

## Review of Member Role Descriptions

### Report of the Clerk

For further information about this report please contact Sharon Lloyd, Corporate Services Manager, on 01743 260210.

### 1 Purpose of Report

The purpose of the report is to review and agree the Fire Authority's Member Role Descriptions.

### 2 Recommendations

The Fire Authority is requested to consider and agree the Role Descriptions detailed below.

### 3 Background

To provide clarity regarding the role and responsibilities of Members, the Fire Authority has in place the following Role Descriptions:

- Member
- Chair of the Authority
- Vice-Chair of the Authority
- Leaders of the Main Opposition Groups
- Chair and Vice-Chair of its Committees:
  - Strategy and Resources
  - Audit and Performance Management
  - Human Resources
  - Standards
- Chair of Strategic Risk and Planning (StRaP) Working Group
- Independent Person Role Description and Skills and Competencies
- Equality and Diversity Champion
- Risk Management and Audit Champion

## 4 Review of Role Descriptions

Although not a legal requirement, it is deemed good practice for the Role Descriptions to be reviewed annually. Each of the Fire Authority's major committees, and the Strategic Risk and Planning Working Group, has already reviewed the relevant role descriptions within the last three months, with the exception of the Strategy and Resources Committee. This item of business was included on the agenda for the last meeting of that Committee, which was scheduled to take place on 20 June. Unfortunately, it was necessary to cancel the meeting, as it would not have been quorate.

The current Role Descriptions, showing the proposed amendments, can be accessed via the Fire Authority website at the following link. Additions are shown in italics and deletions struck through.

**Need to insert link**

These documents have not been attached as appendices to this report, because of the large volume of paper involved (in excess of 40 pages). Amendments recommended by the Committees or officers are detailed below.

### **Chair and Vice-Chair of Audit and Performance Management Committee**

Minor amendments have been made to both of these to ensure that they are up to date.

### **Chair and Vice-Chair of Standards Committee**

Prior to introduction of the new standards regime it was a requirement that both the Chair and Vice-Chair of the Committee be an Independent, Non-Elected Member. As this is no longer the case, officers propose a number of amendments to the Role Descriptions to take this into account.

~~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.~~

- ~~• To participate in the recruitment process for Non-Elected, Independent Persons **or to nominate a member of the Standards Committee to participate in the recruitment process on his/her behalf** 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~~

## Chair of Strategic Risk and Planning Members' Working Group

- To chair such other committees, panels, working groups relating to the 2020 Strategic Planning, ~~Public Value~~ and IRMP processes as required

## Independent Person

As the Localism Act created the role of Independent Person, the Fire Authority appointed two Independent Persons in September 2012. For the recruitment process a Role Description and Skills and Competencies document were produced. It is recommended that these two documents are now formally adopted. It should be noted that, as the Fire Authority and Telford & Wrekin Council share their Independent Persons, there is reference to both authorities in the Role Description.

## Member Champion for Equality and Diversity

The following amendments are proposed to reflect changes in the law brought about by the 2010 Equality Act.

- Ensuring equality **and non-discrimination** in Service delivery and employment **across the nine Protected Characteristics** through the ~~6 strands of diversity~~ and **in** other areas as identified **from time to time**.

## Member Champion for Risk Management and Audit

The following change is proposed to the Role Description to ensure accuracy.

- To champion improvement in the Fire Authority's risk management and audit processes, including their alignment with the Authority's stated **aims and public value measures** ~~corporate objectives~~ and the Service Plan

In addition, the following change is proposed in relation to the Member Champion's reporting duties. The Audit and Performance Management Committee agreed that an annual report is useful to have as a mechanism to show what has been achieved by the Champion during the year. They felt, however, that the report should be made to the Committee, rather than to the Fire Authority, as the work of the Champion links in so closely with that of the former. Any matters of significance raised by the Champion would still be taken to the full Authority, where appropriate.

- To report annually to the Fire Authority **Audit and Performance Management Committee** on his/her work as Member Champion, **with any matters of significance being taken to the full Authority, where appropriate**

## 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**

There are no appendices attached to this report. All current Role Descriptions can be accessed via the following link:

[Need to insert link](#)

## **9 Background Papers**

There are no background papers associated with this report.