



**Wednesday,  
16 November 2022  
10.00 am**

**Meeting of  
Governance and  
Constitution Committee  
Sadler Road  
Winsford  
CW7 2FQ**

Contact Officer:  
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## **Cheshire Fire Authority**

### **Notes for Members of the Public**

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#### **Attendance at Meetings**

The Cheshire Fire Authority welcomes and encourages members of the public to be at its meetings and Committees. You are requested to remain quiet whilst the meeting is taking place and to enter and leave the meeting room as quickly and quietly as possible.

All meetings of the Authority are held at the Training Centre, Sadler Road, Winsford. If you plan to attend please report first to the Reception Desk where you will be asked to sign in and will be given a visitors pass. You should return your pass to the Reception Desk when you leave the building. There are some car parking spaces available on site for visitors at the front of the building. Please do not park in spaces reserved for Fire Service personnel.

If you feel there might be particular problems with access to the building or car parking please contact the Reception Desk at Sadler Road Winsford Tel (01606) 868700.

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#### **Access to Information**

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The Agenda is usually divided into two parts. Most business is dealt with in the first part which is open to the public. On some occasions some business may need to be considered in the second part of the agenda, in private session. There are limited reasons which allow this to take place, e.g. as confidential information is being considered about an individual, or commercial information is being discussed.

**This agenda is available in large print, Braille, audio CD or in community languages upon request by contacting; Telephone: 01606868414 or email: [equalities@cheshirefire.gov.uk](mailto:equalities@cheshirefire.gov.uk)**

#### **Recording of Meetings**

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#### **Fire Evacuation**

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## **MEETING OF THE GOVERNANCE AND CONSTITUTION COMMITTEE WEDNESDAY, 16 NOVEMBER 2022**

**Time : 10.00 am**

**Lecture Theatre - Training Centre, Sadler Road, Winsford, Cheshire CW7  
2FQ**

### **AGENDA**

#### **Part 1 - Business to be discussed in public**

##### **1 PROCEDURAL MATTERS**

###### **1A Recording of Meeting**

Members are reminded that this meeting will be audio-recorded.

###### **1B Apologies for Absence**

###### **1C Declarations of Members' Interests**

Members are reminded to disclose any interests that are relevant to any item on the Agenda.

###### **1D Minutes of the Governance and Constitution Committee (Pages 5 - 10)**

To confirm as a correct record the Minutes of the meeting of the Governance and Constitution Committee held on Wednesday 12<sup>th</sup> July 2022.

#### **ITEMS REQUIRING DISCUSSION / DECISION**

**2 Review into the way that Seats on Cheshire Fire Authority are allocated to the Constituent Authorities (Pages 11 - 20)**

**3 Review of Financial Regulations (Pages 21 - 42)**

**4 Appointment of Independent Audit Committee Member (Pages 43 - 46)**

**5 Further term for Independent Person (Handling of complaints about Member conduct) (Pages 47 - 50)**

**6 Members' Allowances Scheme Uplift 2022-23 and Members' Allowances Scheme 2023-24 (Pages 51 - 58)**

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**MINUTES OF THE MEETING OF THE GOVERNANCE AND CONSTITUTION COMMITTEE held on Tuesday, 12 July 2022 at Lecture Theatre - Training Centre, Sadler Road, Winsford, Cheshire CW7 2FQ at 10.00 am**

**PRESENT:** Councillors Rob Polhill (Chair), Rachel Bailey, Nick Mannion, James Nicholas, Nathan Pardoe and independent (non-elected) member Derek Barnett

**1 PROCEDURAL MATTERS**

**A Recording of Meeting**

Members were reminded that the meeting would be audio-recorded.

**B Apologies for Absence**

Apologies for absence were received from Councillors David Brown and Brian Gallagher.

**C Membership of Committee**

Members noted the membership of the Governance and Constitution Committee for 2022-23, as agreed by the Fire Authority on 22<sup>nd</sup> June 2022.

|              |  |
|--------------|--|
| Councillors: | Rob Polhill (Chair)<br>Nick Mannion (Deputy Chair)<br>Rachel Bailey<br>David Brown<br>Brian Gallagher<br>James Nicholas<br>Nathan Pardoe |
|--------------|--|

|              |  |
|--------------|--|
| Substitutes: | Michael Beanland<br>Rob Moreton<br>Peter Wheeler |
|--------------|--|

|                                   |               |
|-----------------------------------|---------------|
| Independent (non-elected) member: | Derek Barnett |
|-----------------------------------|---------------|

**D Declarations of Members' Interests**

There were no declarations of Members' interests.

**E Minutes of the Governance and Constitution Committee**

**RESOLVED:**

**That the minutes of the Governance and Constitution Committee held on**

**Wednesday 30<sup>th</sup> March 2022 be confirmed as a correct record.**

## **2 DISPENSATIONS**

The Director of Governance and Commissioning introduced the report which asked Members to extend the benefit of the existing dispensations to the new Members of the Fire Authority. This would allow them to take part in debates and votes on the approval of the Members' Allowances Scheme (and any changes and/or additions to it).

He explained that he accepted that the guidance issued by the Local Government Association, which accompanied the Model Councillor Code of Conduct, made the existing dispensation relating to the Council Tax precept redundant.

The Director informed the Committee that Councillors Nathan Pardoe and Peter Walker had requested that the dispensation be extended so they could benefit from it.

**RESOLVED: That**

**[1] the dispensation granted to Fire Authority Members on 29<sup>th</sup> January 2020 be extended to benefit Councillors Nathan Pardoe and Peter Walker, thereby allowing them to take part in debates and votes on the approval of the Members' Allowances Scheme (and any changes and/or additions to it).**

## **3 WHISTLEBLOWING ANNUAL REPORT 2021-22**

The Director of Governance and Commissioning introduced the report which provided information about whistleblowing for 2021-22 and asked Members to review the Policy and Procedure.

He informed Members that the Authority had not been contacted by Safecall during 2021-22. He suggested to Members that this was likely to be a result of staff being comfortable raising their concerns through existing informal channels. To continue raising awareness of the Safecall procedure, the Director of Governance and Commissioning assured Members that a review of its visibility would be conducted.

A Member queried the review date on the Whistleblowing Procedure attached as Appendix 1 to the report. The Director advised that the review date on the document referred to a review conducted by officers.

Members suggested that a review on the visibility of Safecall be conducted by the newly appointed Health and Safety Manager to ensure its accessibility for staff.

**RESOLVED: That**

**[1] the Whistleblowing Annual Report 2021-22 be noted.**

#### **4 COMPLIMENTS AND COMPLAINTS ANNUAL REPORT 2021-22**

The Director of Governance and Commissioning introduced the report which provided information regarding compliments and complaints received about the Service during the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022.

He provided an overview of the figures for the past five reporting periods which were presented within a table in the report. He explained that although the figures remained similar to the previous year, there was a significant decrease in the number of compliments. Officers believed this was due to staff being unaware of the reporting process and further communications would be provided to raise awareness.

Members queried the complaints which had not met the reporting timescale. The Director of Governance and Commissioning advised he would investigate further and report back to Members.

**RESOLVED: That**

**[1] the information regarding compliments and complaints made during the period 1<sup>st</sup> April 2021 and 31<sup>st</sup> March 2022 be noted.**

#### **5 SUMMARY OF MEMBER ATTENDANCE 2021-22**

The Director of Governance and Commissioning introduced the report which provided information about Member attendance for the last municipal year. Appendix 1 to the report summarised Member attendance at meetings of the Fire Authority and its three main committees: Estates and Property Committee, Governance and Constitution Committee and Performance and Overview Committee. Appendix 2 to the report contained details of the planning days and additional meetings attended, as well as conferences and events attended.

The Director explained that the appendices for the next reporting period would be amended so that Member attendance at formal meetings and Member Planning Days were better represented.

Members discussed the figures and noted that despite some impact from the Covid Pandemic, that meetings were generally well attended. Members agreed that no action was necessary.

**RESOLVED: That**

**[1] the summary of Member attendance for 2021-22 be noted.**

#### **6 AUDIT COMMITTEE ARRANGEMENTS AND APPOINTMENT OF INDEPENDENT AUDIT MEMBER**

The Treasurer introduced the report which sought to: secure Member appointments to the Audit Committee; determine the quorum of the Audit Committee; and obtain

agreement about the arrangements for and recruitment of the independent audit member. He referred to the updated Position Statement: Audit Committees in Local Authorities and Police 2022 published by the Chartered Institute of Public Finance and Accounting (CIPFA) attached as Appendix 1 to the report. This provided guidance on the establishment of Audit Committees and influenced the proposals/suggestions contained within the report.

#### Appointments to the Audit Committee

The Treasurer advised that in light of the guidance provided by CIPFA, four Members were required for the Audit Committee. It was recommended that the appointments for the Audit Committee be politically proportionate: 2 Labour, 1 Conservative; and 1 Independent, with the Chair being a Labour Member.

Members appointed Councillors Nick Mannion, Brian Gallagher, Rachel Bailey and James Nicholas to the Audit Committee. Cllr Nick Mannion was appointed as Chair. Members agreed that due to the level of training associated, it was not appropriate to appoint substitutes to the committee.

#### Quorum

Members decided that attendance by 3 of the 4 elected Members would be fulfil the requirement to be quorate; the Independent Audit Member would not be counted as part of quorum initially.

#### Recruitment of Independent Audit Member

Members considered the requirements and eligibility criteria contained within the bullet points of paragraphs 13 and 14 within the report. It was agreed that the requirements were suitable and met the expectations of the Position Statement.

