



**DORSET & WILTSHIRE  
FIRE AND RESCUE  
AUTHORITY**

Item 6
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MEETING	Shadow Policy and Resources Committee
DATE OF MEETING	17 September 2015
SUBJECT OF THE REPORT	Scheme of delegation to officers
STATUS OF REPORT	For open publication
PURPOSE OF REPORT	For Decision
EXECUTIVE SUMMARY	This report makes recommendations about delegations to the Chief Fire Designate during the shadow period until 1 April 2016.
RISK ASSESSMENT	None
COMMUNITY IMPACT ASSESSMENT	None
BUDGET IMPLICATIONS	No direct budget implications but the delegations do authorise the Chief Fire Officer to make spending decisions in connection with the transition grant.
RECOMMENDATIONS	1. It is recommended that Members approve the proposed delegations to the Chief Fire Officer Designate.
BACKGROUND PAPERS	The existing Dorset and Wiltshire schemes of delegation.
APPENDICES	Appendix 1 - Chief Fire Officer job description
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## 1. Introduction

- 1.1. Under Section 101 of the Local Government Act 1972 local authority functions are discharged by an authority itself or the authority may arrange for the discharge of their functions:
- By a committee or sub committee
  - By an officer of the authority
  - By another local authority.
- 1.2. Every local authority (which for these purposes includes a combined fire authority) must, irrespective of the range of services it delivers to the public, must designate three statutory chief officers:
- A head of paid service, in this case the chief fire officer
  - A monitoring officer
  - A chief financial officer
- 1.3. For the efficient discharge of their functions the Dorset Fire Authority and the Wiltshire and Swindon Fire Authority have each delegated functions to their chief fire officer, monitoring officer and chief financial officer. A report to the next meeting of the Shadow Policy and Resources Committee on 14 January 2016 will make recommendations about delegations to the statutory officers in readiness for operation of the new authority from 1 April 2016. Ahead of that report it is thought necessary that the Committee should be asked to agree delegations to the Chief Fire Officer Designate in order that there is certainty as to his ability to act and take necessary action to progress the combination of the two services.
- 1.4. Delegations to an officer are a combination of their job description and any specific delegations from elected members. In this instance the job description for the Chief Fire Officer Designate (appended to this report) describes his job purpose and then lists 22 main areas of responsibility. Those main areas focus upon the responsibilities of the Chief Fire Officer when the service becomes operational after 1 April 2016 and not so much upon the designate role.
- 1.5. It could be said that the role and main responsibilities of the Chief Fire Officer described in his job description amount to a delegation and authority to do all that is necessary in the role. However the job description is silent upon the specifics of the Chief Fire Officer Designate's authority to act during the shadow period and the proposed delegations set out below aim to provide him and members with certainty so that we can maintain momentum and do all that is necessary to ensure a smooth transition to a new service.

## **2. Proposed Delegations to the Chief Fire Officer Designate during the shadow period**

In addition to the 22 main areas of responsibility listed in his job description the Chief Fire Officer Designate shall have authority to do the following:

1. To approve all of those service policies and procedures which are not matters for decision by either the full Shadow Authority or the Policy and Resources Committee.
2. To take all such action, including but not limited to entering into contracts, as is necessary for bringing the Dorset and Wiltshire Fire and Rescue Authority (Combination Scheme) Order 2015 into operation (excepting those matters reserved within the terms of reference of the full Shadow Authority and the Policy and Resources Committee).
3. After consultation with the Wiltshire Chief Fire Officer to take all such action as is necessary in order to ensure that the Dorset service and the Wiltshire and Swindon service are operationally aligned and able to discharge fire and rescue functions effectively from the “go live” date on 1 April 2016.
4. To deal with all staffing and employment matters arising from combination including but not limited to establishing new staffing structures, procedures for the appointment of staff into positions in the new structure, appointing staff, approval of any necessary redundancies and agreement on staffing and employment matters with the recognised trades unions.
5. To enter into any partnership arrangements and agreements in pursuance to the vision of the Shadow Authority and the Policy and Resources Committee for the new service.
6. To enter into any necessary arrangements and plans for business continuity in readiness for “go live” on 1 April 2016
7. After consultation with the Chairman and Vice Chairman of the Policy and Resources Committee to make any planning applications or to seek any other necessary approval for projects associated with the strategic hub and the safety centre.
8. After consultation with the Treasurer to authorise the purchase of vehicles and equipment or such other expenditure as is necessary in pursuance to the vision of the Shadow Authority and the Policy and Resources Committee for the new service.