



## **SCHEME OF DELEGATION TO OFFICERS**

The Authority has agreed the following delegation of its powers and duties to Committees and Officers. The exercise of any power or duty referred to in the Scheme of Delegation is to be subject to compliance with the law, the provisions of this Constitution, sufficient budgetary provision having been made and to any decision of the Authority.

### **Version history**

Version	Date	Comments
1	18 <sup>th</sup> December 2025	Complete review and rewrite of the Scheme of delegations approved by the Fire Authority

### **Contents**

1.	Introduction	2
2.	General Principles	2
3.	General Delegation	2
4.	Conditions Related to the exercise of Delegated Authority	2
5.	Specific Delegations	3
5.1	Chief Fire Officer	3
5.2	Deputy Chief Fire Officer	6
5.3	Assistant Chief Fire Officer	11
5.4	Section 151 Officer	14
5.5	Monitoring Officer	16
6.	Financial Limits	17

## **Scheme of Delegations to Officers**

### **1. Introduction**

This document describes the extent and the nature of the authority delegated to officers to undertake functions on behalf of Cambridgeshire and Peterborough Combined Fire Authority.

### **2. General Principles**

Where an officer listed in this scheme of delegations is absent for a period of time the Chief Fire officer may nominate in writing another Officer to act in their place during this absence.

Chief Fire Officer to act as Head of Paid Service for the purposes of the Local Government and Housing act 1989.

The Chief Fire Officer holds to account Directors for the performance of their accountabilities.

The Chief Fire Officer and the Directors, where they consider it necessary and expedient, may authorise officers within their respective service directorates to undertake functions on their behalf.

These delegations do not substitute for a decision taken by the Fire Authority within its Terms of Reference.

The Chief Fire Officer is delegated to deliver plans and spend as approved by the Fire Authority.

The Deputy Chief Fire Officer and/or Assistant Chief Fire Officer are to deputise for the Chief Fire Officer in his absence on operational decision making.

### **3. General delegation**

The Chief Fire Officer and Directors are authorised to discharge all the functions of the Authority within their areas of responsibility as defined below and subject to the General Conditions and Limitations set out below.

### **4. Conditions Relating to the Exercise of Delegated Authority**

The exercise of functions delegated to officers under this scheme must comply with:

- The Fire and Rescue Services Act 2004, which sets out the statutory duties as a Fire and Rescue Service
- The Civil Contingencies Act 2004, which sets out how a Fire and rescue Service must respond to major incidents and collaborate with category 1 and 2 responders. This also outlines the requirements to maintain an operational Service during a major incident.
- The Fire and Rescue National Framework, which sets government expectations, priorities and objectives for the fire services in England
- Police and Crime Act 2017, which sets out the duty to collaborate with other Emergency Services.
- Regulatory Reform (Fire Safety) Order 2005

- Health and Safety at Work act 1974
- Human Rights act 1998
- Serious Violence Duty Statutory Guidance 2025, as introduced by the Police, Crime, Sentencing and Courts Act 2022
- The relevant in-year budget;
- The Authorities' Financial and Contract Standing Orders, procedures and rules.

## 5. Specific Delegations

### 5.1 Chief Fire Officer

	<b>Delegated Authority</b>
(a)	<p><u>Urgency powers</u></p> <p>To exercise in cases of urgency, those functions delegated to the directors, assistant directors or heads of service and in cases of emergency all powers of the Service.</p> <p>To act as controller in war and be empowered to exercise all the powers of the Fire Authority in the event of circumstances arising in which the Fire Authority is unable to act.</p>
(b)	<p><u>Policy and administration</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>• development of organisational strategy, policy and best practice</li> <li>• providing strategic advice, guidance and timely reports to the Fire Authority to enable it to carry out its functions</li> <li>• the efficient and effective implementation of Fire Authority's decisions and work programmes</li> <li>• to determine any case where there is uncertainty as to which Officer is authorised to act under the Fire Authority's Scheme of Delegation to Officers</li> </ul>
(c)	<p><u>Control of assets</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>• the control of employees and the security of all assets within the Authority</li> <li>• custody and control of all other resources including plant, buildings, materials, cash and stores appertaining to the Service</li> </ul>
(d)	<p><u>Community Risk Management Plan</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>• meeting the statutory duties to produce and deliver against, the Service's Community Risk Management Plan (CRMP)</li> <li>• assessing all foreseeable fire and rescue related risks that may affect the communities.</li> <li>• putting in place arrangements to prevent and mitigate these risks</li> <li>• demonstrate how prevention, protection and response activities will be best used to prevent fires and other incidents.</li> <li>• allocate resources appropriately to achieve required outcomes</li> </ul>

