

Meeting: Combined Fire Authority**Date: 11th December 2017****Subject: Review and Revision of the Constitution****Report by: The Monitoring Officer****Author: Lauren Haslam****For: Decision****1. Purpose**

The purpose of this report is to seek the approval of the Committee to submit proposed changes to the Constitution to the Combined Fire Authority (CFA) for approval.

2. Recommendations

That the CFA be recommended to approve the proposed changes to the Constitution as set out in the Appendix to this report.

3. Executive Summary

3.1. Article 12 of the Constitution gives the Monitoring Officer a duty to monitor and review the operation of the Constitution to ensure that the aims and purpose are given full effect.

3.2. Rule 30 of the Meeting Procedure Rules states that changes to the procedure rules may only be added to, varied or revoked by a motion passed at the meeting of the full CFA.

4. Report Detail

4.1. The proposed changes are described in detail in the Appendix to this report.

Briefly the changes propose to:-

- a) Allow the Monitoring Officer and Treasurer to have access to and take copies of any information held by the CFA in order to discharge their functions;
- b) Authorise the Monitoring Officer and Treasurer to initiate urgent action in cases where the Chief Fire and Rescue Officer is conflicted;
- c) Amend the Employment Procedure Rules relating to the dismissal of the Chief Fire and Rescue Officer to ensure that they comply with recent legislative changes and guidance;

- d) Amend the Financial Procedure Rules and Contract Procedure Rules so that they align more closely to those operated by Leicester City Council who now provide financial services for the CFA. There will be a transitional period while these revised rules are fully embedded.
- e) Amend the delegation to remove reference to specific amounts on the basis that in exercising delegated powers the CFO will need to comply with the policy framework and budget approved by the CFA.
- f) Update the Management Structure in Part 7 to reflect the recent changes in personnel.

5. Report Implications / Impact

5.1. *Legal (including crime and disorder)*

None.

5.2. *Financial (including value for money, benefits and efficiencies)*

None.

5.3. *Risk (including corporate and operational, health and safety and any impact on the continuity of service delivery)*

None.

5.4. *Staff, Service Users and Stakeholders (including the Equality Impact Assessment)*

None.

5.5. *Environmental*

None.

5.6. *Impact upon Our Plan Objectives*

None.

6. Background Papers

None.

7. Appendices

Proposed changes to the Constitution.