

## Review of Member Role Descriptions

### Report of the Chief Fire Officer

For further information about this report please contact John Redmond, Chief Fire Officer, on 01743 260203 or Sharon Lloyd, Corporate Support Manager, on 01743 260210.

#### 1 Purpose of Report

This report asks Members to review the Role Descriptions for the Chair and Vice-Chair of the Audit and Performance Management Committee and Member Champion for Risk Management and Audit, which can be accessed via the following link:

<https://www.shropshirefire.gov.uk/meeting/21-april-2016>

#### 2 Recommendations

Members are asked to review the Role Descriptions for the Chair and Vice-Chair of the Committee, and for the Member Champion for Risk Management and Audit and agree any changes required.

#### 3 Background

Under its terms of reference, the Audit and Performance Management Committee is required to review the Role Descriptions for its Chair and Vice-Chair and Member Champion for Risk Management and Audit and this action is included in the Committee's Work Plan for April 2016. The Committee is, therefore, asked to consider whether any amendments are required to these documents.

#### 4 Officer Review

Having carried out a review of the three Role Descriptions, officers propose one minor change in each of them, namely in the final sentence on page 2 as follows:

When carrying out this role the Member Champion must have regard to the Fire Authority's Protocol on Member / Officer Relations, which can be found in ~~Section 12 of the Authority~~ **the Member Handbook**.

From time to time the section numbers in the Handbook change. The proposed amendment avoids the need to come back to the Committee to agree the change, should this happen.

The Committee is asked to agree the proposed addition and consider whether any further amendments are required for recommendation to the Fire Authority.

## **5 Financial Implications**

There are no financial implications arising from this report.

## **6 Legal Comment**

The Audit and Performance Management Committee has delegated authority to agree changes to the Role Descriptions for its Chair and Vice-Chair and for the Member Champion for Risk Management and Audit.

## **7 Initial Impact Assessment**

This report merely proposes a minor change to the Role Descriptions for the Vice-Chair of the Audit and Performance Management Committee and Member Champion for Risk Management and Audit. 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**

There are no appendices attached to this report. The Role Descriptions referred to within the report can be accessed via the following link:

<https://www.shropshirefire.gov.uk/meeting/21-april-2016>

## **10 Background Papers**

### **Shropshire and Wrekin Fire and Rescue Authority**

Role Descriptions for the Chair and Vice-Chair of the Audit and Performance Management Committee and for the Member Champion for Risk Management and Audit