	<ul style="list-style-type: none"> <li>ensuring appropriate reporting to the Fire Authority of progress against achievement of the CRMP.</li> </ul>
(e)	<p><u>Legal compliance</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>putting in place appropriate controls to ensure organisation legal compliance</li> </ul>
(f)	<p><u>Health and safety</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>the efficient and effective implementation of health and safety legislation</li> <li>put in place and monitor mechanisms to ensure safe systems of work</li> </ul>
(g)	<p><u>Communications</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>directing effective public relations and media services to promote the Fire Authority within the community</li> </ul>

### **Operational Excellence**

(h)	<p><u>Operational Command</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>planning and ensuring an optimal number of appropriately trained operational staff are available within the Service area to meet operational requirements at all times</li> <li>all operational decisions necessary to secure the provision of services and/or the discharge of statutory functions</li> </ul>
(i)	<p><u>Resilience/ Business Continuity</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>ensuring suitable and appropriate plans are in place for Emergency preparedness</li> <li>determining, in consultation with the relevant Members, the Fire Authority's response to any future industrial action affecting the Fire Authority's services</li> <li>ensuring plans are in place for reasonable and foreseeable business continuity situations</li> <li>maintain plans for the purpose of ensuring, so far as is reasonably practicable, that if an emergency occurs the Service is able to continue to perform its functions</li> </ul>

### **Value for Money**

(j)	<p><u>Performance management</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>directing a data driven culture across the Service</li> <li>governing performance management and monitoring</li> <li>ensuring decisions are appropriately supported by effective data</li> <li>directing appropriate performance monitoring and reporting to the Fire Authority and to the appropriate Government departments</li> </ul>
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	<ul style="list-style-type: none"> <li>ensuring financial reporting is prepared and published in accordance with the Accounts and Audit regulations and relevant legislations, highlighting any risk areas/areas for concern</li> </ul>
(k)	<p><u>Partnership working/Resilience</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>engaging, building and maintaining effective working relationships with Partner organisations encouraging collaborations where they will deliver value for money or add value to the community</li> </ul>
(l)	<p><u>Sustainability (environmental)</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>the Services Sustainability strategies and policies</li> <li>driving a Service Sustainability culture, ensuring that sustainability is considered as part of decision making</li> <li>ensuring that the appropriate policies and procedures are in place to consider the environmental impacts of service activities and that these are mitigated or minimised</li> </ul>
(m)	<p><u>Financial</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>ensuring proper arrangements are in place to manage financial resources, delivering robust financial governance, creating a culture of probity, value for money and prudent budget discipline</li> <li>ensuring that appropriate financial controls and monitoring are in place for both expenditure and income,</li> <li>ensuring proper standards of financial management within the Service.</li> <li>ensuring that all appropriate personnel are adequately aware and complaint with the financial procedures and standards within the Service.</li> <li>understanding the nature of the reporting needed for their services.</li> <li>establishing effective routine and exception reporting of budgets and financial matter, ensuring issues are raised appropriately</li> <li>obtaining necessary information from Audit and appropriate accountants as necessary to allow reporting.</li> <li>to provide appropriate reporting and assurances to Fire Authority</li> </ul>
<b>People Excellence</b>	
(n)	<p><u>Culture</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>establishing and maintaining high ethical and behavioural standards in the workforce</li> <li>monitor and take appropriate corrective action in conduct cases and ensure organisational lessons are learnt</li> </ul>
(o)	<p><u>Staffing</u></p> <p>To be responsible for strategic leadership and management of people</p> <ul style="list-style-type: none"> <li>optimising the organisation staffing structure to ensure effective delivery of services.</li> <li>ensuring appropriate workforce planning.</li> </ul>