#### Remuneration of the Independent Audit Member

The Director of Governance and Commissioning explained that the Independent Audit Member would be required to meet a level of experience and knowledge as well as attend Audit Committee meetings and associated training. Therefore, remuneration commensurate with that of the independent (non-elected) member role was proposed, in order to make the role attractive to applicants. Members agreed with the proposal.

#### Term of the Independent Audit Member

A Member queried whether a total of 6 years' service for an Independent Audit Member was adequate. The Director of Governance and Commissioning advised that the Position Statement recommended a maximum service of 6 years as this allowed enough time for the Independent Audit Member to familiarised themselves with the organisation yet retain a level of independence.

### Advert for the Independent Audit Member

Members recalled agreeing to an open advert for the role at their last meeting of the committee. However, officers believed a more targeted approach might also be beneficial alongside the open advert. Members agreed that officers should notify the monitoring officers, of the various local public bodies that have audit committees with independent audit members, so that they could bring the advert to the attention of existing audit members.

### Interview Panel

The Director of Governance and Commissioning advised the interview panel for the Independent Audit Member would consist of two officers and ideally two members from the Audit Committee. Members agreed, subject to availability, that Councillors Nick Mannion and Rachel Bailey should be involved.

### Future-proofing

The Treasurer explained that the CIPFA guidance suggested that Audit Committees should have multiple Independent Audit Members appointed to the Audit Committee. Although this was not a requirement or originally agreed by the Fire Authority, it may be worth considering looking to appoint a further individual in the future whilst undergoing the recruitment process. Members agreed to consider this at a later stage dependent on the number of applications received.

### **AGREED: That**

- [1] Councillors Rachel Bailey, Brian Gallagher, Nick Mannion and James Nicholas be appointed to the Audit Committee;**
- [2] Councillor Nick Mannion be appointed Chair of the Audit Committee;**
- [3] the quorum of the Audit Committee be 3 of the 4 elected Members and not include the Independent Audit Member;**
- [4] the bullet points contained in Paragraphs 13 and 14 of the report be approved for inclusion in the recruitment pack;**
- [5] the Independent Audit Member receive an annual allowance of £1,250;**
- [6] the Independent Audit Member serve a 3 year term with the option to 'renew' once;**
- [7] the recruitment of the Independent Audit Member be advertised through an open advert on the Service's website with the monitoring officers of the local public bodies that have audit committees with Independent Audit Members being notified to encourage them to inform suitable individuals about the role;**
- [8] the interview panel for the Independent Audit Member consist of two**

**Members appointed to the Audit Committee; and**

- [9] the recruitment paperwork shall state that the Authority may consider appointing a second Independent Audit Member in the future.**

## CHESHIRE FIRE AUTHORITY

**MEETING OF:** GOVERNANCE AND CONSTITUTION COMMITTEE  
**DATE:** 16 NOVEMBER 2022  
**REPORT OF:** DIRECTOR OF GOVERNANCE  
**AUTHOR:** ANDREW LEADBETTER

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**SUBJECT:** REVIEW INTO THE WAY THAT SEATS ON  
CHESHIRE FIRE AUTHORITY ARE ALLOCATED  
TO THE CONSTITUENT AUTHORITIES

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### Purpose of Report

1. To allow Members to determine whether any further work should be carried out in relation to the way that seats on the Fire Authority are allocated to the constituent authorities.

### Recommended: That Members

- [1] Determine whether any further work is necessary in relation to the way that seats on the Fire Authority are allocated to the constituent authorities.

### Background

2. A review into the way that seats on the Fire Authority were allocated to the constituent authorities (the Review) was carried out over 2020 and 2021. The Fire Authority decided, at its meeting on 28<sup>th</sup> April 2021, that:
  - [1] the appointments for 2021-22 continue to be allocated in the same way that they have since local government reorganisation; and
  - [2] the review be considered further once the White Paper has been published and considered.
3. A report concerned with the Review, dated 7<sup>th</sup> April 2021 (together with appendices) which was considered by this Committee has been supplied to members of this Committee separately. These items also appear on the Service's website.
4. The White Paper was eventually published on 18<sup>th</sup> May 2022 and responses were made to the Government by the closing date, 26<sup>th</sup> July 2022.

## Information

5. Seats on the Fire Authority were allocated for 2022-23 in the usual way as the White Paper had not been published.
6. The section of the White Paper concerned with Governance has been attached to this report as Appendix 1. The response from the Chief Fire Officer, dated 26<sup>th</sup> July 2022 has been attached to this report as Appendix 2.
7. Arguably the White Paper has been ‘published and considered’ (see minute above). However, as things stand, until the Government determines what it intends to do the position of the Fire Authority remains uncertain.
8. With the above in mind, officers intend to proceed with the allocation of seats on the Fire Authority in the usual way for 2023-24, unless the Government has clarified its position prior to the June meeting of the Fire Authority.
9. Whilst officers can see no mileage in considering changes to the existing arrangements for the allocation of seats to the constituent authorities, they felt that Members should be given the opportunity to debate the issue – hence the preparation of this report. Members are simply asked: do they wish officers to carry out any further work on the Review?

## Financial Implications

10. It is possible that there may be financial implications if governance arrangements are changed, but these can only be considered fully when there is clarity about the changes. Whatever happens the financial impact will relatively small.

## Legal Implications

11. The Fire Authority’s Combination Scheme describes the method for allocating seats on the Fire Authority. Paragraph 12 of the Scheme states:  
  
*Each constituent authority shall, so far as is practicable, appoint such number of representatives to be members of the Authority as is proportionate to the number of local government electors in its area in relation to the number of such electors in each of the other constituent authorities’ areas.*
12. The Scheme is the same as the schemes of other combined authorities. The Scheme could only be changed through secondary legislation.

## Equality and Diversity Implications

13. There are no equality and diversity implications associated with this report.

## **Environmental Implications**

14. There are no environmental implications associated with this report.

**CONTACT: DONNA LINTON, GOVERNANCE AND CORPORATE PLANNING  
MANAGER**

**TEL [01606] 868804**

**BACKGROUND PAPERS:**

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# Governance

## Governance Structures

There are 44 FRAs across England operating under a range of different governance models. We believe this variation in the operation of models is unhelpful and leads to problems in relation to accountability and transparency.

Unlike FRAs overseen by PFCCs or combined authority mayors, the majority of authorities still operate a committee structure comprising many members (in the case of one authority, nearly 90). This can slow decision making and impair accountability. And across most of England, the public do not have a direct say in who is responsible for their fire service. In most areas, while members are elected (for example, as a councillor), they are not directly elected with a clear mandate in relation to fire.

Public awareness of FRAs and their members is not high. Our public polling as part of the review of PCCs found that the majority (89%) could not name a member of their FRA. In contrast, the awareness of PCCs (including police, fire and crime commissioners) is growing since the first candidates were elected in 2012. In the same polling, nearly two thirds (65%) of the public in these areas said they were either aware of their commissioner, or aware that they were responsible for policing (this figure is in line with other recent estimates from the Crime Survey for England and Wales). The 2021 PCC elections saw a significantly increased turnout – provisionally up 6.5 percent more than in 2016 - and more than double that of the 2012 elections. This shows the model is maturing and public awareness is growing.

After considering the conclusions of the PCC review, and reviewing inspection and other reports, the government view is that oversight of fire services needs to change. Our preferred governance model is one that meets the following criteria:

- there has a single, elected – ideally directly elected – individual who is accountable for the service rather than governance by committee
- there is clear demarcation between the political and strategic oversight by this individual, and the operationally independent running of the service by the chief fire officer
- that the person with oversight has control of necessary funding and estates
- decision-making, including budgets and spending, is transparent and linked to local public priorities

Therefore, to strengthen governance across the sector, we believe there is a strong case to consider options to transfer governance to an elected individual.

We seek views on this approach and who the most appropriate person may be. Options will need to be discussed options with each local area. There are a number of options for who this person could be. These include a directly elected combined authority mayor or a PCC. Each is a single directly elected individual who can provide the accountable leadership that we envisage, enabling the public to have a say in who oversees their local service. But there may be other options, including retaining fire in county council's under a designated leader. We seek views on who else could provide this executive leadership.

**Q29: To what extent do you agree/disagree that Government should transfer responsibility for fire and rescue services in England to a single elected individual?**

| Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree |
|----------------|-------|----------------------------|----------|-------------------|
|                |       |                            |          |                   |

**Q30: What factors should be considered when transferring fire governance to a directly elected individual?**

**Please provide the reasons for your response.**

### **The Mayoral Model**

An option to achieve directly elected oversight of fire could be through the combined authority mayoral model. The government would like to see more combined authority mayors exercising public safety functions.

As set out in the Home Secretary’s response to the PCC review (2021) and the Levelling Up white paper, combined authority mayors could also take on public safety functions where boundaries allow.

Of the eight existing MCAs without fire and rescue functions currently, four (Cambridgeshire & Peterborough, Sheffield City Region, West Midlands and West Yorkshire) are already coterminous with fire and rescue boundaries. Subject to this consultation, we will explore options for transferring the fire functions directly to the MCAs for exercise by the mayors in these areas at the earliest opportunity. The four remaining existing MCAs (Liverpool City Region, North of Tyne, Tees Valley and West of England) are not currently coterminous with fire and rescue boundaries and so, subject to this consultation, we will need to consult with those in the local areas to establish the way forward.

**Q31: Where Mayoral Combined Authorities already exist, to what extent do you agree/disagree that fire and rescue functions should be transferred directly to these MCAs for exercise by the Mayor?**

| Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree |
|----------------|-------|----------------------------|----------|-------------------|
|                |       |                            |          |                   |

### **Police and Crime Commissioners**

Another option could be to transfer responsibility to a police, fire and crime commissioner. In 2017, measures were introduced through the Policing and Crime Act 2017 to enable PCCs to take on oversight of their local fire services.

