

**Status of Report:** Public

**Meeting:** CFA Corporate Governance Committee

**Date:** 22 November 2023

**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 approval for the submission of the revised CFA Constitution (Part 2 – Constitutional Framework) to the Combined Fire Authority (CFA) for approval at its meeting on 29 November 2023.

### **Recommendation**

2. The Committee is asked to approve the changes to the Constitution, Part 2 – Constitutional Framework detailed in the Appendix to this report, for submission to the CFA for approval at its meeting on 29 November 2023.

### **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.
5. Subject to the approval by the Corporate Governance Committee, the CFA will consider a report on this matter on 29 November 2023 and, should approval be granted, the changes to Part 2 – Constitutional Framework (as set out in the appendix to this report), will come in to force on 30 November 2023.

### **Background**

6. The proposed changes are described in detail in the Appendix to this report. However, in summary, the changes proposed are:-
  - i) Amendment to the number of CFA meetings required to be held each year and when the Annual General Meeting is required to be held;

- ii) Part 2 – Constitutional Framework, Article 6 ‘The Employment Committee’, functions to reflect what it can agree and what is required to be recommended to the CFA for approval;
- iii) Membership of the Corporate Governance Committee to reflect the appointment of Independent Members (as approved by the CFA at its meeting on 4 October 2023);
- iv) A range of more general amendments to reflect changes in wording/titles etc.

In addition, Part 5, Section K – Anti-Fraud and Corruption Strategy will be updated to reflect changes previously approved by the Corporate Governance Committee.

- 7. The Constitution requires that changes to the Constitution must be approved by the CFA after consideration of the recommendations of the Corporate Governance Committee.
- 8. The CFA will consider a report on this matter at its meeting on 29 November 2023 and, should approval be granted to the changes to Part 2 – Constitutional Framework (as set out in the appendix to this report), they will come in to force on 30 November 2023.
- 9. There will be further amendments which will be presented to Committee in the Spring relating to the Contact Procedure Rules and Finance Procedure Rules, which are being reviewed at present.

### **Report Implications/Impact**

- 10. Legal (including crime and disorder)

There are no legal implications arising from this report.

- 11. Financial (including value for money, benefits and efficiencies)

There are no direct financial implications arising from this report.

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

There are no risks arising from this report.

- 13. Staff, Service Users and Stakeholders (including the Equality Impact Assessment)

There are no staff, service users or stakeholder implications arising from this report.

14. Environmental

There are no environmental implications arising from this report.

**Impact upon Our Plan Objectives**

15. None.

**Background Papers**

16. The Constitution of the Leicester, Leicestershire and Rutland Combined Fire Authority - <https://leics-fire.gov.uk/wp-content/uploads/2023/03/constitution-2023.pdf>

**Appendix**

Proposed changes to the Constitution.

**Officers to Contact**

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