

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

At its meeting in May 2010, the Human Resources Committee reviewed and agreed Role Descriptions for its Chair and Vice-Chair. These were subsequently agreed by the Fire Authority at its meeting in June 2010.

These Role Descriptions will now be included in the yearly review of all Member Role Descriptions, which takes place at the Annual Meeting of the Fire Authority. In order to ensure that the Committee has the opportunity to amend, and / or add to, these Role Descriptions prior to the Annual Meeting, this action has been included in its Work Plan for April 2011.

4 Role Descriptions

Having carried out a review of both Role Descriptions, Officers propose that Members consider the following possible amendment to both role descriptions.

At item 8 on the agenda for this meeting is a report proposing that officers now deal with applications for outside employment rather than the Human Resources Committee. If the Committee agrees to recommend this proposal to the Fire Authority, then the following responsibility, shown in italics, will need to be deleted from both role descriptions:

To consider, and grant provisional approval to (or otherwise), Applications for Outside Employment, together with the Chair / Vice-Chair of the Human Resources Committee

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 (Personnel 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.

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 consider, and grant provisional approval to (or otherwise), Applications for Outside Employment, together with the Vice-Chair of the Human Resources Committee~~
- 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 consider, and grant provisional approval to (or otherwise), Applications for Outside Employment, together with the Chair of the Human Resources Committee~~

- 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.