It is for each commissioner to determine whether they want responsibility for fire. If so, they need to produce a proposal for the Home Secretary that demonstrates how a governance transfer meets the statutory tests of economy, efficiency and effectiveness, and that it does not have a detrimental impact on public safety. To date, four areas have made the transition to a police, fire and crime commissioner.

The PCC review considered how PCCs' accountability could be strengthened, and their role expanded in line with the government's manifesto commitment, and considered the benefits of directly elected oversight of fire services. Those interviewed from both policing and fire in the review were broadly supportive of the benefits of bringing policing and fire governance together under a directly elected individual, particularly to maximise the benefits of emergency services collaboration and strengthen accountability and transparency to the public. To achieve a more consistent approach to fire governance, many were strongly in favour of mandating governance change across England, rather than the current bottom-up piecemeal approach.

We have seen the immense value in what PFCCs in the four areas who have responsibility for fire have provided, including strengthened local accountability, enhanced collaboration and improvements in what their fire services provide the public. The business cases for the first four PFCCs estimated savings of between £6.6 million to £30 million over the first ten years. In Northamptonshire, the financial autonomy provided by the commissioner enabled the service to recruit new firefighters and replace equipment and facilities, thereby improving the support it provides to people and businesses. In North Yorkshire, the 'Enable' service brings together police and fire back-office staff to work as one team, under one roof, improving efficiency and affordability for all. The enhanced collaboration driven by commissioners is not only improving organisational efficiency but is saving lives. In Staffordshire, the commissioner agreed a missing persons support protocol between Staffordshire Fire and Rescue Service, Staffordshire Police and West Midlands Ambulance Service in which 90% of relevant incidents attended by fire and rescue crews were lifesaving or injury preventing.

The PCC review crystalised our proposals on fire service governance which the Home Secretary set out in her Written Ministerial Statement of March 2021. We therefore seek views on whether this is another acceptable option.

**Q32: To what extent do you agree/disagree that Government should transfer responsibility for fire and rescue services in England to police and crime commissioners?**

| Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree |
|----------------|-------|----------------------------|----------|-------------------|
|                |       |                            |          |                   |

### Other Options, such as an executive councillor

We recognise, reflecting the circumstances of each local area, that it may be preferable for somebody a different option other than a PCC or mayor to be given responsibility. This may be where a fire service is currently part of a county council or local boundaries aren't aligned. We are therefore filling to consider other options, although any option will need to meet our

**Reforming Our Fire and Rescue Service: Government Consultation**

criteria for good governance as listed above, in particular the need for clear executive – rather than committee – leadership.

**Q33: Apart from combined authority mayors and police and crime commissioners, is there anyone else who we could transfer fire governance that aligns with the principles set out above?**

| Yes | No |
|-----|----|
|     |    |

**Q34: If yes, please explain other options and your reasons for proposing them.**

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# Cheshire

## Fire & Rescue Service

Fire Reform Consultation  
Fire Strategy & Reform Unit  
Home Office

Sent by email to [firereformconsultation@homeoffice.gov.uk](mailto:firereformconsultation@homeoffice.gov.uk)

Dear Sir/Madam,

### **Reforming Our Fire and Rescue Service: White Paper Response**

Thank you for providing the opportunity to comment on the proposals within the White Paper. Please find enclosed the response of Cheshire Fire and Rescue Service to the consultation.

#### **Governance**

##### **Question 29**

**To what extent do you agree/disagree that Government should transfer responsibility for fire and rescue services in England to a single elected individual?**

Neither agree nor disagree.

##### **Question 30**

**What factors should be considered when transferring fire governance to a directly elected individual? Please provide the reasons for your response.**

CFRS notes the proposed governance reforms within the White Paper and it is for the elected Members of the Authority to determine the most appropriate governance structure to provide democratic accountability and effective scrutiny.

However, it would be useful for HMICFRS to deliver some narrative commentary on whether the introduction of Police, Fire and Crime Commissioners has led to stronger and improved governance; as this will help to inform the evidence base as to the success of the PFCC model.

##### **Question 31**

**Where Mayoral Combined Authorities already exist, to what extent do you agree/disagree that fire and rescue functions should be transferred directly to these MCAs for exercise by the Mayor?**

Neither agree nor disagree.

**Question 32**

**To what extent do you agree/disagree that Government should transfer responsibility for fire and rescue services in England to police and crime commissioners?**

Neither agree nor disagree.

**Question 33**

**Apart from combined authority mayors and police and crime commissioners, is there anyone else who we could transfer fire governance that aligns with the principles set out above?**

Neither agree nor disagree.

**Question 34**

**If yes, please explain other options and your reasons for proposing them.**

Nil return. Again, this is a matter that is appropriate for the Authority to consider.

## CHESHIRE FIRE AND RESCUE SERVICE

**MEETING OF:** GOVERNANCE AND CONSTITUTION COMMITTEE  
**DATE:** 16<sup>TH</sup> NOVEMBER 2022  
**REPORT OF:** TREASURER  
**AUTHOR:** PAUL VAUGHAN

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**SUBJECT:** REVIEW OF FINANCIAL REGULATIONS

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### Purpose of Report

1. This report presents an updated set of the Authority's Financial Regulations for consideration by the Committee

### Recommended: That

[1] the Financial Regulations are noted

### Background

2. The Authority's Financial Regulations are contained within the Authority's Constitution and are subject to regular review.

### Information

3. The External Auditor's Annual Report 2020/21, considered by the Fire Authority at its meeting on 8<sup>th</sup> December 2021, recommended a closer alignment of the Authority's procurement practices with those of the Police. This will enable procurement to be delivered more efficiently by the joint procurement team and modernise the Authority's practices.
4. At that meeting, the Authority agreed to authorise the Chief Fire Officer and Chief Executive, Treasurer and Monitoring Officer to make changes to the Authority's Financial Regulations to effect the alignment.
5. Appendix 1 is the latest version of the Financial Regulations which have been revised accordingly. The Procurement section is shown in paragraphs 10.41 to 10.57 and has been completely rewritten.
6. Some minor changes have been made to the Regulations in accordance with the review process agreed in 10.5 of the Regulations, and these changes are shown in red in Appendix 1.

## **Financial Implications**

7. This report is financial in nature.

## **Legal Implications**

8. The Local Government Act 1972 requires that the Authority identifies a suitably qualified officer to be responsible for the financial affairs of the Authority. The use of Financial Regulations is one of the key methods by which they ensure that the Authority properly manages its financial activity.

## **Equality and Diversity Implications**

9. There are no known Equality and Diversity implications.

## **Environmental Implications**

10. There are no known environmental implications.

**CONTACT: DONNA LINTON, GOVERNANCE AND CORPORATE PLANNING  
MANAGER  
TEL [01606] 868804**

## SECTION 10 – FINANCIAL REGULATIONS

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| <u>Donations, Grants to Other Bodies, and Contributions</u> | 10.99-10.100        |
| <u>Sponsorship</u>  | 10.101-10.103       |
| <u>Risk Management</u>                                      | 10.104              |

### APPENDIX 1 – Responsibility Matrix

## **SECTION 10 – FINANCIAL REGULATIONS**

### **Purpose**

- 10.1 The Financial Regulations (the Regulations) set out in this document define the roles and responsibilities of the officers and Members of Cheshire Fire Authority (the Authority) in relation to financial matters.
- 10.2 The basic principle which underpins these regulations is that responsibility is delegated to an appropriate officer, within systems which the Authority, the Chief Fire Officer and Chief Executive, the Treasurer (who is the Section 151 Officer) and the Head of Finance feel are suitably controlled. Internal Audit and other reports help them form their judgement on the adequacy of control mechanisms.
- 10.3 Managers must provide effective induction and training to enable staff to understand these Regulations and deal appropriately with financial matters.
- 10.4 There may be circumstances where an officer feels unable to comply with the Regulations. Before the officer proceeds with an action which does not comply with the Regulations, they must seek guidance from the Head of Finance. Member approval may be required.
- 10.5 The Regulations will be reviewed by the Chief Fire Officer and Chief Executive, the Treasurer and the Head of Finance annually and by Members at least every three years. Minor changes will be made to these Regulations to reflect new risk or changing circumstances with the agreement of the Chief Fire Officer and Chief Executive, the Treasurer and the Head of Finance.

### **Roles and Responsibilities**

- 10.6 The respective roles and responsibilities, in relation to financial matters, of the Authority, the Chief Fire Officer and Chief Executive, the Treasurer, the Head of Finance, the Monitoring Officer, Directors and Heads of Departments are contained in the table which forms Appendix 1.
- 10.7 Members approve the revenue budget, the council tax precept, the annual capital programme and the statutory accounts, and receive quarterly reports on the Authority's budgetary position.
- 10.8 The Treasurer and the Head of Finance regularly report financial matters to the Authority's Service **Management Leadership** Team, (SMLT), which is chaired by the Chief Fire Officer and Chief Executive, and which meets every month.

## SECTION 10 – FINANCIAL REGULATIONS

### Revenue Budgets

#### Approval of the revenue budget

10.9 The revenue budget and council tax precept are approved by the Authority in February each year for the following financial year.

#### Virement of revenue budgets

10.10 Virement is the transfer of budget in order to prevent overspends or to accommodate changes in activity.

10.11 If, in the opinion of the Chief Fire Officer and Chief Executive, the Treasurer and the Head of Finance any virement would result in a significant change to Authority policy it must be approved by the Authority.

