

## Review of Standing Orders and Scheme of Delegation to Officers

### 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 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;
- Financial Regulations; 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;
- Financial Regulations; and
- The 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, the following amendments are proposed to the documents named on the previous page.

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

There are currently no proposed amendments to these Standing Orders.

Should any amendments be required to these Standing Orders in future they will be brought to the Fire Authority for ratification.

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

There are currently no proposed amendments to these Standing Orders.

Should any amendments be required to these Standing Orders in future they will be brought to the Fire Authority for ratification.

### **Financial Regulations**

There are currently no proposed amendments to these Standing Orders.

Should any amendments be required to these Standing Orders in future they will be brought to the Fire Authority for ratification.

### **The Scheme of Delegation to Officers**

The amendments set out below are proposed to reflect accurate job titles

#### **3.7 Protocol for the Role of Monitoring Officer**

- 3.7.2 f) The **Head of Human Resources and Administration** ~~Corporate Support Manager~~ will liaise regularly with the Monitoring Officer, Deputy Monitoring Officer and Solicitor to consider and recommend action in connection with current governance issues and other matters regarding probity.
- h) The Monitoring Officer will liaise with the **Head of Human Resources and Administration** ~~Corporate Support Manager~~ regarding monies required to enable him/her to seek Counsel's opinion on any matter concerning his/her functions.

## 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

### **Appendix A**

Standing Orders relating to Proceedings and Business

### **Appendix B**

Standing Orders relating to Contracts

### **Appendix C**

Financial Regulations

### **Appendix D**

Scheme of Delegation to Officers

**Please note that the Appendices 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.

**[22 June 2022 | Shropshire Fire and Rescue Service](#)**

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

## 8 Background Papers

There are no background papers associated with this report.