

Review of Standing Orders and Scheme of Delegation to Officers

Report of the Clerk

For further information about this report please contact 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 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.

4 Proposed Amendments

Following a review by Officers and the Legal Services Team at Telford & Wrekin Council, there are following amendments are proposed to the documents named on the previous page.

Standing Orders for the Regulation of Proceedings and Business

Standing Order No 1

Meetings of the Authority

- 2 In addition to the annual meeting of the Authority and any extraordinary meetings convened by the Chair or by Members of the Authority, in accordance with paragraph 3 **1** of Schedule 12 of the Local Government Act 1972 (the 1972 Act), meetings for the transaction of general business shall be held in each year at such intervals upon such days as the Authority may at its annual meeting (or other appropriate meeting) determine, unless otherwise ordered by the Authority and subject to any lawful alteration, which special circumstances may render desirable.

Standing Order No 20

Attendances

Records of other attendances and approved duties

- 4 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 Local Government and Housing Act 1989 and section 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.

Standing Orders relating to Contracts

There are no proposed amendments to this document.

The Scheme of Delegation to Officers

2.2 Enforcement of Legislation

- 2.2.4 Designate persons as Inspectors under Article ~~26~~ **27** of the Fire Safety Order and Section ~~48~~ **19** of the Health and Safety at Work Etc. Act 1974;

The amendments detailed above are necessary to ensure that the correct legislation is referenced in Standing Orders and the Scheme of Delegation to Officers.

The relevant documents have not been attached to this report in order to save paper and postage.

The current versions can, however, be viewed on the Fire Authority's website via the link below with proposed amendments being shown in bold italics and deletions struck through.

<https://www.shropshirefire.gov.uk/meeting/20-june-2018>

Hard copies of the documents are available to Members upon request.

5 Financial Implications

There are no financial implications arising from this report.

6 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.

7 Appendices

The Appendices to the report can be accessed via the following link:

<https://www.shropshirefire.gov.uk/meeting/20-june-2018>

Appendix A

Standing Orders relating to Proceedings and Business

Appendix B

Standing Orders relating to Contracts

Appendix C

Scheme of Delegation to Officers

8 Background Papers

There are no background papers associated with this report.