

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:
 - Human Resources
 - Strategy and Resources
 - Audit and Performance Management
 - Standards
- Chair of Strategic Risk and Planning (STRaP) Working Group
- Equality and Diversity Champion
- Risk Management and Audit Champion
- Asset Management and Procurement Champion
- Civil Resilience Champion
- Information, Communications and Technology Champion
- Learning and Development Champion
- Vulnerable Persons' 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. Officers have then reviewed the remaining role descriptions. Any amendments recommended are detailed below.

The current Role Descriptions can be accessed via the Fire Authority website at the following link:

<https://www.shropshirefire.gov.uk/managing-the-service/fra/meetings/Fire%20and%20Rescue%20Authority/%2099431>

They have not been attached as appendices to this report because of the large volume of paper involved (they exceed 40 pages). Details of any changes proposed are given below. Additions are shown in italics and deletions struck through.

Chair and Vice-Chair of Strategy and Resources Committee

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)

At its July 2011 meeting, the Fire Authority approved various amendments to its Standing Orders relating to Contracts. These included amending sections M3 and M5 to read 'After consultation with the Chair and/or Vice-Chair of the Fire Authority...' rather than the Chair and/or Vice-Chair of the Strategy and Resources Committee. The proposed amendments to the two role descriptions reflect the changes to the Standing Orders relating to Contracts.

Chair of Human Resources Committee

To sit on the Pensions Panel

The Fire Authority has previously agreed that the Chair of the Committee should be a member of the Panel and this should, therefore, be included.

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~~ **Hearings** remit

Vice-Chair of Human Resources Committee

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

*To sit on the Pensions Panel, when called upon to do so**

* Whether this is added is dependent upon the Fire Authority's decision at item 11b relating to the constitution of the Panel

Chair and Vice-Chair of Strategic Risk and Planning Working Group

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

Following their review, officers propose the following amendments.

Chair and Vice-Chair of the 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)

This proposed change reflects the amendments to the Standing Orders relating to Contracts that were approved at the July 2011 meeting of the Fire Authority. These included amending sections M3 and M5 to read 'After consultation with the Chair and/or Vice-Chair of the Fire Authority...' rather than the Chair and/or Vice-Chair of the Strategy and Resources Committee.

Leaders of the Main Opposition Groups

To undertake, in addition, all of the duties specified in the **Fire Authority's Member's Role Description**

Chair and Vice-Chair of Standards Committee

There is no longer a legislative requirement that this Committee includes Non-Elected, Independent Members. A number of changes are, therefore, proposed to the Role Descriptions. The Standards Committee will be asked to consider a Role Description for Independent Person in due course, which will then be brought to the Fire Authority for approval.

~~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.~~

Office Holder

~~The Chair / Vice-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 Members of the Fire Authority's Standards Committee.***

* This is not included in the Role Description of the Committee Vice-Chair

To undertake, in addition, all of the duties specified in the **Fire Authority's Member** Role Description of a ~~Non-Elected, Independent Member of the Fire Authority's Standards Committee.~~

Member Champion Role Descriptions

Risk Management and Audit

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

There are no amendments proposed to any other Member Champion Role Descriptions. It should be pointed out, however, that a decision regarding the retention of Member Champion roles will have been made at item 11c - Member Champions, on the agenda for this meeting. The outcome of this decision will determine which Member Champion Role Descriptions need to be retained.

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 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

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

<https://www.shropshirefire.gov.uk/managing-the-service/fra/meetings/Fire%20and%20Rescue%20Authority/%2099431>

9 Background Papers

There are no background papers associated with this report.