	<ul style="list-style-type: none"> <li>ensuring succession planning to maintain skills and expertise in the workforce.</li> <li>ensuring employment policies and practices are legally compliant and represent best practice.</li> <li>Ensuring compliance with the equalities act.</li> <li>implementation of a performance management framework for all staff.</li> <li>ensuring training and development for staff.</li> <li>ensuring effective recruitment and retention policies and practices.</li> <li>ensuring that there are appropriate welfare arrangements are in place.</li> <li>to make all staff appointments up to and including the level of Director and to determine the remuneration and conditions of service of each post.</li> <li>approving pay</li> </ul>
(p)	<p><u>Contract Termination</u></p> <p>To terminate employment and determine appeals against dismissal of all uniformed and support employees and to determine appeals against any disciplinary sanctions in accordance with the Fire Authority's Policies up to Deputy Chief Fire Officer</p>
(q)	<p><u>Negotiations and consultations</u></p> <p>To enter into collective negotiation and consultation with recognised trade unions and associations to supplement the National Joint Council for Local Authorities' Fire Brigades Scheme of Conditions of Service, (the 'Grey Book'), and the National Joint Council for Local Government Services, National Agreement on Pay and Conditions of Service, (the 'Green' book)</p>
(r)	<p><u>Pensions</u></p> <p>Authority to make any decision required to be made by the Fire Authority under the Firefighters' Pension Scheme Order and amendments and the Local Government Pension Scheme/<a href="#">Local Pension Board</a>,</p>

## 5.2 Deputy Chief Fire Officer

	<b>Delegated Authority</b>
(a)	<p><u>Policy and administration</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>development of organisational strategy, policy and best practice</li> <li>provide strategic advice, guidance and timely reports to the Fire Authority to enable it to carry out its functions</li> <li>the efficient and effective implementation of Fire Authority's decisions and work programmes,</li> <li></li> </ul>
(b)	<p><u>Control of assets</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>the control of employees and the security of all assets within the Authority</li> </ul>

	<ul style="list-style-type: none"> <li>•</li> </ul>
(c)	<p><u>Community Risk Management Plan</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>• meeting the statutory duties to produce and deliver against, the Services Community Risk Management Plan (CRMP)</li> <li>• assessing all foreseeable fire and rescue related risks that may affect the communities</li> <li>• putting in place arrangements to prevent and mitigate these risks</li> <li>• demonstrate how prevention, protection and response activities will be best used to prevent fires and other incidents</li> <li>• allocate resources appropriately to achieve required outcomes</li> <li>• ensuring appropriate reporting to the Fire Authority of progress against achievement of the CRMP</li> </ul>
(d)	<p><u>Legal compliance</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>• putting in place appropriate controls to ensure organisation legal compliance</li> </ul>
(e)	<p><u>Health and safety</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>• the efficient and effective implementation of health and safety legislation,</li> <li>• put in place and monitor mechanisms to ensure safe systems of work.</li> </ul>
(f)	<p><u>Communications</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>• directing effective public relations and media services to promote the Fire Authority within the community,</li> </ul>
<b>Operational Excellence</b>	
(g)	<p><u>Operational Command</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>• planning and ensuring an optimal number of appropriately trained operational staff are available within the Service area to meet operational requirements at all times,</li> <li>• all operational decisions necessary to secure the provision of services and/or the discharge of statutory functions</li> <li>• directing the provision of an efficient communications and mobilising system to ensure that the Service meets its statutory functions,</li> </ul>
(h)	<p><u>Resilience/ Business Continuity</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>• ensuring suitable and appropriate plans are in place for Emergency preparedness</li> <li>• determining, in consultation with the relevant Members, the Fire Authority's response to any future industrial action affecting the Fire Authority's services,</li> </ul>

