



## **COMBINED FIRE AUTHORITY**

**11 JUNE 2018**

## **REVIEW AND SUGGESTED AMENDMENTS TO THE CONSTITUTION**

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### **CHIEF FIRE OFFICER, CLERK AND TREASURER**

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#### **PURPOSE OF REPORT**

1. The purpose of this report is to seek approval for proposed amendments to the Authority's Constitution.

#### **BACKGROUND**

2. In preparation for the Authority's Annual General Meeting (AGM) a thorough review of the Constitution has taken place. The review has resulted in a number of proposed amendments being put forward. These amendments reflect some of the structural changes that have taken place in the Service since the last full review was undertaken in 2016 and also take account of some additional responsibilities placed on the Authority from the Fire and Rescue National Framework for England (item 16 on agenda) which was published on 08 May 2018. A copy of the draft Constitution is attached as Appendix A.

#### **SUGGESTED AMENDMENTS**

3. There are numerous minor proposed amendments such as replacing 'Deputy Chief Fire Officer' with 'Assistant Chief Fire Officer' where appropriate in the document and some formatting improvements.
4. The more substantive amendments include:
  - The sub-committee names have been updated and some changes made to the responsibilities of each;
  - The Policy, Performance and Review Committee will be re-named the Performance Committee and will take over the responsibility for the sickness absence monitoring role from the Finance and General Purposes Committee which is being renamed as the Finance Committee;
  - Greater clarity has been provided on the role of the Authority to hold the Chief Fire Officer to account for the exercise of their functions and the functions of persons under their direction and control;
  - Clarity has been provided on the need for the Authority to give due regard to the professional advice of the Chief Fire Officer while developing the Integrated Risk Management Plan (IRMP) and when making decisions affecting the fire and rescue service;

- Authority to donate redundant decommissioned assets for charitable purposes up to a value of £10,000 has been delegated to the Chief Fire Officer;
- The revised Member Code of Conduct approved by the Authority in February 2018 has been incorporated into the document;
- Contract Procedure Rules and Financial Regulations have been updated to reflect current practice following changes to roles and responsibilities in Corporate Resources.

## **RECOMMENDATIONS**

5. The Authority is requested to:
- (a) **note** the contents of the report and the suggested amendments to the Constitution;
  - (b) **approve** the amended Constitution as outlined at Appendix A.