

## Review of Member Role Descriptions

### Report of the Clerk

For further information about this report please contact Germaine Worker, Head of Human Resources and Administration, on 01743 260210.

### 1 Purpose of Report

The purpose of the report is for the Fire Authority to review and agree its Member Role Descriptions.

### 2 Recommendations

The Fire Authority is requested to review the Role Descriptions detailed below and agree the proposed amendments.

### 3 Background

Although not a legal requirement, it is considered good practice to have Role Descriptions for Members, to provide clarity regarding their role and responsibilities, and for these documents to be reviewed annually. The Fire Authority is, therefore, asked to review the following Role Descriptions:

- Member
- Chair of the Authority
- Vice-Chair of the Authority
- Leaders of the Main Opposition Groups
- Chair and Vice-Chair of Strategy and Resources Committee
- Chair of Strategic Advisory Group
- Chair and Vice-Chair of Standards, Audit and Performance Committee
- Risk Management and Audit Champion
- Equality and Diversity Champion
- Independent Person, including Skills and Competencies

The Role Descriptions for the Chair and Vice-Chairs of both the Strategy and Resources and Standards, Audit and Performance Committee are not usually included in this review as those Committees have delegated responsibility to review and amend, as appropriate, these Role Descriptions

The Standards, Audit and Performance Committee is also able to review and amend the Role Description for the Risk Management and Audit Champion and the Strategy and Resources Committee is also able to review and amend the Role Description for the Chair of the Strategic Advisory Group. These documents, again would usually not be included in this review.

However, due to the governance changes agreed by the Fire Authority at its meeting in April 2019, amendments are required to all of the Fire Authority's Role Descriptions and they have, therefore, all been included in this review.

## 4 Review of Role Descriptions

The Role Descriptions have not been attached to this report in order to save paper and postage. The current versions of the documents can, however, be viewed on the Fire Authority's website via the following link:

<https://www.shropshirefire.gov.uk/meeting/26-june-2019>

Having carried out a review of the Role Descriptions, officers propose the following changes. All of these changes are set out in the Appendices to the report with additions shown in bold italics and deletions struck through.

### Committee Titles

As part of the agreed governance changes, there have been changes to the names of some of the Committees. Any references to Committees have, therefore been amended in the Role Descriptions.

### Allowance Levels

At its meeting in June 2018, the Fire Authority agreed a 4.04% increase to Member Allowances over a two year period. The initial 2.02% increase was applied at the time with the remaining 2.02% increase becoming effective from 1 April 2019. The Allowance levels within the Role Descriptions have been amended to reflect the April 2019 increase.

### Chair of Standards, Audit and Performance Committee

The following responsibility has been added to the Role Description for the Chair of the Standards, Audit and Performance Committee (SAP)

- ***To participate in the recruitment process for Independent Person or to nominate a member of the Standards, Audit and Performance Committee to participate in the recruitment process on his / her behalf***

This previously sat within the Role Description for the Chair of the Standards and Human Resources Committee but as this Committee has ceased to exist and the standards work it undertook has been reallocated to the SAP Committee, it is logical that this should now be included in the Role Description for the SAP Chair.

The Fire Authority is asked to agree the changes outlined above and consider whether any further amendments are required.

## **5 Financial Implications**

There are no financial implications arising from this report.

## **6 Legal Comment**

It is deemed good practice to have Role Descriptions for Members and for those Role Descriptions to be reviewed annually.

## **7 Initial Impact Assessment**

An Initial Impact Assessment has been completed

## **8 Appendices**

The current Role Descriptions are not attached to this report but can be viewed on the Fire Authority's website via the following link:

<https://www.shropshirefire.gov.uk/meeting/26-june-2019>

### **Appendix A**

Member

### **Appendix B**

Chair of the Authority

### **Appendix C**

Vice-Chair of the Authority

### **Appendix D**

Leaders of the Main Opposition Groups

### **Appendix E**

Chair of Strategy and Resources Committee

### **Appendix F**

Vice-Chair of Strategy and Resources Committee

### **Appendix G**

Chair of Strategic Advisory Group

### **Appendix H**

Chair of Standards, Audit and Performance Committee

### **Appendix J**

Vice-Chair of Standards, Audit and Performance Committee

**Appendix K**  
Risk Management and Audit Champion

**Appendix L**  
Equality and Diversity Champion

**Appendix M**  
Independent Person, including Skills and Competencies

## **9 Background Papers**

There are no background papers associated with this report.