	<ul style="list-style-type: none"> <li>ensuring plans are in place for reasonable and foreseeable business continuity situations.</li> <li>maintain plans for the purpose of ensuring, so far as is reasonably practicable, that if an emergency occurs the Service is able to continue to perform its functions.</li> </ul>
(i)	<p><u>Local Resilience Forum</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>ensuring active and appropriate participation in the Cambridge and Peterborough Local Resilience Forum</li> <li>providing leadership and representation of the Service at the Strategic level.</li> </ul>
<b>Community Safety Excellence</b>	
(j)	<p><u>Safeguarding</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>leading a pro-active approach to safeguarding</li> <li>ensuring the Service is compliant with all aspects of safeguarding as laid down in law and best practice</li> </ul>
(k)	<p><u>Prevention</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>making provision for fire safety within the service area</li> <li>making arrangements for the provision of information, publicity and encouragement in respect of the steps to be taken to prevent death or injury by fire</li> <li>targeting fire safety activities resources on those individuals and households who are at greatest risk from Fire and those who are most likely to engage in arson and deliberate fire setting</li> </ul>
(l)	<p><u>Protection</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>making provision for the promotion of Fire prevention within the community</li> <li>delivering against a locally determined risk-based inspection programme</li> <li>putting in place mechanisms to enforce compliance with the provisions of the Regulatory reform (Fire Safety Order) 2005</li> <li>targeting fire Protection resources on those non-domestic premises most at life safety risk and protection of loss to economic wellbeing</li> <li>to undertake the powers and functions relating to the Regulatory Reform (Fire Safety) Order 2005 and associated regulations</li> </ul>
<b>Value For Money</b>	
(m)	<p><u>Performance management</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>directing a data driven culture across the Service,</li> <li>governing performance management and monitoring.</li> <li>ensuring decisions are appropriately supported by effective data.</li> </ul>

	<ul style="list-style-type: none"> <li>• directing appropriate performance monitoring and reporting to the Fire Authority and to the appropriate Government departments.</li> <li>• ensuring financial reporting is prepared and published in accordance with the Accounts and Audit regulations and relevant legislations, highlighting any risk areas/areas for concern.</li> </ul>
(n)	<p><u>General Data Protection Regulation (GDPR) and information governance</u></p> <p>To be the organisations Senior Information Risk Owner (SIRO) responsible for the overall information risk policy and risk assessment process</p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>• ensuring compliance with legal obligations to the data protection Act 2018</li> <li>• implementation of robust security measures to protect data</li> <li>• adhere to data protection principles</li> <li>• taking appropriate steps to ensure that the Service has in place a legally compliant information Governance structure and puts in place measures to ensure information consumed and processed by the Service is managed effectively and securely</li> <li>• supporting the SIRO ensuring the information risk policy and risk assessments are conducted and complied with</li> </ul>
(o)	<p><u>Information Communication Technology (ICT) and security</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>• running a robust and secure ICT function</li> <li>• the implementation of appropriate measures to ensure Cyber security, to prevent and minimise the risk of Cyber-attacks on the Service</li> <li>• Implementing the Digital strategies as approved by the Fire Authority</li> </ul>
(p)	<p><u>Partnership working/Resilience</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>• engaging, building and maintaining effective working relationships with Partner organisations encouraging collaborations where they will deliver value for money or add value to the community</li> </ul>
(q)	<p><u>Sustainability (environmental)</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>• the Services Sustainability strategies and policies</li> <li>• driving a Service Sustainability culture, ensuring that sustainability is considered as part of decision making</li> <li>• ensuring that the appropriate policies and procedures are in place to consider the environmental impacts of service activities and that these are mitigated or minimised</li> </ul>
(r)	<p><u>Financial</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>• ensuring proper management of financial resources within the areas of responsibility of Deputy Chief Fire Officer</li> </ul>

