

# 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.

### 2 Recommendations

Members are asked to review the Role Descriptions for Chair and Vice-Chair of the Strategy and Resources Committee and agree any changes required.

### 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. 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 changes 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 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 Strategy 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 Strategy 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

## **10 Background Papers**

There are no background papers associated with this report.

## 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 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 Advisory 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**

<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 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.

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