Handbook.