10.12 Any virement of more than £50k must be approved by the Authority.

10.13 Any virement of less than £50k must be approved by the Chief Fire Officer and Chief Executive.

10.14 ~~Performance and Overview Committee receives quarterly financial reports which include temporary virements of revenue budgets. This enables the Authority to revise its budget in year as it goes along. All such virements are reversed at year end and any necessary changes to the base budget would form part of the formal budget approval agreed by the Authority.~~

#### Dealing with overspending of revenue budgets

10.14 All Heads of Department must regularly scrutinise their budgets and seek to avoid overspends wherever possible. ~~A quarterly budget monitoring report is presented to the Performance and Overview Committee.~~

~~10.16 Where a revenue overspend is projected, the following process will apply. Where this process involves the virement of budget (in boxes 1 to 3 below), then the rules in paragraphs 10.12 and 10.13 will apply.~~

~~Box 1~~

~~The Head of Department will offset the overspend from within the departmental budget. If this is not possible, then~~



## SECTION 10 – FINANCIAL REGULATIONS

Box 2

The Principal Officer will offset the overspend from within his/her function. If this is not possible, then

Box 3



SMT will offset the overspend from within the Service budget. If this is not possible, then, the Authority will offset the overspend by using reserves.

10.15 Where a revenue overspend is projected, the Head of Department will make every effort to offset the overspend from within their departmental budget. If this is not possible, then SLT will make every effort to offset the overspend from within the Service budget.

10.16 The treatment of any year end overspends and underspends will be determined by the Authority.

### **Reserves**

10.17 The Chief Fire Officer and Chief Executive, the Treasurer and the Head of Finance will advise the Authority on prudent levels of reserves.

10.18 The Authority holds two categories of reserves as set out by the Code of Practice on Local Authority Accounting:

- Usable - these are available to meet future expenditure demands. They consist of the General Fund and earmarked reserves.
- Unusable – these are prescribed in accounting regulations and do not impact directly upon the Medium Term Financial Plan, budget, or precept setting decisions.

10.19 The Authority will hold usable reserves for the following three main purposes:

- As a contingency to cushion the impact of unexpected events or emergencies (the General Fund)
- As a means of meeting known or predicted liabilities (earmarked reserves)
- As a means of smoothing expenditure as part of the Medium Term Financial Plan (earmarked reserves).

## SECTION 10 – FINANCIAL REGULATIONS

10.20 The need for any new reserve and the movement on existing reserves will be reported to Performance and Overview Committee as part of the regular quarterly reporting process.

10.21 For each reserve the Authority will set out:

- The purpose of the reserve;
- How and when the reserve can be used;
- A process and timescale for review of the reserve to ensure its continuing relevance and adequacy.

10.22 The Treasurer will provide the Authority with an annual statement on the adequacy of reserves at the meeting at which the annual budget is approved.

### Capital

10.23 Capital expenditure will be identified as such during the budget building process, and if additional expenditure is approved during the year. The capital programme will be approved annually by the Authority. In order to qualify as capital, expenditure must satisfy the following criteria:

- Be in excess of £10k
- Create an asset which has benefits which last for more than one year
- Comply with guidance in the appropriate CIPFA code

~~10.25 Where a capital scheme is estimated to be overspent, if the overspend is estimated to be 10% or more than £100k, whichever is the lower (with a de minimus of £10k), then approval to fund the overspend must be sought from the Authority.~~

~~10.26 Where the overspend is estimated to be less than 10% and less than £100k, SMT will consider the overspend in the context of the overall programme, and if the overspend is unavoidable will either utilise any capital contingency, vire budget from an existing scheme or fund the overspend by contribution from the revenue budget or from reserves.~~

10.24 Progress on the capital programme will be reported quarterly to the Performance and Overview Committee. The impact of any estimated overspends on the funding of the programme will be considered and every effort will be made to accommodate the impact within the existing funding package. If the overall impact cannot be accommodated, then the Chief Fire Officer and Chief Executive and Treasurer jointly may approve an increase in funding of up to £50k. For funding above this level, approval must be sought from the Authority.

10.25 Income which is the result of the disposal of an asset and which is greater than £10k will be considered as a capital receipt. All other income will be

## SECTION 10 – FINANCIAL REGULATIONS

treated as revenue. Paragraph 10.40 deals with the procedure for disposing of assets.

~~10.28 The Chief Fire Officer and Chief Executive, Treasurer and Head of Finance may jointly increase the amount of the Capital Programme by a maximum of £100k per annum, providing that any increase is for a new scheme(s), and the Treasurer and Head of Finance are satisfied with the funding arrangements.~~

~~10.29 An increase approved by the Chief Fire Officer and Chief Executive and the Treasurer and the Head of Finance will be reported to Performance and Overview Committee at the earliest opportunity.~~

## SECTION 10 – FINANCIAL REGULATIONS

### Assets

#### Land and Buildings

- 10.26 Proposals for the acquisition or sale of land or buildings must be fully appraised and may only be approved by the Authority. Proposals to enter into a lease with a term of 5 years or more will also require Authority approval.
- 10.27 Sales of land and/or buildings and the surrender of a lease with a term of five years or more will require Authority approval.

#### Management of assets

- 10.28 The ~~Joint~~ Head of Estates will maintain an Asset Management Strategy.
- 10.29 Any manager who has responsibility for managing and/or operating Authority assets will make proper arrangements to ensure that assets are held securely and are properly maintained.
- 10.30 Assets may only be used in accordance with relevant service policy, and any procedures relating to the use of assets must be followed.
- 10.31 Managers with responsibility for managing assets must ensure that where necessary assets have the appropriate licence and are covered by insurance.
- 10.32 All assets (as defined within the Asset Management Strategy) must be included on an inventory, in a form determined by ~~the Head of Operational Policy and Assurance~~ the Service Leadership Team.

#### Stock

- 10.33 Stock is defined as a supply of items which are constantly required ~~and held in stores~~.
- 10.34 The Authority maintains a central stores, and, wherever possible, all stock should be held in the stores.
- 10.35 Where small amounts of stock are held locally they will be subject to procedures agreed by the Head of Service Delivery ~~and the Head of Finance and the Head of Procurement~~.
- 10.36 Stock checks will be carried out wherever stock is held in a form determined by the ~~Head of Procurement~~ Head of Service Delivery and the Head of Finance, in accordance with timescales agreed by them.

## **SECTION 10 – FINANCIAL REGULATIONS**

### **Write off of assets**

- 10.37 Assets, including stock, up to the value of £5k may only be written off with the approval of the Head of Finance.
- 10.38 Assets, including stock, with a value between £5k and £10k may only be written off with the approval of the Chief Fire Officer and Chief Executive and the Treasurer.
- 10.39 Assets, including stock, with a value greater than £10k may only be written off with the approval of the Performance and Overview Committee.

### **Disposal of Assets**

- 10.40 The disposal of assets other than land and buildings (see paragraph 10.27 above) will be in accordance with procedures agreed by the **Head of Procurement Treasurer** and the Head of Finance.

### **Procuring Goods and Services**

#### **Ordering goods and services**

- 10.41 Only goods and services relating to official Authority business may be procured.
- 10.42 The Scheme of Financial Delegation will include authorised limits for individual officers in relation to the ordering of goods and services.
- 10.43 Heads of Departments must ensure that adequate separation of duties operates in all areas of procurement and purchasing. Guidance on this may be sought from the Head of Finance.
- 10.44 Official orders must be raised for all goods and services except for rent, business rates, Council Tax, public utility services and petty cash purchases, except with the prior agreement of the Head of Procurement and the Head of Finance.
- 10.45 Orders must be made using the official Authority procurement system as determined by the Head of Procurement and the Head of Finance.
- 10.46 Oral orders may only be made in cases of urgency and with the prior approval of the Head of Procurement and the Head of Finance; all such oral orders must be confirmed by hard copy, but care must be taken not to create duplicate orders.

## SECTION 10 – FINANCIAL REGULATIONS

### Quotations and tenders

#### General Requirements

- 10.47 Wherever possible, procuring goods or services should involve some form of competition.
- 10.48 There is an expectation that Value for Money will be achieved, which might involve consideration of quality and service as well as cost.
- 10.49 There must be sufficient appropriately approved budget to cover the cost of the goods and/or services being procured.
- 10.50 There must be some documentation, which must be retained. In most circumstances, correspondence by email exchange is sufficient.
- 10.51 No procurement exercise or purchase of any goods or services should be undertaken if there is a risk that a family member, friend or acquaintance, or any associated business/company etc. of the officer involved will quote or bid. In those circumstances the officer should ensure that someone else deals with the matter.

#### Procurement Approach

- 10.52 The value of the procurement determines the approach to procurement (but see also para 10.56). The table below outlines the basic requirements. In all cases a suitable record of the process followed and contractual arrangement must be kept. In some cases there is a requirement to publish the information.

|  |
|--|
| <b>Up to £5,000</b>  |
| Ideally, three verbal quotes should be secured, and/or research should be carried out to ensure the price is appropriate, for example on the internet, or by checking with other FRSs etc. Strategic Procurement will not normally need to be involved |
| <b>£5,000 up to £10,000</b>  |
| Written quotes must be obtained (generally email exchanges will suffice). Strategic Procurement may need to be involved.   |
| <b>£10,000 and above</b>   |
| Strategic Procurement must be involved.  |

#### Strategic Procurement

## SECTION 10 – FINANCIAL REGULATIONS

10.53 Strategic Procurement must be involved in the following circumstances.

- When the value of the goods or services (over the lifetime of the agreement) is greater than £10,000
- When procuring something that is business-critical, to ensure that any bespoke contract provisions to protect the Service as far as possible are included.
- When procuring something that is complex, as there might be a need to involve other departments, for example IT, and for bespoke contract provisions to be drafted.
- When procuring something that involves a higher than normal level of risk (for example the goods are unproven, or the service provider has no experience).
- When procuring something that is unusual/novel, as there might be a need for bespoke contract provisions to be drafted.
- When procuring something that is of a recurring nature, as there might be a benefit if the contractual arrangement allows regular purchases to be made.
- When procuring something that is expected to be in existence/in operation for a length of time, as there might be a need to consider guarantee/warranty requirements and/or how performance will be measured/monitored.
- When being asked to enter into a contract based upon someone else's terms and conditions.

