

Review of Member Role Descriptions

Report of the Chief Fire Officer

For further information about this report please contact Rod Hammerton, Chief Fire Officer, on 01743 260204 or Germaine Worker, Head of Human Resources and Administration, on 01743 260210.

1 Purpose of Report

This report asks Members to review the Role Descriptions for the Chair and Vice-Chair of the Strategy and Resources Committee and for the Chair of the Strategic Risk and Planning Members' Working Group.

2 Recommendations

The Committee is asked to

- a) Review and agree the proposed minor amendments to the Role Descriptions for Chair and Vice-Chair of the Strategy and Resources Committee, as attached at Appendices A and B to the report; and
- b) Recommend that the Fire Authority agree the changes to the Role Description for the Chair of the Strategic Risk and Planning Members' Working Group, as attached at Appendix C to the report.

3 Background

Under its Terms of reference, the Strategy and Resources Committee is required to review the Role Descriptions for its Chair and Vice-Chair and for the Chair of the Strategic Risk and Planning Members' Working Group. 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 three Role Descriptions, officers propose the amendments shown in the appendices to the report with deletions shown as struck through and additions shown in bold italics.

The Role Descriptions for the Chair and Vice Chair of the Strategy and Resources Committee, attached at Appendix A and B respectively, contain minor amendments to wording and a change to the title of the Strategic Risk and Planning Members' Working Group to reflect amendments suggested at Appendix C to the report.

The Role Description for the Chair of the Strategic Risk and Planning Working Group, attached at Appendix C, contains a proposed change to the name of the Working Group.

In June 2015, the Fire Authority agreed that the Working Group be renamed as the Strategic Planning Members' Working Group. Officers now feel that it would be more appropriate for the Working Group to be called the Strategy and Planning Working Group in order to better reflect the work it undertakes. The Committee is asked to recommend this change to the Fire Authority.

5 Financial Implications

There are no financial implications arising from this report.

6 Legal Comment

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

7 Initial Impact Assessment

This report merely requires the Committee to review the existing Role Description for the Chair and Vice-Chair of the Committee and for the Chair of the Strategic Risk and Planning Working Group. An Initial Impact Assessment is not, therefore, required.

8 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 Initial Equality Impact Assessment is not, therefore, required.

9 Appendices

Appendix A

Chair of Strategy and Resources Committee Role Description

Appendix B

Vice-Chair of Strategy and Resources Committee Role Description

Appendix C

Chair of Strategic Risk and Planning Members' Working Group Role Description

10 Background Papers

Shropshire and Wrekin Fire and Rescue Authority

Role Descriptions for the Chair and Vice-Chair of the Strategy and Resources Committee and for the Chair of the Strategic Risk and Planning Members' Working Group

Shropshire and Wrekin Fire and Rescue Authority

Role Description Chair of Strategy and Resources Committee

Office:	Chair of Strategy and 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 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 in a positive and professional manner
- To chair meetings of the Strategy and Resources Committee, including attendance at pre-meeting briefings
- To sit on the ~~Strategic Risk~~ **Strategy** and Planning Working Group
- 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 the Fire Authority Member Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Vice-Chair of Strategy and Resources Committee

Office:	Vice-Chair of Strategy and 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 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 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 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 the Fire Authority Member Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Chair of ~~Strategic Risk~~ **Strategy** and Planning ~~Members'~~ Working Group

Office:	Chair of Strategic Risk Strategy and Planning Members' Working Group
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 ~~Strategic Risk~~ **Strategy** and Planning ~~Members'~~ Working Group of the Fire Authority
- To lead on all aspects of Strategic Risk and Planning for the Fire Authority

Main Responsibilities

The main responsibilities of the office holder are:

- To chair all meetings of the ~~Strategic Risk~~ **Strategy** and Planning ~~Members'~~ Working Group
- To work with the Chief Fire Officer and other officers to ensure that the Fire Authority's Strategic Risk and Action Plans are developed, updated and implemented in accordance with relevant guidance
- To lead on all public, stakeholder, and staff consultation on the Fire Authority's Strategic Risk and Planning and Action Plans
- To represent the Fire Authority at any meetings, as may be required from time to time in connection with the work of the ~~Strategic Risk~~ **Strategy** and Planning ~~Members'~~ Working Group and to act as political spokesperson for the Working Group, at local, regional, national or international level

- To represent the ~~Strategic Risk~~ **Strategy** and Planning ~~Members'~~ Working Group and the Fire Authority in a positive and professional manner
- To chair such other committees, panels, working groups relating to the Strategic Risk and Planning processes as required
- To undertake, in addition, all of the duties specified in the Member's role description

Accountability

The tasks and duties outlined in this role description relate to the political or Member level activities of the Fire Authority.

Accountability for Members' performance is through the political and electoral process.

The tasks outlined are without prejudice to the separate duties and responsibilities exercised by the officers of the Fire Authority for which they are accountable as employees of the Fire Authority as a whole.

Whilst performing this role the Chair must have regard to the Fire Authority's Protocol on Member / Officer Relations, which can be found in the Fire Authority Member Handbook.