

**25 September 2014**

**Scheme of Delegation**

**Report by the Chief Officer**

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## **1 Summary**

The Hampshire Fire and Rescue Authority (HFRA) delegate specific responsibilities to Officers of Hampshire Fire and Rescue Service (HFRS). For clarity these are contained within formal documents which are regularly reviewed to ensure they remain current and accurate. These have been recently reviewed and are therefore submitted to the Standards and Governance Committee for their consideration. Coincidentally, the Openness of Local Government Bodies Regulations 2014 which came into force on 6<sup>th</sup> August 2014, have an impact on responsibilities delegated to Officers. These regulations require specific delegated decisions to be formally recorded when taken and then published. A separate paper will provide the detail on this new requirement.

## **2 Recommendation**

That the Standards and Governance Committee recommend that the Authority agree the proposed changes to the Scheme of Delegation to Officers and the Financial Regulations as set out in Appendix A and B respectively.

## **3 Introduction and background**

3.1 The HFRA delegate specific responsibilities to Officers of Hampshire Fire and Rescue Service (HFRS). For clarity these are contained within a number of formal documents. Those currently requiring approval are as follows:

- a. Scheme of Delegation. (Appendix A)
- b. Financial Regulations. (Appendix B)

3.2 The above documents have not been revised since 2008. The documents have therefore been recently reviewed. There are a number of proposed alterations that have been made to the documents. To make identifying the changes easy, the alterations have been made in 'track changes' and left visible. These documents are attached as appendices as detailed in section 3.1. The documents in their original state refer to the post of 'Treasurer'. The recent changes to structures, roles and functions within H3 have changed the titles of some posts. The post that used to be referred to as the 'Treasurer' now referred to as the Chief Finance Officer (CFO) within the joint working area. The Committee may therefore wish to direct that the documents are altered prior to their adoption to reflect this change for

future clarity and consistency.

- 3.3 The new Openness of Local Government Bodies Regulations 2014 came into force on 6<sup>th</sup> August 2014. This requires specific delegated decisions to be formally recorded when taken and then published. A separate report has been submitted to the Standards and Governance Committee which describes which decisions need to be recorded and published. It contains the methodology that allows these decisions to be clearly identified and the administrative arrangements required to support this. That paper should be read in conjunction with this report, and has been drafted separately to aid clarity.

#### **4 Clearance Procedure**

- 4.1 The ability to delegate specific authorities and responsibilities to Officers is a power vested in the HFRA. In delegating these authorities, the HFRA seeks to ensure that the Service is run and lead in an efficient and effective manner, whilst retaining overall authority for the delivery of services through its own governance and scrutiny infrastructure.
- 4.2 The Standards and Governance Committee oversee all aspects of governance and provide the detailed oversight for the HFRA in all such matters. The initial point of scrutiny for any revision to the delegation documentation is therefore with this committee. Once satisfied of the efficacy of any alterations, the Standards and Governance Committee may recommend these to a meeting of the full HFRA for their formal adoption. This is then recorded and the documents become the prime source of authority for Officers to deliver services on behalf of the HFRA.

#### **5. Supporting our corporate aims and objectives**

Providing clarity on the levels of authority and responsibility accorded to managers within HFRS allows individuals to operate effectively to deliver the services required by the HFRA. This enables the service to effectively structure and organise itself to deliver the Service Plan and its statutory duties.

#### **7 Risk analysis**

Failure to maintain an effective scheme of delegation could result in Officers acting outside of their powers or failing to act where required to deliver specific duties expected by the HFRA.

#### **8 People Impact Assessment**

The proposals in this report are considered compatible with the provisions of the equality and human rights legislation.

#### **9 Environmental and Sustainability impact assessment**

There are no adverse impacts associated with the proposed amendments made to the documents attached as appendices A to C.

## **10 Resource implications**

There are no resource impacts associated with the proposed amendments made to the documents attached as appendices A and B.

## **11 Consultation**

The attached documents were reviewed in conjunction with the previous Director of Corporate Services, Chief Finance Officer and the Clerk to the HFRA.

## **12 Conclusion**

The attached documents have been reviewed and updated. The proposals are passed to the Standards and Governance Committee for their consideration. They provide a current and accurate scheme of delegation that enable Officers to deliver the requirements of the HFRA.

## **12 Background papers**

- 12.1 The following documents disclose the facts or matters on which this report, or an important part of it, is based and has been relied upon to a material extent in the preparation of the report:

None

Note: The list excludes: (1) published works; and (2) documents that disclose exempt or confidential information defined in the Act.