



MEMBER ROLE DESCRIPTION AND SPECIFICATION

1. Guidance on time commitments for FRA Members

Fire and Rescue Authority Members have a very demanding and complex workload which requires them to draw on particular skills and knowledge. The following provides an overview of the type of qualities and skills required.

All Members are required to carry out a range of duties which are above and beyond attending formal meetings of the Authority and its Committees, Boards, e.g. Lead Member roles exist to provide political leadership and guidance on a range of topics such as scrutiny, audit and risk management and stakeholder engagement. Members may also be asked to represent the Authority at National and/or Regional events. Governance structures and Lead Member roles are reviewed on an annual basis.

Authority Members will also be required to engage with officers from the Service as part of their community leadership role.

The Authority’s meetings and frequency are given below. Main Authority meetings which are held in public (FRA and Audit & Governance Committee) take place at the offices of the Joint Authorities at Barnsley Town Hall, Church Street, Barnsley, S70 2TA.

MEETING	FREQUENCY
Full Fire and Rescue Authority	Eight times per year
Audit & Governance Committee	Six times per year
Appeals and Standards Committee	As and when required
Appointments Committee	As and when required
Performance & Scrutiny Board	Quarterly
Stakeholder Planning Board	Quarterly
Corporate Advisory Group*	Every six weeks (approx.)
Joint Liaison Forum (liaison with the representative bodies)	Approximately Quarterly
Local Government Group - Fire Commission (national body)	Quarterly

**The Corporate Advisory Group meets approximately every six weeks to discuss key issues and raise awareness around a range of topics including operational service delivery, budget, performance, inspection, industrial relations etc., All FRA Members are invited to attend and the Group has no delegated powers.*

Learning and development is provided to support FRA Members and these are identified through the annual Development Discussions and via links with the District Councils.

The number of hours required to fulfil the role of an FRA Member varies, but it would be fair to say that the Chair, Vice-Chair, Chairs of Scrutiny and Stakeholder Engagement Boards, as well as the Section 41 Members, requires some additional commitment.

2. What do we expect of our FRA Members?

LEADERSHIP AND STRATEGIC PLANNING

- Accountability for the decisions taken at the Fire and Rescue Authority and/or Audit and Governance Committee.
- Set the strategic direction of the Authority through in-depth consideration of the Strategic and Operational Plans.
- Align financial resources to priorities and targets.
- Set Budget and Medium-Term Financial Plan.
- Promote equality and inclusion across all areas of the Service (internal and external).
- Appoint statutory and other officers of the Fire Authority, e.g. Chief Fire Officer and his / her Executive Team.
- Ensure effective liaison arrangements with trade unions are established and maintained.
- Managing change and conflict resolution.

GOVERNANCE

- Exercise good corporate governance having regard to the relevant Codes of Conduct.
- Review the Authority's governance arrangements to ensure their continued effectiveness.
- Consider and keep under review the Authority's risk management arrangements and joint FRA / Service risk register.
- Maintain confidentiality in all relevant Authority business.
- Exercise positive, but robust, scrutiny and challenge using appropriate questioning techniques.

- To act as the link between the Authority and the District Council on fire and rescue related issues.

FINANCIAL / VALUE-FOR-MONEY

- Monitor financial accountability including Statement of Accounts, Value-for-Money (VFM) and efficiency considerations.
- Monitor expenditure against budgets.
- Assimilate and assess numerical and financial data.

PERFORMANCE MANAGEMENT

- Hold the Chief Fire Officer / Chief Executive and his / her Senior Leadership Team to account for the delivery of an effective and efficient Service.
- Monitor and use performance management information.

COMMUNITY / STAKEHOLDER ENGAGEMENT

- Ensure appropriate consultation processes are in place to identify the needs of the communities of South Yorkshire.
- Support and promote the creation of appropriate partnership arrangements.
- Promote public awareness of the Fire and Rescue Authority role.

SECTOR SPECIFIC

- Representing the Authority on outside bodies at a national, regional, and sub-regional level as appropriate.
- Participate in appropriate learning and development to enhance knowledge and skills around fire authority and fire sector issues

PERSONAL SKILLS

The following are recognised as the attributes required by all elected Members. The Joint Authorities Governance Unit will provide the necessary support, knowledge and development required in order to apply these skills to the role of a Fire and Rescue Authority Member.

- Digest written and oral information, distil key issues and form views.
- Appropriate questioning techniques.
- Assimilate and assess numerical and financial data.
- Think strategically, rather than parochially, to make decisions from a Countywide

perspective.

- Facilitation.
- Negotiating / Influencing..
- Interview skills (for Appointments process)
- Maintain high ethical standards (in line with the Member Code of Conduct).

3. FRA Member Allowances

The basic allowance for an FRA member is £3,675 per annum.

Special Responsibility Allowances (SRAs) are paid for additional roles and responsibilities as follows:

Role	£
Chair	14,198
Vice-Chair	7,098
Leader – Minority Group (<i>where applicable</i>)	3,550
Chair – Audit and Governance Committee	3,550
Chair – Performance and Scrutiny Board	2,128
Chair – Stakeholder Planning Board	2,128
Basic Allowance	3,533
Co-optees (Audit and Governance Committee)	474
Chair – Local Pension Board	695