

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

This report asks 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 make any amendments that it considers necessary.

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 of Strategic Advisory Group
- Equality and Diversity Champion

The Strategy and Resources and the Standards, Audit and Performance Committees both have delegated responsibility to review and amend, as appropriate, the Role Descriptions for their Chairs and Vice-Chairs. Both Committees have undertaken these reviews in March and May 2024 and as such these Role Descriptions are not included in this report.

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 Role Description for the Authority's Independent Person. These reviews were undertaken by the Committee in May 2024 and as such these Role Descriptions are not included in this report.

4 Review of Role Descriptions

The Role Descriptions have been reviewed by officers and only minor amendments have been necessary. These amendments are shown in appendix to the report, with deletions struck and additions shown in bold italics.

The Fire Authority is asked to review the Role Descriptions, which are attached at Appendices A to F to the report, make any amendments that it considers necessary.

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

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 Strategic Advisory Group

Appendix F
Equality and Diversity Champion

9 Background Papers

There are no background papers associated with this report.