	<ul style="list-style-type: none"> <li>• delivering robust financial governance, creating a culture of probity, value for money and prudent budget discipline</li> <li>• ensuring that appropriate financial controls and monitoring are in place for both expenditure and income,</li> <li>• ensuring proper standards of financial management within the Service.</li> <li>• ensuring that all appropriate personnel are adequately aware and complaint with the financial procedures and standards within the Service.</li> <li>• understanding the nature of the reporting needed for their services.</li> <li>• establishing effective routine and exception reporting of budgets and financial matter, ensuring issues are raised appropriately</li> <li>• obtaining necessary information from Audit and appropriate accountants as necessary to allow reporting.</li> <li>• to provide appropriate reporting and assurances to Fire Authority</li> </ul>
(s)	<p><u>Asset management strategies</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>• setting the strategic asset management plans for approval by the Fire Authority</li> <li>• delivery, monitoring and reporting of the strategic asset management plans</li> </ul>
(t)	<p><u>Entering Contracts</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>• ensuring a legally compliant procurement function.</li> <li>• ensuring compliance with Contract Standing Orders</li> <li>• ensuring that appropriate policies, processes and guidance are in place for entering into contracts</li> <li>• ensuring that all appropriate personnel are aware of, and adhering, to the contracting policies and procedures</li> <li>• ensuring that appropriate monitoring, controls and reporting are in place for contracts let, exemptions made and contract spend</li> </ul>
<b>People Excellence</b>	
(u)	<p><u>Culture</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>• establishing and maintaining high ethical and behavioural standards in the workforce</li> <li>• monitor and take appropriate corrective action in conduct cases and ensure organisational lessons are learnt</li> <li>• implement and oversee professional standards applied within the Service</li> <li>• </li> </ul>
(v)	<p><u>Contract Terminations</u></p> <p>To terminate employment and determine appeals against dismissal of all uniformed and support employees and to determine appeals against any disciplinary sanctions in accordance with the Fire Authority's Policies up to Area Commander/Assistant Director level</p>
(w)	<p><u>Negotiation and consultation</u></p>

	To enter into collective negotiation and consultation with recognised trade unions and associations to supplement the National Joint Council for Local Authorities' Fire Brigades Scheme of Conditions of Service, (the 'Grey Book'), and the National Joint Council for Local Government Services, National Agreement on Pay and Conditions of Service, (the 'Green' book)
(x)	<p><u>Pension</u></p> <p>Authority to make any decision required to be made by the Fire Authority under the Firefighters' Pension Scheme Order and amendments and the Local Government Pension Scheme/<a href="#">Local Pension Board</a></p>

### 5.3 Assistant Chief Fire Officer

	<b>Delegated Authority</b>
(a)	<p><u>Policy and administration</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>• development of organisational strategy, policy and best practice</li> <li>• provide strategic advice, guidance and timely reports to the Fire Authority to enable it to carry out its functions</li> <li>• the efficient and effective implementation of Fire Authority's decisions and work programmes</li> <li>• to determine any case where there is uncertainty as to which Officer is authorised to act under the Fire Authority's general Scheme of Delegation to Officers</li> </ul>
(b)	<p><u>Control of assets</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>• the control of employees and the security of all assets within the Authority</li> <li>• custody and control of all other resources including plant, buildings, materials, cash and stores appertaining to the Service</li> </ul>
(c)	<p><u>Community Risk Management Plan</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>• meeting the statutory duties to produce and deliver against, the Services Community Risk Management Plan (CRMP)</li> <li>• assessing all foreseeable fire and rescue related risks that may affect the communities</li> <li>• putting in place arrangements to prevent and mitigate these risks</li> <li>• demonstrate how prevention, protection and response activities will be best used to prevent fires and other incidents</li> <li>• allocate resources appropriately to achieve required outcomes</li> <li>• ensuring appropriate reporting to the Fire Authority of progress against achievement of the CRMP</li> </ul>
(d)	<p><u>Legal compliance</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>• putting in place appropriate controls to ensure organisation legal compliance</li> </ul>