**If in doubt, Strategic Procurement must be contacted for advice.**

### Exclusions from these Requirements

10.54 In the circumstances below it may be possible to procure goods or services without following the requirements described above. Permission must be obtained in line with paragraph 10.55.

- Procuring something that must be compatible with an existing asset/service.
- Procuring something that is required in a genuine emergency.
- Procuring something that is genuinely unique.
- Procuring something from the only supplier able to provide the service.
- Procuring something when a bespoke arrangement has been put in place, e.g. a term contract or call-off contract.

10.55 Permission must be sought via Strategic Procurement. Decisions about exclusions are taken by the Service's Monitoring Officer and Treasurer who will receive advice from the Head of Strategic Procurement (or nominated deputy). If the Monitoring Officer is unavailable, the Chief Fire Officer will take the decision, and/or if the Treasurer is unavailable, the Head of Finance will take the decision.

## **SECTION 10 – FINANCIAL REGULATIONS**

### **Framework Contracts**

- 10.56 There are a significant number of procurements that lead to the creation of framework contracts. These are contracts that are available to a number of buyers and often the Service is included and can benefit from them. The contracts are run by the government, local authorities, fire and rescue services and other emergency services.
- 10.57 Framework contracts are often set up with comprehensive terms and conditions. They often allow purchases to be made from a kind of catalogue using an order form. Using them can cut down on the amount of work required to purchase something and wherever possible they should be considered. Strategic Procurement will provide advice about available framework contracts and the necessary process that needs to be followed.

### **Payments to creditors**

- 10.58 The Head of Finance is responsible for the payment of creditors.
- 10.59 Heads of Departments must ensure that adequate separation of duties operates in respect of creditor payments. Guidance on this may be sought from the Head of Finance
- 10.60 The workflow for approving payment will be in accordance with systems approved by the Head of Finance.

### **Imprest accounts**

- 10.61 Imprest accounts are sums made available in the form of bank current accounts and petty cash from which officers may make purchases of less than £50.
- 10.62 All expenditure paid through imprest accounts must be supported by receipts, except with the prior approval of the Head of Finance, and records must be maintained in a form agreed by the Head of Finance.
- 10.63 Imprest accounts are Authority funds and must only be used for official business.
- 10.64 Imprest accounts may only be opened with the approval of the Head of Finance.
- 10.65 Each imprest account will have a nominated holder.
- 10.66 All imprest accounts must be reconciled monthly and certified by the imprest account holder.

## **SECTION 10 – FINANCIAL REGULATIONS**

- 10.67 Imprest accounts will be for minor items of expenditure only, and no salaries, wages, allowances or mileage expenses may be paid out of imprest accounts.
- 10.68 No income may be paid into imprest accounts.
- 10.69 Claims for reimbursement of imprest accounts must be completed in accordance with guidelines and in a form agreed by the Head of Finance.

### **Payroll and pensions**

- 10.70 The ~~Director of Transformation~~ **Head of People and Development** is responsible for instructing the payroll and pension contractors and for providing accurate and timely information to enable the contractors to pay salaries, wages, mileage, other expenses and pensions. They will ensure that the amounts deducted from employees' salaries are paid to the appropriate body within agreed timescales.
- 10.71 The ~~Director of Transformation~~ **Head of People and Development** will determine the format in which information is transmitted to the payroll and pension contractors.
- 10.72 The ~~Director of Transformation~~ **Head of People and Development** is responsible for ensuring that all information transmitted to the payroll and pension contractors is suitably authorised and reconciled.

### **Cash and bank**

- 10.73 The Authority will appoint bankers and approve the terms under which banking services are delivered.
- 10.74 All bank accounts will include "Cheshire Fire Authority" in the title.
- 10.75 No arrangement of any kind with any banking service may be made without the approval of the Treasurer and Head of Finance.
- 10.76 All payments or transfers from any Authority bank account will be approved by an appropriate officer in accordance with the Financial Scheme of Delegation.
- 10.77 All income will be received, stored, banked and accounted for in accordance with procedures approved by the Treasurer and Head of Finance.
- 10.78 Cash kept at any Authority premises will be held securely, and the amount held must not exceed limits agreed by the Treasurer and Head of Finance.

## **SECTION 10 – FINANCIAL REGULATIONS**

### **Income collection**

- 10.79 Any officer of the Authority who is arranging for receipt of payment for any Authority service must inform the Finance Team, in a form to be agreed by the Head of Finance, to ensure that all income is properly recognised and collected.
- 10.80 Only official receipts will be issued.
- 10.81 Cash will be stored separate from any personal monies and be banked as soon as reasonably possible.
- 10.82 No payment for any purpose may be made out of income received.

### **Debtors**

- 10.83 The Head of Finance will maintain a debtor's policy, and every effort should be made to collect income due in line with this policy. Where this proves not to be possible, debts up to £5k may be written off with the approval of the Head of Finance, those between £5 and £10k with the approval of the Chief Fire Officer and Chief Executive and Treasurer and those above £10k with the approval of the Fire Authority.

### **Insurance**

- 10.84 The Authority will have in place protection policies commensurate with risk, as agreed by the Chief Fire Officer and Chief Executive.
- 10.85 Any excesses on policies will be agreed by the Chief Fire Officer and Chief Executive and the Treasurer.

### **Third Party Funds**

- 10.86 Third Party Funds are funds controlled by Fire Authority staff but which belong to other organisations.
- 10.87 In general, the Authority should seek not to hold Third Party Funds due to the obligations and resourcing implications they bring.
- 10.88 The approval of the Chief Fire Officer and Chief Executive and the Treasurer must be obtained before the Authority assumes any responsibility for Third Party Funds.
- 10.89 The Treasurer will make suitable banking arrangements for Third Party Funds.
- 10.90 Officers managing Third Party Funds must keep records in a format agreed by the Treasurer and Head of Finance.

## **SECTION 10 – FINANCIAL REGULATIONS**

### **Internal Audit**

- 10.91 The Chief Fire Officer and Chief Executive must ensure that an independent internal audit service operates within the Authority, carrying out audits in accordance with a risk based programme.
- 10.92 Internal audit will have full access to all premises, assets and records and Authority staff will provide internal audit with all information, explanations and records which they require.

### **Fraud and irregularity**

- 10.93 If any officer has suspicion that there has been any fraud or irregularity of any sort, including bribery, within the Authority, they must inform their line manager immediately (or grandparent line manager if necessary). If they do not feel able to do this, the Authority's Code of Conduct includes a Whistle Blowing Policy, which they may utilise.
- 10.94 The Chief Fire Officer and Chief Executive and the Treasurer must be informed immediately of any allegation of fraud or irregularity.
- 10.95 Senior officers are required to be familiar with the Anti-Fraud and Bribery Policies. They should make other staff aware of the existence of the policies and who to contact if they have concerns relating to fraud or irregularity.

### **Joint arrangements and partnerships**

- 10.96 Formal joint arrangements and partnerships of any kind must (at the very least) be approved by the Chief Fire Officer and Chief Executive, Monitoring Officer and Treasurer, and will be the subject of a business case.
- 10.97 Significant joint arrangements and partnerships must be approved by the Fire Authority. In determining what is and is not significant, consideration must be given to risks attached to the joint arrangement or partnership, for example the period of commitment and any reputational risk.
- 10.98 In all cases, it is the responsibility of the Chief Fire Officer and Chief Executive, Monitoring Officer and Treasurer to ensure that any arrangement is subject to appropriate levels of governance and stewardship.

## **SECTION 10 – FINANCIAL REGULATIONS**

### **Donations, grants to other bodies, and contributions**

10.99 Any donation, grant to another body or contribution must be approved by the Chief Fire Officer and Chief Executive, Monitoring Officer and Treasurer.

10.100 If any donation, grant or contribution exceeds £20k it must be approved by the Authority.

### **Sponsorship**

10.101 Sponsorship is defined as the voluntary provision or donation of funds, goods or services to the Authority by an external body.

10.102 All offers of sponsorship must be considered in the context of the integrity of the Service, and must not involve, or imply, any warranty or guarantee of a sponsor's products or reputation.

10.103 All offers of sponsorship must be considered by the Chief Fire Officer and Chief Executive, Monitoring Officer and Treasurer. They may wish to refer any offer to the Authority if they feel the nature of the sponsorship warrants it, and must do so where the offer is judged to exceed £20,000.

### **Risk Management**

10.104 The Chief Fire Officer and Chief Executive will ensure that a suitable process is in place for the management of risk in the Authority.

The attached Appendix outlines the responsibilities contained in these regulations in tabular form.

