

## Review of Member Role Descriptions

### Report of the Chief Fire Officer

For further information about this report please contact Simon Hardiman, Chief Fire Officer, on 01743 260201 or Lynn Ince, Executive Support Team Leader, on 01743 260225.

#### 1 Purpose of Report

This report asks Members to review the Role Descriptions for the Chair and Vice-Chair of the Audit and Standards Committee.

#### 2 Recommendations

The Committee is asked to

- a) Review the Role Descriptions for the Chair and Vice-Chair of the Audit and Standards Committee;
- b) Advise of any amendments that it considers necessary; and
- c) Recommend these amendments to the Fire Authority for agreement.

#### 3 Background

Under its Terms of Reference, the Audit and Standards Committee is required to review the Role Descriptions for its Chair and Vice-Chair. The Committee is, therefore, asked to consider whether any amendments are required to these Role Descriptions.

#### 4 Review

Having carried out a review of the two Role Descriptions, Officers do not propose any amendments to the Role Descriptions at this time.

The Committee is also asked to review the Role Descriptions, which are attached as appendices to the report, and make any amendments that it considers necessary.

## **5 Financial Implications**

There are no financial implications arising from this report.

## **6 Legal Comment**

The Audit and Standards Committee has delegated authority to agree changes to the Role Descriptions for its Chair and Vice-Chair and for the Chair of the Strategy and Planning Working Group.

## **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 Equality Impact Assessment is not, therefore, required.

## **8 Appendices**

### **Appendix A**

Chair of Audit and Standards Committee Role Description

### **Appendix B**

Vice-Chair of Audit and Standards Committee Role Description

## **9 Background Papers**

There are no background papers associated with this report.

## Shropshire and Wrekin Fire and Rescue Authority

### Role Description Chair of Audit and Standards Committee

<b>Office:</b>	Chair of Audit and Standards Committee
<b>Allowance:</b>	Special responsibility allowance of £2,259 per annum in addition to basic allowance of £3,718 per annum
<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 Audit and Standards Committee;
- To provide leadership in matters concerning that Committee; and
- To act as the Fire Authority's Risk Management and Audit Champion

#### **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, when necessary, in order to contribute to the delivery of an efficient and effective fire and rescue service, delivering the core functions of the Fire Authority including 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 Audit and Standards Committee, including attendance at pre-meeting briefings
- To act as the Fire Authority's Risk Management and Audit Champion,

- To participate in the Authority's Strategic Advisory Group
- To ensure the provision of appropriate training and development to ensure that all Members of the Committee are able to discharge their responsibilities
- To participate in the recruitment process for Independent Person or to nominate a member of the Audit and Standards Committee to participate in the recruitment process on his / her behalf
- 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 and must comply with the Fire Authority's Member Code of Conduct.

## Shropshire and Wrekin Fire and Rescue Authority

### Role Description Vice-Chair of Audit and Standards Committee

<b>Office:</b>	Vice-Chair of Audit and Standards 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 Audit and Standards 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 of the Committee 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, delivering the core functions of the Fire Authority including taking into account the needs of all sections of the community
- To assist and support the Chair of the Committee 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 Audit and Standards Committee, including attendance at pre-meeting briefings, as required in the absence, or inability to act, of the Chair
- To assist the Chair in ensuring the provision of appropriate training and development to ensure that all Members of the Committee are able to discharge their responsibilities

- 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 and must comply with the Fire Authority's Member Code of Conduct.