

## Role Descriptions for Committee Chair and Vice-Chair

### Report of the Chief Fire Officer

For further information about this report please contact Alan Taylor, Chief Fire Officer, on 01743 260225 or Sharon Lloyd, Corporate Services Manager, on 01743 260210.

### 1 Purpose of Report

This report seeks to establish Role Descriptions for the Chair and Vice-Chair of the Strategy and Resources Committee.

### 2 Recommendations

Members are asked to comment upon, and agree, Role Descriptions for the Chair and Vice-Chair of the Strategy and Resources Committee (attached at Appendix A and Appendix B respectively) for recommendation to the Fire Authority.

### 3 Background

The Fire Authority currently has Role Descriptions for the following offices:

- Member of the Fire Authority
- Chair of the Fire Authority
- Vice-Chair of the Fire Authority
- Leader of the Main Opposition Group
- Chair of the Integrated Risk Management Planning Members' Working Group
- Independent, Non-Elected Member of the Standards Committee
- Its eight Member Champions

There are, however, no Role Descriptions for the Chair or Vice-Chair of its various committees. In order to provide clarity about what each role entails it is proposed that the attached, draft Role Descriptions are adopted for the Strategy and Resources Committee.

## **4 Role Descriptions**

The proposed Role Description for the Chair of the Committee is attached at Appendix A and for the Vice-Chair at Appendix B. Members are asked to comment upon, and agree the Role Descriptions for recommendation to the Fire Authority

## **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**

Proposed Role Description for the Chair of the Strategy and Resources Committee

### **Appendix B**

Proposed Role Description for the Vice-Chair of the Strategy and Resources Committee

## **9 Background Papers**

There are no background papers associated with this report.

Implications of all of the following have been considered and, where they are significant (i.e. marked with an asterisk), the implications are detailed within the report itself.

Balanced Score Card		Integrated Risk Management Planning	
Business Continuity Planning		Legal	*
Capacity		Member Involvement	*
Civil Contingencies Act		National Framework	
Comprehensive Performance Assessment		Operational Assurance	
Efficiency Savings		Retained	
Environmental		Risk and Insurance	
Financial	*	Staff	
Fire Control/Fire Link		Strategic Planning	
Information Communications and Technology		West Midlands Regional Management Board	
Freedom of Information / Data Protection / Environmental Information		Equality Impact Assessment	*

## Shropshire and Wrekin Fire and Rescue Authority

### Role Description Chair of Strategy and Resources Committee

<b>Office:</b>	Chair of Strategy and Resources Committee
<b>Allowance:</b>	None
<b>Responsible to:</b>	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 to the media 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 chair the Budget Working Group

- 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 15 of the Authority Handbook.

## Shropshire and Wrekin Fire and Rescue Authority

### Role Description Vice-Chair of Strategy and Resources Committee

<b>Office:</b>	Vice-Chair of Strategy and Resources Committee
<b>Allowance:</b>	None
<b>Responsible to:</b>	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 to the media 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 chair the Budget Working Group, 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)
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