## SECTION 10 – FINANCIAL REGULATIONS

| APPENDIX 1  |    |     |         |         |         |    |      |     |   |
|---|----|-----|---------|---------|---------|----|------|-----|---|
| Responsibility Matrix   |    |     |         |         |         |    |      |     |   |
| Activity  | FA | P&O | CFO     | T       | HOF     | MO | HOPD | HOD |   |
| <b>Strategic activity</b>   |    |     |         |         |         |    |      |     |   |
| Approve the Financial regulations   | x  |     |         |         |         |    |      |     |   |
| Make strategic financial decisions  | x  |     |         |         |         |    |      |     |   |
| Prepare the Medium Term Financial Plan (MTFP) and Integrated Risk Management Plan (IRMP)  |    |     | x(IRMP) | x(MTFP) | x(MTFP) |    |      |     |   |
| Approve the MTFP and IRMP   | x  |     |         |         |         |    |      |     |   |
| <b>Revenue and Capital Budgeting</b>  |    |     |         |         |         |    |      |     |   |
| Ensure that any Revenue or Capital budget bids considered significant by the HOF are fully costed and completed using the Authority's Business Case template                    |    |     |         |         |         |    |      |     | x |
| Prepare the draft Revenue Budget and Capital Programme(Budget) and calculate the draft Council Tax precept  |    |     |         | x       | x       |    |      |     |   |
| Report on the robustness of the estimates used in the budget, and the adequacy of the Authority's reserves for which the budget provides as part of the budget approval process |    |     |         | x       | x       |    |      |     |   |
| Monitor and review the Authority's Reserves Policy  |    |     |         | x       | x       |    |      |     |   |
| Approve the Revenue Budget, Capital Programme and Council Tax Precept   | x  |     |         |         |         |    |      |     |   |

**SECTION 10 – FINANCIAL REGULATIONS**

| Activity   | FA | P&O | CFO | T | HOF | MO | HOPD | HOD |
|--|----|-----|-----|---|-----|----|------|-----|
| Consider any additional items of expenditure which would lead to new or significant variation in policy.   | x  |     |     |   |     |    |      |     |
| <b>Delegation of and management of revenue and capital budgets</b>   |    |     |     |   |     |    |      |     |
| Maintain a scheme of Financial Delegation which includes limits to individual officers' approval, and ensures that all revenue and capital budgets are allocated to a HOD. Budget delegation below HOD will be at HOD discretion, but the HOD will retain responsibility for the budget. |    |     | x   | x | x   |    |      |     |
| Ensure appropriate delegation of budget management takes place, and ensure budget managers have regular reports to help them effectively manage budgets.   |    |     |     | x | x   |    |      |     |
| Plan to spend budgets in accordance with the Authority's objectives and effectively control the spending within budget.  |    |     |     |   |     |    |      | x   |
| Provide timely and accurate financial monitoring information   |    |     |     |   | x   |    |      |     |
| Regularly monitor budgets and consider how to deal with any variances  |    |     |     |   |     |    |      | x   |
| Report financial performance to Members at least quarterly   |    |     |     | x | x   |    |      |     |
| Consider performance against the budget and capital programme regularly  |    | x   |     |   |     |    |      |     |
|  |    |     |     |   |     |    |      |     |

**SECTION 10 – FINANCIAL REGULATIONS**

| Activity   | FA | P&O | CFO | T | HOF | MO | HOPD | HOD |
|--|----|-----|-----|---|-----|----|------|-----|
| <b>Statutory Accounts</b>  |    |     |     |   |     |    |      |     |
| Prepare the statutory accounts of the Authority (including certifying the draft accounts by the end of the June following the year end)                        |    |     |     | x | x   |    |      |     |
| Approve the statutory accounts by the end of September following the year end  | x  |     |     |   |     |    |      |     |
| <b>Treasury Management</b>   |    |     |     |   |     |    |      |     |
| Appoint the Authority's bankers  | x  |     |     |   |     |    |      |     |
| Ensure that adequate Treasury Management practices are in place, including arranging any necessary loans or investments in accordance with Cash Flow forecasts |    |     |     | x | x   |    |      |     |
| Prepare and manage the annual Treasury Management Strategy including approval of and monitoring of Prudential Indicators                                       |    |     |     | x | x   |    |      |     |
| Approve the annual Treasury Management Strategy  | x  |     |     |   |     |    |      |     |
| <b>Financial management and control</b>  |    |     |     |   |     |    |      |     |
| Ensure that SLT consider all appropriate financial matters.  |    |     | x   | x |     |    |      |     |
| Offer advice on all financial matters  |    |     |     | x | x   |    |      |     |
| Ensure the provision of financial services including the payment of invoices, financial information, imprest accounts, and the collection of income            |    |     |     | x | x   |    |      |     |
| Ensure the provision a payroll and pensions service  |    |     |     |   |     |    | x    |     |
| Ensure suitable financial and control systems are in place, including financial procedures   |    |     | x   | x | x   |    |      |     |

**SECTION 10 – FINANCIAL REGULATIONS**

| <b>Activity</b>  | <b>FA</b> | <b>P&amp;O</b> | <b>CFO</b> | <b>T</b> | <b>HOF</b> | <b>MO</b> | <b>HOPD</b> | <b>HOD</b> |
|--|-----------|----------------|------------|----------|------------|-----------|-------------|------------|
| Ensure assets are properly managed   |           |                | x          | x        | x          |           |             |            |
| Ensure <b>tendering procurement</b> procedures are in place and followed   |           |                | x          | x        | x          |           |             |            |
| Ensure that all financial transactions pass through the Authority's financial system.  |           |                |            |          |            |           |             | x          |
| If requested, provide the Chief Fire Officer and Chief Executive, Head of Finance, and External or Internal Auditor with access to any document or record under their control. |           |                |            |          |            |           |             | x          |
| Ensure that all officers who are responsible for any financial activity receive appropriate induction and training   |           |                |            | x        | x          |           |             | x          |
| Ensure that that Joint Arrangements and partnerships are properly managed.   |           |                | x          | x        |            | x         |             |            |
| Approve offers of sponsorship and refer to FA if necessary   |           |                | x          | x        |            | x         |             |            |
| Ensure a suitable Risk Management process is in place  |           |                | x          |          |            |           |             |            |
| Ensure that the Authority has appropriate Insurance arrangements in place.   |           |                | x          |          |            |           |             |            |
|  |           |                |            |          |            |           |             |            |
|  |           |                |            |          |            |           |             |            |
|  |           |                |            |          |            |           |             |            |

## SECTION 10 – FINANCIAL REGULATIONS

| Activity  | FA | P&O | CFO             | T | HOF | MO | HOPD | HOD |
|---|----|-----|-----------------|---|-----|----|------|-----|
| <b>Statutory functions</b>  |    |     |                 |   |     |    |      |     |
| Ensure that the Authority meets its statutory and regulatory requirements (which includes the Accounts and Audit regulations; the Local Authority Accounting Code of Practice; the Code of Practice for Treasury Management; and the Internal Audit Code of Practice) | x  |     | x<br>(advisory) |   |     |    |      |     |
| Fulfil the responsibilities of a Chief Finance Officer under Section 151 of the Local Government Act 1972, and act as Treasurer to the Authority  |    |     |                 | x |     |    |      |     |
| Fulfil the duties of a Chief Finance Officer under Section 114 of the Local Government Act 1988   |    |     |                 | x |     |    |      |     |
| Appoint a deputy Section 151 Officer  |    |     | x               | x |     |    |      |     |
| Maintain an effective internal audit function   |    |     | x               |   |     |    |      |     |

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|            |      |  |
|------------|------|--|
| <b>KEY</b> | FA   | Fire Authority                         |
|            | P&O  | Performance and Overview Committee     |
|            | CFO  | Chief Fire Officer and Chief Executive |
|            | T    | Treasurer (Section 151 Officer)        |
|            | HOF  | Head of Finance                        |
|            | MO   | Monitoring Officer                     |
|            | HOPD | Head of People and Development         |
|            | HOD  | Head of Department                     |

## CHESHIRE FIRE AUTHORITY

**MEETING OF:** GOVERNANCE AND CONSTITUTION COMMITTEE  
**DATE:** 16<sup>TH</sup> NOVEMBER 2022  
**REPORT OF:** DIRECTOR OF GOVERNANCE  
**AUTHOR:** ANDREW LEADBETTER

---

**SUBJECT:** APPOINTMENT OF INDEPENDENT AUDIT  
COMMITTEE MEMBER

---

### Purpose of Report

1. To enable Members to decide upon the appointment of an Independent Audit Committee Member.

### Recommended: That

- [1] Mrs Suzanne Horrill be appointed to the role of Independent Audit Committee Member for Cheshire Fire Authority for a period of three years (until November 2025); and
- [2] Mr Mark Day be approved to become an Independent Audit Committee Member should the role become vacant, or an additional role be created.

### Background

1. The External Auditor made the following recommendation:

*We recommend that the Authority consider establishing a separate Audit Committee and to consider appointing an independent member with a suitable financial background as recommended by the Redmond review.*

2. The Fire Authority considered a report about this on 27<sup>th</sup> April 2022 and agreed that the appointment of the Independent Audit Committee Member be carried out by the Governance and Constitution Committee (with details of the appointment, e.g. remuneration, settled by that Committee).
3. The Committee considered a report on 12<sup>th</sup> July 2022 in relation to the appointment of the Independent Audit Committee Member and resolved that:

[1] *the bullet points contained in Paragraphs 13 and 14 of the report be approved for inclusion in the recruitment pack;*

[2] *the Independent Audit Member receive an annual allowance of £1,250;*

- [3] *the Independent Audit Member serve a 3 year term with the option to 'renew' once;*
- [4] *the recruitment of the Independent Audit Member be advertised through an open advert on the Service's website with the monitoring officers of the local public bodies that have audit committees with Independent Audit Members being notified to encourage them to inform suitable individuals about the role;*
- [5] *the interview panel for the Independent Audit Member consist of two Members appointed to the Audit Committee; and*
- [6] *the recruitment paperwork shall state that the Authority may consider appointing a second Independent Audit Member in the future.*

## **Information**

4. The role of Independent Audit Committee Member was advertised by an open advert on the Service's website. In addition, Monitoring Officers of the local public bodies that have audit committees were asked to inform their independent audit members; and an advertisement was put on LinkedIn.
5. Two applications were received: from Mr Mark Day; and from Mrs Suzanne Horrill.

