

Update of Fire Authority Standing Orders

Report of the Clerk

For further information about this report please contact Anthea Lowe, Clerk and Monitoring Officer, on 01952 383219, or Germaine Worker, Head of Human Resources and Administration, 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 sets out proposed amendments for consideration and agreement by Members.

2 Recommendations

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

- Standing Orders for the Regulations of Proceedings and Business; and
- Financial Regulations

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
- Financial Regulations

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

4 Proposed Amendments

The governance changes agreed by the Fire Authority at its Extraordinary Meeting on 23 July 2025, included changes to the structure and names of its committees.

As a result, Officers have completed an update of the Standing Orders for the Regulation of Proceedings and Business and the Financial Regulations to ensure that the committee titles referred to in those documents reflect the amended titles of those committees.

These documents are attached at the Appendices to the report with deletions struck through and additions shown in bold italics.

There are no amendments proposed to the Standing Orders relating to Contracts as part of this update.

5 Further Review of Standing Orders

Whilst completing the update detailed above, Officers have noted that the documents concerned would benefit from a fuller review and updating.

This will be carried out by Officers and any proposed amendments brought to a future meeting of the Fire Authority for consideration and ratification.

6 Financial Implications

There are no financial implications arising from this report.

7 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.

8 Appendices

Appendix A

Standing Orders relating to Proceedings and Business

Appendix B

Financial Regulations

9 Background Papers

There are no background papers associated with this report.