

Review of Standing Orders and Scheme of Delegation to Officers

Report of the Clerk

For further information about this report please contact Sharon Lloyd, Corporate Support Manager, on 01743 260210.

1 Purpose of Report

This report reviews the Fire Authority's Standing Orders for the Regulation of Proceedings and Business, Standing Orders relating to Contracts and the Scheme of Delegation to Officers and asks Members to consider and decide upon the amendments proposed.

2 Recommendations

The Fire Authority is requested to consider and decide upon the amendments proposed to:

- Standing Orders for the Regulations of Proceedings and Business;
- Standing Orders relating to Contracts; and
- The Scheme of Delegation to Officers.

3 Background

As part of its constitution the Fire Authority has in place the following documents:

- Standing Orders for the Regulation of Proceedings and Business;
- Standing Orders relating to Contracts; and
- A Scheme of Delegation to Officers.

Although not a legal requirement, it is deemed good practice for local authorities to review the above documents annually.

As the proposed amendments to Standing Orders for the Regulation of Proceedings and Business and to The Scheme of Delegation to Officers are minor, these documents have not been attached to this report, in order to save paper and postage. The current versions can be viewed on the Service's website via the following link:

<https://www.shropshirefire.gov.uk/meeting/15-june-2016>

Proposed amendments to the above documents are set out below, with deletions struck through and additions in bold italics.

4 Standing Orders for the Regulation of Proceedings and Business

Officers propose only one amendment to Standing Orders for the Regulation of Proceedings and Business, namely:

Standing Order No 30 Variation and Revocation of Standing Orders

Any motion, ***proposed during the course of a meeting and not included in an item on the agenda of the meeting, for which proper notice has been given***, to add to, vary or revoke these Standing Orders other than for the purpose of compliance with any statutory requirement shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Authority.'

This removes the necessity for routine changes, proposed in officer review reports, to come before the Authority twice. The proposed wording still ensures, however, that any changes cannot be introduced without proper notice.

5 Standing Orders relating to Contracts

As officers propose quite a number of amendments to Standing Orders relating to Contracts, they have not been included within this report but are set out in the attached Appendix B, with deletions struck through and additions in bold italics.

6 Scheme of Delegation to Officers

Officers propose that references to 'Financial Standing Orders' in sections 4.4 and 4.51 of the Scheme of Delegation to Officers be amended to 'Financial Regulations', as this is the term now used for them.

7 Financial Implications

There are no financial implications arising from this report.

8 Legal Comment

The proposed changes to Standing Orders, Financial Regulations and the Scheme of Delegation to Officers are lawful and the Fire Authority has the power to act as proposed in this report.

9 Appendices

The Appendices A and C can be accessed on the Service's website via the following link:

<https://www.shropshirefire.gov.uk/meeting/15-june-2016>

Appendix A

Standing Orders relating to Proceedings and Business

Appendix B

Standing Orders relating to Contracts

Appendix C

Scheme of Delegation to Officers

10 Background Papers

There are no background papers associated with this report.