

## Review of Member Role Descriptions

### Report of the Clerk

For further information about this report please contact Anthea Lowe, Clerk and Monitoring Officer, on 01952 383219 or 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 changes to Member Allowances agreed by the Fire Authority at its meeting in June 2020, amendments are required to most 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/14-october-2020>

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.

### Allowance Levels

At its meeting in June 2020, the Fire Authority received recommendations from the review of the Members Allowances undertaken by the Independent Remuneration Panel from Telford & Wrekin Council. The Fire Authority agreed these recommendations as set out below and the Allowance levels within the Role Descriptions have been amended to reflect these changes

- 1 The Basic Member Allowance be set at £3,290
- 2 The Chair's Special Responsibility Allowance (SRA) be set at £12,000
- 3 The Vice Chair's SRA should be set at £6,000
- 4 The SRA for Leaders of Opposition Groups with 4 or more members be set at £3,290
- 5 The SRA for Leaders of Opposition Groups with 3 members be set at £1,645
- 6 SRAs of £2,000 be introduced for the Chairs of the Strategy and Resources Committee and the Standards, Audit and Performance Committee.

### Equality and Diversity Member Champion

Minor changes are suggested to the wording of this Role Description to bring the terminology used in line with the other Member Role Descriptions.

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/14-october-2020>

### **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.