

**Status of Report: Public**

**Meeting: Combined Fire Authority**

**Date: 12 December 2018**

**Subject: Review and Revision of the Constitution of the Combined Fire Authority**

**Report by: The Monitoring Officer**

**Author: Lauren Haslam**

**For: Decision**

### **Purpose**

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

### **Recommendation**

2. It is recommended that the CFA approve the proposed changes to the Constitution as set out in the Appendix to this report.

### **Executive Summary**

3. 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 principles are given full effect and kept up to date.
4. 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.

### **Background**

5. The proposed changes are described in detail in Appendix 1 to this report. The changes proposed are:-
  - i. To ensure consistency between provisions in Part 3 – Decision Making and Part F – Financial Procedure Rules; and
  - ii. To update the Contract Procedure Rules (attached at Appendix 2).

## **Report Implications/Impact**

### 6.1 Legal (including crime and disorder)

None identified.

### 6.2 Financial (including value for money, benefits and efficiencies)

There are no direct financial implications arising from this report.

### 6.3 Risk (including corporate and operational, health and safety and any impact on the continuity of service delivery)

None arising from this report.

### 6.4 Staff, Service Users and Stakeholders (including the Equality Impact Assessment)

None identified.

### 6.5 Environmental

None identified.

## **Impact upon Our Plan Objectives**

7. None.

## **Background Papers**

8. None.

## **Appendices**

Appendix 1 - Proposed changes to the Constitution.

Appendix 2 – Revised Part 4, Section G – Contract Procedure Rules.

## **Officers to Contact**

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