### Mrs Horrill

6. Mrs Horrill has worked as an internal auditor in the private and public sector for Transport for Greater Manchester and NHS Clinical Commissioning Groups. She has audit committee experience working as an Independent Audit Committee Member for Progress Housing Group as well as experience working with Mersey Internal Audit Agency and Grant Thornton.

### Mr Day

7. Mr Day has worked in various senior leadership roles for the NHS. He currently works as a Non-Executive and Senior Independent Director for Doncaster and Bassetlaw Teaching Hospital and an Audit Committee Independent Lay Member for Cornwall Council. He is also a member of the Council of The Charter Institute of Public Finance and Accountancy (CIPFA).

### Interviews

8. A panel consisting of two Members from the Audit Committee, Cllrs Nick Mannion and Cllr Rachel Bailey, the Monitoring Officer and Treasurer interviewed the two applicants on 18<sup>th</sup> October 2022.

9. The panel recognised from the outset that both applications described two strong applicants. The interviews reinforced this view with both applicants providing good answers to the questions asked by the panel.
10. After some deliberation, Members decided that both candidates were capable and suitable for the role of Independent Audit Committee Member. Members decided that they wished to appoint Mrs Horrill to the role. They also decided that it was appropriate to ask Mr Day if he would be willing to take on the role in the future if/when an additional Independent Audit Committee Member was required or should Mrs Horrill be unable to continue in role.

### **Financial Implications**

11. The role of Independent Audit Committee Member will attract an allowance of £1,274.16 and the individual will be entitled to travel expenses. This will be met from within existing budgets.

### **Legal Implications**

12. CIPFA recommends, in its Position Statement, that audit committees should include co-opted members to provide appropriate technical expertise. Although the creation of an audit committee with co-opted members is not legal requirements, it is likely that it will become so in the not-too-distant future.
13. In this instance the Independent Audit Committee Member is not being co-opted, at this stage. Mrs Horrill will not be a voting member of the Audit Committee. This position will be reviewed at a later date.

### **Equality and Diversity Implications**

14. There are no equality and diversity implication arising from this report.

### **Environmental Implications**

15. There are no environmental implications arising from this report.

**CONTACT: DONNA LINTON, GOVERNANCE AND CORPORATE PLANNING  
MANAGER**

**TEL [01606] 868804**

**BACKGROUND PAPERS:**

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## CHESHIRE FIRE AUTHORITY

**MEETING OF:** GOVERNANCE AND CONSTITUTION COMMITTEE  
**DATE:** 16 NOVEMBER 2022  
**REPORT OF:** DIRECTOR OF GOVERNANCE  
**AUTHOR:** ANDREW LEADBETTER

---

**SUBJECT:** FURTHER TERM FOR INDEPENDENT PERSON  
(HANDLING OF COMPLAINTS ABOUT MEMBER  
CONDUCT)

---

### Purpose of Report

1. To enable Members to decide whether to recommend a further term for the existing Independent Person. This is the role that is required by law to assist with the handling of complaints about Member conduct.

### Recommended: That

- [1] Members recommend to the Fire Authority that Donald Clark is appointed as Independent Person for a further three year term (ending in February 2026).

### Background

2. Section 28 of the Localism Act 2011 relates to codes of conduct. It covers the requirements to have a code and arrangements to deal with complaints about breaches of the code. Those arrangements must include an Independent Person.
3. Section 28(7) of the Localism Act 2011 places a duty on the Fire Authority to appoint an Independent Person.
4. The Fire Authority appointed Mr Donald Clark as its Independent Person at its meeting on 12<sup>th</sup> February 2020. The appointment was for a 3 year period.

### Information

5. Mr Clark has not been engaged on the Authority's behalf during his tenure. His tenure ends in February 2023. It is important that the Fire Authority continues to have an Independent Person and to this end officers contacted Mr Clark recently to: establish if he was willing to continue to fulfil the role; discuss his continuing eligibility; and understand what experience in role and training he has had since his appointment back in 2020.
6. Mr Clark has confirmed that:

- a. He remains eligible to fulfil the role and has no criminal convictions. Eligibility is defined in Appendix 1, attached to this report.
- b. He has been active in his role as Independent Person for Warrington Borough Council dealing with the following number of complaints:

|                |           |
|----------------|-----------|
| 2020           | <b>13</b> |
| 2021           | <b>14</b> |
| 2022 (to date) | <b>6</b>  |

- c. He has also attended two training workshops provided by Hoey Ainscough Associates Ltd which covered a variety of issues pertaining to Standards in Public Life and the role of Independent Person
7. It is, of course, open to Members to interview Mr Clark again. However, officers do not believe that this is necessary. He remains an excellent, well qualified candidate and the potential for 'renewal' was contemplated upon his appointment.

### **Financial Implications**

8. The Fire Authority must have an Independent Person. There is a direct cost when the Independent Person is engaged in dealing with a complaint. The cost is relatively small. There is no retainer paid to the Independent Person.

### **Legal Implications**

9. The report covers the legal requirement for appointing an Independent Person.

### **Equality and Diversity Implications**

10. There are no equality and diversity implications associated with this report.

### **Environmental Implications**

11. There are no environmental implications associated with this report.

**CONTACT: DONNA LINTON, GOVERNANCE AND CORPORATE PLANNING  
MANAGER  
TEL [01606] 868804  
BACKGROUND PAPERS: NONE**

## Eligibility

Some individuals are unable to apply. The Localism Act 2011 contains some restrictions and the Fire Authority has determined some additional restrictions. If you are caught by any of these restrictions you should not apply.

The Localism Act states that some people are not independent and therefore cannot act as Independent Persons:

Members, Co-opted Members and Officers of the Fire Authority

(Any of these individuals are unable to be Independent Persons until 5 years has elapsed after they have ceased to be a Member, Co-opted Member, or Officer of the Fire Authority)

Relatives <sup>1</sup> of a Member, Co-opted Member, or Officer of the Fire Authority

Close friends <sup>2</sup> of a Member, Co-opted Member, or Officer of the Fire Authority

## Notes

<sup>1</sup> The Localism Act 2011 defines a 'relative' as someone who is:-

- a) the other person's spouse or civil partner,
- b) living with the other person as husband and wife or as if they were civil partners,
- c) a grandparent of the other person,
- d) a lineal descendant of a grandparent of the other person,
- e) a parent, sibling or child of a person within paragraph a) or b),
- f) the spouse or civil partner of a person within paragraph c), d) or e), or
- g) living with a person with in paragraph c), d) or e) as husband and wife or as if they were civil partners.

<sup>2</sup> 'Close friend' is not defined in the legislation. However, the definition of 'close associated of yours' in the Members' Code of Conduct is a suitable reference point (page 20).

Cheshire Fire Authority has also determined that some people cannot be Independent Persons:

Members of: Cheshire East Borough Council; Cheshire West and Chester Borough Council; Halton Borough Council; or Warrington Borough Council.

Relatives or close friends of Members of these Councils (relying on the definitions referred to above).

Criminal convictions may be relevant to appointment decisions.

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## CHESHIRE FIRE AUTHORITY

**MEETING OF:** GOVERNANCE AND CONSTITUTION COMMITTEE  
**DATE :** 16 NOVEMBER 2022  
**REPORT OF :** DIRECTOR OF GOVERNANCE  
**AUTHOR:** ANDREW LEADBETTER

---

**SUBJECT: MEMBERS' ALLOWANCES SCHEME UPLIFT  
2022-23 AND MEMBERS' ALLOWANCES  
SCHEME 2023-24**

---

### Purpose of Report

1. To enable Members to recommend to the Fire Authority:

How the Members' Allowances Scheme for 2022-23 should be uplifted:

That the Members' Allowances Scheme for 2022-23 should be changed to reflect the additional allowance associated with the role of Independent Audit Committee Member.

The Members' Allowances Scheme for 2023-24.

**Recommended:** That Members

- [1] Recommend to the Fire Authority how Members' allowances for 2022-23 should be uplifted; and
- [2] Recommend to the Fire Authority an addition to the Members' Allowance Scheme to cover the allowance payable to the Independent Audit Committee Member.
- [3] Agree that the revised Members' Allowances Scheme for 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 be based on the 2022-23 Scheme once the uplift has been applied and the addition made and recommend its approval to the Fire Authority.

### Background

#### The Law

2. The provisions governing Members' allowances are contained in the Local Authorities (Members' Allowances) (England) Regulations 2003 [the Regulations]. The Regulations do not apply to the Fire Authority in full.
3. Part 2 of the Regulations prescribes the allowances that may be paid and rules relating to such allowances. Part 3 of the Regulations sets out the requirements for members' allowances schemes, e.g. the potential to apply an index for annual adjustments to schemes (which can be relied upon for no longer than a period of four years). Part 4 of the Regulations

is concerned with the role of the independent remuneration panel [IRP]. Local authorities (e.g. district, county and London boroughs) must have regard to recommendations of an IRP before they make or amend their scheme. A fire authority has a different obligation: it must have regard to the recommendations made by the IRPs of local authorities that appoint its Members (i.e. the constituent authorities). By virtue of this distinction it is clear that the Fire Authority is not required to have its own IRP.

