

Review of Member Role Descriptions

Report of the Chief Fire Officer

For further information about this report please contact Paul Raymond, Chief Fire Officer, on 01743 260201 or Sharon Lloyd, Corporate Services Manager, on 01743 260210.

1 Purpose of Report

This report asks the Audit and Performance Management Committee to review the current Role Descriptions for the Chair and Vice-Chair of the Committee and Member Champion for Risk Management and Audit and make recommendations regarding any amendments required to the Fire Authority.

2 Recommendations

The Audit and Performance Management Committee is asked to review the Role Descriptions for the Chair and Vice-Chair of the Committee, attached at Appendices A and B respectively, and the Role Description for the Member Champion for Risk Management and Audit, attached at Appendix C, and make recommendations regarding any amendments required to the Fire Authority.

3 Background

The Audit and Performance Management Committee reviews annually the Role Descriptions for its Chair and Vice-Chair and Member Champion for Risk Management and Audit. This action is included in the Committee's Work Plan for June 2013.

The Committee is, therefore, asked to consider whether any amendments are required to the Role Descriptions, which are attached at Appendices A, B and C, and make recommendations regarding any amendments to the Fire Authority.

4 Review of Role Descriptions

Having carried out a review of the three Role Descriptions, officers propose only minor changes to bring the documents up to date (deletions are shown struck through and additions in bold italic). The Committee is asked to agree these proposed amendments.

In addition the Committee's views are sought on whether the responsibility:

‘To report annually to the Fire Authority on his/her work as
Member Champion’

should remain in the Role Description, as this could be regarded as overly bureaucratic.

Members are also asked to consider whether any further changes should be recommended to the Fire Authority.

5 Financial Implications

There are no financial implications arising from this report.

6 Legal Comment

Any changes to the Role Descriptions proposed by the Audit and Performance Management Committee must be agreed by the Fire Authority.

7 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 has not, therefore, been completed.

8 Appendices

Appendix A

Role Description for the Chair of the Committee

Appendix B

Role Description for the Vice-Chair of the Committee

Appendix C

Role Description for the Member Champion for Risk Management and Audit

9 Background Papers

There are no background papers associated with this report.

Shropshire and Wrekin Fire and Rescue Authority
Role Description
Chair of Audit and Performance Management Committee

| | |
|------------------------|---|
| Office: | Chair of Audit and Performance Management Committee |
| Allowance: | None |
| Responsible to: | Shropshire and Wrekin Fire and Rescue Authority |

Purpose of Role

The overall purpose of the role of the office holder is:

- To chair the Audit and Performance Management Committee;
- To provide leadership in matters concerning that Committee; and
- To act as the Fire Authority's Risk Management and Audit Champion, including participation in the Risk Management Group

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 Audit and Performance Management Committee, including attendance at pre-meeting briefings
- To present an Annual Report on the work of the Committee to the Fire Authority

- To act as the Fire Authority's Risk Management and Audit Champion, including participation in the Risk Management Group
- To participate in the Strategic Risk and Planning Working Group
- To ensure the provision of appropriate training and development to ensure that all Members of the Committee are able to discharge their responsibilities
- 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 Section **12** 44 of the Authority Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Vice-Chair of Audit and Performance Management Committee

| | |
|------------------------|--|
| Office: | Vice-Chair of Audit and Performance Management Committee |
| Allowance: | None |
| Responsible to: | Shropshire and Wrekin Fire and Rescue Authority |

Purpose of Role

The overall purpose of the role of the office holder is:

- To deputise for the Chair of the Audit and Performance Management 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 Audit and Performance Management Committee, including attendance at pre-meeting briefings, as required in the absence, or inability to act, of the Chair

- To assist the Chair in ensuring the provision of appropriate training and development to ensure that all Members of the Committee are able to discharge their responsibilities
- 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 Section **12** 44 of the Authority Handbook.

Shropshire and Wrekin Fire Authority

Role Description Member Champion for Risk Management and Audit

| | |
|------------------------|---|
| Office: | Member Champion for Risk Management and Audit |
| Allowance: | None |
| Responsible to: | Shropshire and Wrekin Fire Authority |

Purpose of Role

The overall purpose of the role of the Member Champion for Risk Management and Audit is to promote, encourage, challenge and drive improvement in the Fire Authority's risk management and audit processes.

The Champion will work closely with officers through the Lead Officer for Risk to deliver his/her responsibilities.

Main Responsibilities

The main responsibilities of the Member Champion for Business Risk Management and Audit are:

- To participate in the Service's Risk Management Group
- To champion improvement in the Fire Authority's risk management and audit processes, including their alignment with the Authority's stated **aims and public value measures** ~~corporate objectives~~ and the Service Plan
- To assist the Audit and Performance Management Committee in ensuring that the Authority's risk management and audit systems are operating effectively
- To assist the Audit and Performance Management Committee in ensuring that the Service has appropriate health and safety arrangements in place, including participation in the Service's Health and Safety Committee meetings
- To assist the Audit and Performance Management Committee in ensuring that the Service has appropriate business continuity arrangements in place

- To ask challenging questions about all aspects of the risk management and audit activities, with a view to ensuring that the responsible officers are always striving to achieve the highest standards practically possible in this field
- To support effective links with other Fire and Rescue Services and other Local Authorities, as well as external providers across risk management and audit activities to ensure the most sensible and effective use of resources
- To report annually to the Fire Authority on his/her work as Member Champion

Accountability

The responsibilities outlined in this role description relate to the political or Member level activities of the Fire Authority.

Accountability for Members' performance is through the political and electoral process.

The responsibilities outlined are without prejudice to the separate duties and responsibilities exercised by the 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 Member Champion must have regard to the Fire Authority's Protocol on Member / Officer Relations, which can be found in Section **12 14** of the Authority Handbook.