

Role Descriptions for Committee Chair and Vice-Chair

Report of the Chief Fire Officer

For further information about this report please contact Paul Raymond, Chief Fire Officer, on 01743 260205 or Sharon Lloyd, Corporate Services Manager, on 01743 260210.

1 Purpose of Report

This report asks Members to review the existing Role Descriptions for the Chair and Vice-Chair of the Human Resources Committee and make recommendations regarding any additions and / or amendments required to the Fire Authority.

2 Recommendations

Members are asked to review the Role Descriptions for the Chair and Vice Chair of the Human Resources Committee, attached at Appendices A and B respectively, and make recommendations regarding any additions and / or amendments required to the Fire Authority.

3 Background

Each year the Human Resources Committee reviews the Role Descriptions for its Chair and Vice-Chair prior to the review of all Member Role Descriptions by the Fire Authority at its Annual Meeting in July. To ensure that any recommendations from this Committee are taken into account by the full Authority this action has been included in the Committee's Work Plan for April 2012.

4 Role Descriptions

Having carried out a review of both Role Descriptions, officers propose the following minor amendments for consideration by Members.

Chair

To add

To sit on the Pensions Panel

as the Fire Authority has agreed that the Chair of the Committee should be a member of the Panel

To delete (at first and second bullet points on page 2)
'Committee'

Vice-Chair

To add

To participate in Appeals Hearings, when called upon to do so

To add (at first bullet point on page 2)
'and Appeals Hearings'

The Role Descriptions of the Chair and Vice-Chair, setting out the proposed amendments, are attached at Appendices A and B respectively. Additions are shown in bold italics and deletions struck through.

5 Financial Implications

There are no financial implications arising from the adoption of the proposed Role Descriptions.

6 Legal Comment

There are no direct legal implications arising from this report.

7 Equality Impact Assessment

Officers have considered the Service's Brigade Order on Equality Impact Assessments (Human Resources 5 Part 2) and have decided that there are no discriminatory practices or differential impacts upon specific groups arising from this report. An Initial Equality Impact Assessment has not, therefore, been completed.

8 Appendices

Appendix A

Role Description for the Chair of the Human Resources Committee

Appendix B

Role Description for the Vice-Chair of the Human Resources Committee

9 Background Papers

There are no background papers associated with this report.