4. The Members' Allowances Scheme must be approved each year by the Fire Authority.

#### The 2020 Review

5. The Members' Allowances Scheme was reviewed with the assistance of an Independent Reviewer and approved by the Fire Authority on 10<sup>th</sup> February 2021. The approved Scheme applies up to 31<sup>st</sup> March 2025.

### **Information**

#### Uplift to Members' Allowances Scheme 2022-23

6. The Members' Allowances Scheme 2022-23 states that:

*The Basic and Special Responsibility Allowances in this scheme shall be increased by the same percentage increase as the NJC pay award for Local Government employees (Green Book).*

*The increases shall apply from the same date as the pay increases take effect and will be backdated, if necessary.*

7. Unfortunately, as a result of the way that the NJC pay award for Local Government employees (Green Book) has been determined, it is not clear how the Members' Allowances Scheme 2022-23 should be uplifted.
8. The Green Book pay award is £1,925, applied to all pay points. Therefore, there is no fixed percentage to apply to the Scheme for 2022-23. This pay award equates to a 10.5% increase for staff on the lowest pay point and 4% for staff on the highest pay point.
9. Officers are attempting to establish how public sector organisations that use the same index as the Fire Authority (tracking Green Book pay awards) are approaching the issue and will provide as much intelligence about this, as possible, at the meeting. There is a possibility that local authorities will engage with their Independent Review Panels. Whilst it seems unlikely that the Independent Review Panels would make any recommendations that are directly relevant to the Fire Authority, it is something that officers will be mindful of and advise Members about.

#### Change to Members' Allowances Scheme 2022-23

10. The Independent Audit Committee Member is entitled to an allowances of £1,250. This should be reflected in the Scheme for this year and beyond. The following heading and paragraph will need be added.

### Independent Audit Committee Member

*The Independent Audit Committee Member will receive an annual allowance of £1,250.*

### Members' Allowances Scheme 2023-24

11. A draft of the Members' Allowances Scheme for 2023-24 cannot be prepared at this point as it needs to reflect the figures that were payable under the 2022-23 Scheme, which have obviously not been finalised, yet. However, it will be based on the existing format. For information the Scheme for 2022-23 (pre-uplift) is attached as Appendix 1 to this report.

### **Financial Implications**

12. The annual increase for 2022-23 should be capable of being funded from the Authority's existing budget for Members' allowances. To put this into context, we believe that a 4% increase would equate to around £6k additional funding and a 10.5% increase to around £15k additional funding.
13. Any increase for 2023-24 should also be capable of being funded from the Authority's existing budget for Members' allowances.

### **Legal Implications**

14. The Fire Authority is required to have a scheme to cover its Members' allowances. The scheme must be approved each year. It is not bound to have an independent remuneration panel. However, it is required to have regard to any recommendations made by the panels of the constituent authorities.

### **Equality and Diversity Implications**

15. There are no equality and diversity implications.

### **Environmental Implications**

16. There are no environmental implications.

**CONTACT: DONNA LINTON, GOVERNANCE AND CORPORATE PLANNING  
MANAGER  
TEL [01606] 868804**

**BACKGROUND PAPERS: NONE.**

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## **SECTION 9 – MEMBERS’ ALLOWANCES SCHEME**

### **Introduction**

- 9.1 Local authorities are required to introduce a scheme dealing with Member remuneration complying with the provisions contained in the Local Authorities (Members Allowances) (England) Regulations 2003 (and amendments thereto).
- 9.2 Local authorities must establish and maintain an Independent Remuneration Panel to make recommendations on their schemes. Whilst the Regulations do not require a fire authority to have its own Independent Remuneration Panel, it must have regard to the recommendations made by Panels of the local authorities that appoint its Members (i.e. the constituent authorities).
- 9.3 The amounts payable under the Regulations are for individual authorities to decide, taking into account local circumstances, ways of working and the make up of individual decision making arrangements.
- 9.4 Authorities determine the amount of each allowance within the scheme on an annual basis.
- 9.4 The Regulations enable authorities to make provision for the annual adjustment of allowances by reference to an index which may apply for no longer than four years. Cheshire Fire Authority undertakes a review of the scheme every four years with the assistance of a member of an Independent Remuneration Panel operated by a constituent authority.
- 9.5 Schemes must include a Basic Allowance payable to all Members of the Authority and payment of Special Responsibility Allowances. Travel and subsistence are discretionary. The current Scheme of Members’ Allowances is attached as **Appendix 1**.

### **BASIC AND SPECIAL RESPONSIBILITY ALLOWANCES**

- 9.6 Each Member is paid a basic allowance which is the same for each Member. The allowance recognises the time commitment of all Members including attending meetings and working within their locality.
- 9.7. A special responsibility allowance is payable to those Members who have significant responsibilities e.g. the Chair and Deputy Chair of the Authority.

### **TRAVEL AND SUBSISTENCE**

- 9.8. The Authority has made provision in its scheme for reimbursing Members for the cost of travel and subsistence in performing their duties. The allowances can only be claimed in respect of meetings and duties as prescribed in the Scheme.

### **FURTHER DETAILS**

- 9.9. Further information on the Scheme can be obtained from the Governance and Corporate Planning Manager, Fire Service HQ, Winsford, Cheshire.

## **Members' Allowance Scheme 2022-23**

### **Basic Allowance**

- 1 Each Member of the Fire Authority shall receive a sum of **£4,349.48** (2022/23) per annum in the form of a Basic Allowance from 1<sup>st</sup> April 2022. Payment of this Allowance shall be monthly in arrears.

### **Special Responsibility Allowance**

- 2 The following roles shall attract the amounts specified as Special Responsibility Allowances:

| <b>Office</b>  | <b>2022/23<br/>Entitlement<br/>£</b> |
|--|--------------------------------------|
| <b>Chair of the CFA</b>  | <b>14,308.96</b>                     |
| <b>Deputy Chair of the CFA</b>   | <b>7,155.58</b>                      |
| <b>Chair of Performance and Overview Committee</b>   | <b>2,862.23</b>                      |
| <b>Chair of Governance and Constitution Committee</b>  | <b>1,651.29</b>                      |
| <b>Chair of Estates and Property Committee</b>   | <b>1,651.29</b>                      |
| <b>Business Continuity Leads (Group Spokespersons and Lead Members – Constituent Authorities)</b>                          | <b>1,100.86</b>                      |
| <b>Member Champions<br/>(includes Chair of Member Training &amp; Development Group; and Risk Management Board Members)</b> | <b>550.42</b>                        |

- 3 Only one SRA shall be paid to an individual Member. Where a Member holds two or more positions which attract an SRA only the highest amount will be paid. This excludes regional appointments.

### **Regional Appointments**

- 4 Members appointed to the North West Fire Forum will receive a payment of **£35** per meeting attended.

### **Independent (non-elected) members**

- 5 Independent (non-elected) members will receive an annual allowance of **£1274.16**.

### **Independent Persons**

- 6 Independent Persons will receive a payment of **£35** per meeting attended and re-imbursment of expenses incurred (travel/subsistence).

## **Travel, Subsistence and Other Allowances**

### **(a) Travel**

- 7 Members may claim travel expenses for mileage to and from meetings/ events associated with the Fire Authority at the prevailing HMRC rate (currently 45p per mile).

### **(b) Subsistence**

- 8 As a general rule lunch and other refreshments for meetings held at Fire Service HQ and other Service establishments are provided free of charge and, therefore, no claim for any allowance or reimbursement can be made. This may also include meals/refreshments provided at conferences/ seminars/meetings free of charge at other non Service venues.

- 9 For meetings where refreshments are not provided and Members are required to pay for meals, the actual expenditure will be reimbursed up to a maximum rate. At present these rates are as follows:-

|                 |     |
|-----------------|-----|
| Breakfast       | £7  |
| Lunch           | £9  |
| Dinner          | £15 |
| Dinner (London) | £20 |

If it is unavoidable and Members need to book their own accommodation the following rates are the maximum that will be paid:

|                |      |
|----------------|------|
| Hotel          | £100 |
| Hotel (London) | £120 |

### **(c) Dependants' Carers' Allowance**

- 10 A Dependants' Carers' allowance is payable to Members where actual costs are incurred for the care of dependent relatives whilst discharging their approved duties for the Fire Authority.

The Dependants' Carers' Allowance will be paid up to a maximum of £3000 per annum and in reimbursement of incurred expenditure upon submission of receipts.

### **Annual Increase**

- 11 The Basic and Special Responsibility Allowances in this scheme shall be increased by the same percentage increase as the NJC pay award for Local Government employees (Green Book).

The increases shall apply from the same date as the pay increases take effect and will be backdated, if necessary.

This index shall apply for four years (up to 31<sup>st</sup> March 2025) unless the Scheme is amended.

## **CHESHIRE FIRE AUTHORITY: LIST OF APPROVED DUTIES**

- Attendance at meetings of the Fire Authority, Committees, Sub-Committees, Special Committees, Panels, Boards, Forums and Working/Task Groups
- Authorised briefings for Committees/Sub-Committees including all meetings which are called by officers e.g. Members Planning Days and pre-meeting briefings
- All approved conferences and seminars
- Regional Bodies - North West Fire Forum, NW Fire Control Ltd Board of Directors and associated working groups
- National Bodies – LGA Fire Commission and associated working groups
- Member Learning and Development Events (including induction and attendance at cluster exercises)

In addition to the above, the Chair or his nominee, attend other functions on behalf of the Fire Authority and in these circumstances these are regarded as approved duties for the purpose of the Members' Allowance Scheme.