

# 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, Corporate Services Manager, on 01743 260210.

### 1 Purpose of Report

To receive and note the amendments to the Scheme of Delegation to Officers and Standing Orders, which were agreed at, and stand adjourned from, the Annual Meeting of the Fire Authority.

### 2 Recommendations

The Fire Authority is requested to receive and note the amendments to the Fire Authority's Scheme of Delegation to Officers and to its Standing Orders (set out at paragraphs 3, 4, 5 and 6 of this report), which stand adjourned from the Annual Meeting of the Fire Authority, held on 18 July 2012.

### 3 Scheme of Delegation to Officers

The Fire Authority reviewed its Scheme of Delegation to Officers. No changes were required.

### 4 Standing Orders for the Regulation of Proceedings and Business

The Fire Authority reviewed its Standing Orders for the Regulation of Proceedings and Business and agreed the following changes to bring them into line with the Localism Act 2011 and its Regulations.

## **Standing Order No 7**

### **Appointment of Committees and Sub-Committees**

- ~~a. When appointing the Standards Committee the Authority shall allocate numbers of seats to Authority Members and Independent Members in accordance with the Local Government Act 2000 and regulations made under that Act.~~

This was deleted, as the Standards Committee is now subject to the political balance requirements of the Local Government and Housing Act 1989 and its Regulations, in line with the rest of the Fire Authority's Committees.

## **Standing Order No 20**

### **Attendances**

#### **Records of other attendances and approved duties**

- 3 The Chief Financial Officer of the Authority or other person authorised for the time being to make any payments to Members of the Authority under ~~Section 18~~ **the** Local Government and Housing Act 1989 and ~~sections 100 and 105~~ of the Local Government Act 2000 or any regulations made thereunder shall keep such records of the attendances, approved duties, conferences, meetings, visits and other occasions qualifying for such payments as such officer considers necessary or desirable and Members of the Authority shall supply to such officer such details thereof as s/he reasonably prescribes.

#### **Failure to attend meetings**

- ~~i. Where an Independent Member of the Standards Committee fails, throughout a period of six months from the date of their last attendance, to attend any meetings of that Committee, then the Chair of the Committee shall be advised or the Chair of the Fire Authority, where the non-attendance relates to the Chair of the Standards Committee.~~

## **Standing Order No 21**

### **Interest of Members in Contracts and other matters**

If any Member of the Authority has any personal **pecuniary** interest as described in the Authority's Code of Conduct ('Code of Conduct'), ~~in any contract, proposed contract, or other matter,~~ that Member shall declare **disclose** that interest ~~before any meeting where the contract, proposed contract or other matter, is to be discussed or as soon as it comes to light;~~ and **within 28 days of taking office and cannot take part in or vote on the matter at any meeting but unless it has not previously been disclosed it need not be disclosed at the meeting**

If any Member of the Authority has any personal **pecuniary** interest, ~~which is also a prejudicial interest as described in the Code of Conduct in any contract, proposed contract or other matter,~~ that Member must declare that they have a prejudicial **pecuniary** interest and the nature of that interest and must withdraw from the room unless

either

~~Members of the public are allowed to make representations, give evidence or answer questions about the matter, by statutory right or otherwise. If that is the case, the Member can also attend the meeting for that purpose (however, the member must immediately leave the room once they have finished or when the meeting decides the Member has finished if that is earlier);~~

or

~~In the case of both a personal and prejudicial interest the Standards Committee grants a dispensation in favour of the Member/s concerned in accordance with the Relevant Authorities (Standards Committee) (Dispensation) **relevant** Regulations 2002.~~

### **Standing Order No 28 Inspection of Documents**

- 2 A Member shall not knowingly inspect and shall not call for a copy of any document relating to a matter in which s/he is professionally interested or in which s/he has a **pecuniary** ~~prejudicial~~ interest within the meaning of the Code of Conduct.

## **5 Standing Orders relating to Contracts**

The Fire Authority reviewed its Standing Orders relating to Contracts. No changes were required.

## **6 Financial Regulations Standing Orders**

The Fire Authority reviewed its Financial Regulations Standing Orders and agreed the following changes.

### On page 7 under **Financial Regulation 4 – Systems and Procedures** **4.3 Financial Systems and Procedures**

The Chief Fire Officer should ensure that all ~~messing~~, social and other funds, managed by employees other than Authority funds, are declared to him on an annual basis.

### On page 9 under **Financial Regulation 6 – Accounting** **Revenue Account** ~~Income and Expenditure Account~~

This will record the revenue income and expenditure of the Authority during the accounting period.

## **7 Financial Implications**

There are no financial implications arising from this report.

## **8 Legal Comment**

The changes to the Scheme of Delegation to Officers and to Standing Orders are lawful and the Fire Authority has the power to act as set out in this report.

## **9 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.

## **10 Appendices**

There are no appendices attached to this report.

## **11 Background Papers**

### **Shropshire and Wrekin Fire and Rescue Authority:**

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