

Review of Scheme of Delegation to Officers and of Standing Orders

Report of the Clerk

For further information about this report please contact Sharon Lloyd,
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1 Purpose of Report

This report reviews the Fire Authority's Scheme of Delegation to Officers and Standing Orders and asks Members to consider and decide upon the amendments proposed.

2 Recommendations

The Fire Authority is requested to agree the amendments, as proposed in the report, to:

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

3 Background

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

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

Although not a legal requirement, it is deemed good practice for local authorities to review annually their Scheme of Delegations to Officers and Standing Orders. Accordingly, your officers have carried out a review and recommend the amendments set out overleaf. Proposed additions are shown in bold italics and deletions are struck through.

As these documents exceed 50 pages, they have not been attached to this report to save paper and postage. The current versions of the documents can, however, be viewed on the Fire Authority's website via the following link:

<http://www.shropshirefire.gov.uk/meeting/9-july-2014>

4 Scheme of Delegation to Officers

Officers propose the following changes.

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The **Deputy Chief Fire Officer**, Assistant Chief Fire Officer*, Head of Finance or Deputy Monitoring Officer may exercise these delegated powers in the absence or inability to act of the Chief Fire Officer, Treasurer or Monitoring Officer respectively.

- * In the first instance such powers would be delegated to the **Deputy Assistant Chief Fire Officer (Service Delivery)** and then, in his / her absence or inability to act, to the Assistant Chief Fire Officer (**Corporate Services**).

This reflects the new Brigade Manager structure, rather than making any changes to the decision-making process.

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- 2.1.1 To make a formal response on behalf of the Authority to any White Paper, Green Paper, Government Consultation Paper or draft European Union Directive without reference first to the Authority when the timescale does not allow, after consultation with the Chair and Vice-Chair of the Authority and Chairs of the **three** ~~four~~ main committees – Strategy and Resources, Audit and Performance Management, **and Standards and Human Resources** (if relevant).

This reflects the merger of the two committees.

5 Standing Orders for the Regulation of Proceedings and Business

Officers propose the following changes.

Standing Order No 14 Public Participation at Meetings

Questions, Statements and Petitions

- 1 Provision shall be made on the public part of the Agenda of each ordinary and, at the Chair's absolute discretion, special meetings of the Authority, of the Strategy and Resources Committee, of the Audit and Performance Management Committee, **and** of the **Standards and Human Resources** Committee, ~~and of the Standards Committee~~ for members of the public ('a person') to participate in accordance with the rules below.

This reflects the merger of the two committees.

6 Standing Orders relating to Contracts

Having reviewed Standing Orders relating to Contracts, your officers propose just one amendment:

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G4 The goods or services are supplied under national procurement arrangements (~~through FireBuy~~)

FireBuy now goes under a different name, which may change again in the future.

7 Financial Regulations Standing Orders

Officers propose the following changes.

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Where responsibilities have been delegated or devolved to other responsible officers, references to 'Brigade Managers' (i.e. the Chief Fire Officer, **Deputy Chief Fire Officer** and Assistant Chief Fire Officers) or other statutory title in the regulations should be read as referring to them.

This reflects the new Brigade Manager structure.

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1.2 The Standards *and Human Resources* Committee

The Standards *and Human Resources* Committee is responsible for promoting and maintaining high standards of conduct amongst members.

1.5 Monitoring Officer

The Monitoring Officer is responsible for promoting and maintaining high standards of financial conduct and, therefore, provides support to the Standards *and Human Resources* Committee.

These changes reflect the merger of the two committees.

8 Financial Implications

There are no financial implications arising from this report.

9 Legal Comment

The Fire Authority's Standing Orders need to be kept up-to-date to ensure proper and transparent decision-making, hence the benefit of undertaking an annual review. The changes proposed in the report reflect changes to the Brigade Manager and Committee structures. The power and responsibility to amend Standing Orders, in accordance with relevant changes in structure, rests with the Fire Authority.

10 Initial Impact Assessment

An Initial Impact Assessment has been completed.

11 Appendices

There are no appendices attached to this report. The following documents can, however, be accessed via web link shown below:

- Scheme of Delegation to Officers
- Standing Orders for the Regulation of Proceedings and Business
- Standing Orders relating to Contracts
- Financial Regulations Standing Orders

<http://www.shropshirefire.gov.uk/meeting/9-july-2014>

12 Background Papers

There are no background papers associated with this report, other than those listed in 11 above.