

## 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 April 2023 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 April 2023 and as such these Role Descriptions are not included in this report.

#### **4 Review of Role Descriptions**

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.