

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 seeks to establish Role Descriptions for the Chair and Vice-Chair of the Audit and Performance Management Committee and asks the Committee to review the existing Role Description for Member Champion for Risk Management and Audit.

2 Recommendations

Members are asked to consider and make recommendations to the Fire Authority upon:

- a) The Role Description for the Chair of the Audit and Performance Management Committee attached at Appendix A;
- b) The Role Description for the Vice Chair of the Audit and Performance Management Committee attached at Appendix B and;
- c) The Role Description for the Member Champion for Risk Management and Audit attached at Appendix C.

3 Background

The Fire Authority currently has Role Descriptions for the following offices:

- Member of the Fire Authority
- Chair and Vice-Chair of the Fire Authority
- Leader of the Main Opposition Group
- Chair and Vice-Chair of the Strategy and Resources Committee
- Chair of the Strategic Risk and Planning Working Group
- Independent, Non-Elected Member of the Standards Committee
- Its seven Member Champions
- Director of West Midlands Fire and Rescue Services Regional Control Centre Limited

There are, however, no Role Descriptions for the Chair or Vice-Chair of its Audit and Performance Management Committee. To establish such Role Descriptions is included in the Committee's Work Plan for November 2009.

4 Proposed Role Descriptions

Members are asked to comment upon, and agree the proposed Role Descriptions for Chair and Vice-Chair of the Committee, which are attached at Appendix A and B respectively. In particular, Members may wish to look at whether or not the following should be included in the Chair's responsibilities:

- To act as the Fire Authority's Risk Management and Audit Champion
- To participate in the Strategic Risk and Planning Working Group

5 Review of Member Champion Role Description

The Committee's Work Plan for November also includes the action to:

'Review and approve the Role Description for the Member Champion for Risk Management and Audit'.

Accordingly, the existing Role Description is attached at Appendix C. The following addition is proposed (shown in bold italics in the Appendix) to include a responsibility already undertaken by the current Champion, Councillor Dr Jones:

- To attend meetings of the Service's Health and Safety Group

6 Financial Implications

There are no financial implications arising from the adoption of the proposed Role Descriptions.

7 Legal Comment

The Audit and Performance Management Committee is required to make recommendations to the Fire Authority and its terms of reference and delegations are contained within Part 3 of the Fire Authority's Constitution.

There are training implications that arise from this report and it may be considered best practice to ensure that the Chair and Vice Chair of the Committee and the Member Champion for Risk Management and Audit receive comprehensive training within their particular roles prior to the commencement of their duties. The various roles involve responsibilities covering complex matters, such as health and safety and liability issues, which may also cover corporate manslaughter. It may, therefore, be considered prudent to ensure that Member training is given at an early stage to support the responsibilities required.

8 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.

9 Appendices

Appendix A

Proposed Role Description for the Chair of the Audit and Performance Management Committee

Appendix B

Proposed Role Description for the Vice-Chair of the Audit and Performance Management Committee

Appendix C

Existing Role Description for the Member Champion for Risk Management and Audit

10 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.

Balanced Score Card		Integrated Risk Management Planning	
Business Continuity Planning		Legal	*
Capacity		Member Involvement	*
Civil Contingencies Act		National Framework	
Comprehensive Performance 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	

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 14 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 participate in the Strategic Risk and Planning Working Group

- 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 14 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 Head of Performance and 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 corporate objectives and the Service's Performance 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 14 of the Authority Handbook.