

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 Members to review the existing Role Descriptions for the Chair and Vice-Chair of the Strategy and Resources Committee and make recommendations regarding any additions and / or amendments required to the Fire Authority.

2 Recommendations

That Members review:

- a) The Role Description for the Chair of the Strategy and Resources Committee, attached at Appendix A;
- b) The Role Description for the Vice-Chair of the Strategy and Resources Committee, attached at Appendix B,

and make any recommendations for changes, as appropriate, to the Fire Authority.

3 Background

Under its Terms of reference the Strategy and Resources Committee is required to review the Role Descriptions for its Chair and Vice-Chair and this action is included in the Committee's Work Plan for May 2010. The Committee is, therefore, asked to consider whether any additions or amendments are required to these Role Descriptions (attached at Appendices A and B) and make recommendations, as appropriate, to the Fire Authority.

4 Officer Review

Officers have reviewed the Role Descriptions for the Chair and Vice-Chair of the Committee and propose one, minor amendment shown in bold italic in the final paragraph on the second page: the location of the Protocol on Member / Officer Relations should be Section 14, not 15, of the Handbook.



5 Financial Implications

There are no financial implications arising from this report.

6 Legal Comment

Any changes to the Role Descriptions proposed by the Strategy and Resources Committee must be agreed by the Fire Authority.

7 Equality Impact Assessment

Officers have considered the Service's Brigade Order on Equality Impact Assessments (Personnel 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 Strategy and Resources Committee

Appendix B

Role Description for the Vice-Chair of the Strategy and Resources Committee

9 Background Papers

There are no background papers associated with this report.

Implications of all of the following have been considered and, where they are significant (i.e. marked with an asterisk), the implications are detailed within the report itself.

Business Continuity Planning		Legal	
Capacity		Member Involvement	*
Civil Contingencies Act		National Framework	
Comprehensive Area Assessment		Operational Assurance	
Efficiency Savings		Retained	
Environmental		Risk and Insurance	
Financial		Staff	
Fire Control/Fire Link		Strategic Planning	
Information Communications and Technology		West Midlands Regional Management Board	
Freedom of Information / Data Protection / Environmental Information		Equality Impact Assessment	
Integrated Risk Management Planning			

Shropshire and Wrekin Fire and Rescue Authority
Role Description
Chair of Strategy and Resources Committee

Office:	Chair of Strategy and Resources 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 Strategy and Resources Committee; and
- To provide leadership in matters concerning that Committee.

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 Strategy and Resources Committee, including attendance at pre-meeting briefings
- To present an Annual Report on the work of the Committee to the Fire Authority
- To chair the Budget Working Group

- To be consulted by the Chief Fire Officer concerning acceptance of tenders in accordance with the Fire Authority's Standing Orders relating to Contracts (sections M3 and M5)
- 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 ~~14~~ 15 of the Authority Handbook.

Shropshire and Wrekin Fire and Rescue Authority

Role Description Vice-Chair of Strategy and Resources Committee

Office:	Vice-Chair of Strategy and Resources 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 Strategy and Resources 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 Strategy and Resources Committee, including attendance at pre-meeting briefings, as required in the absence, or inability to act, of the Chair
- To chair the Budget Working Group, as required in the absence, or inability to act, of the Chair

- To be consulted by the Chief Fire Officer concerning acceptance of tenders in accordance with the Fire Authority's Standing Orders relating to Contracts (sections M3 and M5)
- To undertake, in addition, all of the duties specified in the Fire Authority's Member Role Description

Accountability

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