(e)	<p><u>Health and safety</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>• the efficient and effective implementation of health and safety legislation,</li> <li>• put in place and monitor mechanisms to ensure safe systems of work.</li> </ul>
(f)	<p><u>Communications</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>• directing effective public relations and media services to promote the Fire Authority within the community</li> </ul>
<b>Operational Excellence</b>	
(g)	<p><u>Operational Command</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>• planning and ensuring an optimal number of appropriately trained operational staff are available within the Service area to meet operational requirements at all times</li> <li>• all operational decisions necessary to secure the provision of services and/or the discharge of statutory functions</li> <li>• directing the operational support functions of the Service in respect of operational equipment</li> <li>• directing operational Services and delivery to fulfil the Response, Prevention and Protection statutory functions</li> </ul>
(h)	<p><u>Resilience/ Business Continuity</u></p> <p>To be responsible for</p> <ul style="list-style-type: none"> <li>• ensuring suitable and appropriate plans are in place for Emergency preparedness</li> <li>• determining, in consultation with the relevant Members, the Fire Authority's response to any future industrial action affecting the Fire Authority's services</li> <li>• ensuring plans are in place for reasonable and foreseeable business continuity situations</li> <li>• maintain plans for the purpose of ensuring, so far as is reasonably practicable, that if an emergency occurs the Service is able to continue to perform its functions</li> </ul>
<b>Value for Money</b>	
(i)	<p><u>Performance management</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>• directing a data driven culture across the Service,</li> <li>• governing performance management and monitoring.</li> <li>• ensuring decisions are appropriately supported by effective data.</li> <li>• directing appropriate performance monitoring and reporting to the Fire Authority and to the appropriate Government departments.</li> <li>• ensuring financial reporting is prepared and published in accordance with the Accounts and Audit regulations and relevant legislations, highlighting any risk areas/areas for concern</li> </ul>

(j)	<p><u>Partnership working/Resilience</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>engaging, building and maintaining effective working relationships with Partner organisations encouraging collaborations where they will deliver value for money or add value to the community</li> </ul>
(k)	<p><u>Sustainability (environmental)</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>the Services Sustainability strategies and policies</li> <li>driving a Service Sustainability culture, ensuring that sustainability is considered as part of decision making</li> <li>ensuring that the appropriate policies and procedures are in place to consider the environmental impacts of service activities and that these are mitigated or minimised</li> </ul>
(l)	<p><u>Financial</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>ensuring proper management of financial resources within the areas of responsibility of Assistant Chief Fire Officer.</li> <li>delivering robust financial governance, creating a culture of probity, value for money and prudent budget discipline</li> <li>ensuring that appropriate financial controls and monitoring are in place for both expenditure and income</li> <li>ensuring proper standards of financial management within the Service</li> <li>ensuring that all appropriate personnel are adequately aware and complaint with the financial procedures and standards within the Service</li> <li>understanding the nature of the reporting needed for their services</li> <li>establishing effective routine and exception reporting of budgets and financial matter, ensuring issues are raised appropriately</li> <li>obtaining necessary information from Audit and appropriate accountants as necessary to allow reporting</li> <li>to provide appropriate reporting and assurances to Fire Authority</li> </ul>
(m)	<p><u>Buying, selling and developing land</u></p> <p>To be responsible for,</p> <ul style="list-style-type: none"> <li>to authorise and approve, in conjunction with the appropriate Officers, the buying of land and the taking or variation in taking, of leases, licences, applications and easement of or over any land, (including buildings), where either the capital payment or the annual rental do not exceed a fixed sum (as detailed in a table at Section 6)</li> <li>to declare land surplus to requirements and dispose of land provided that the capital value or the annual rental does not exceed a fixed sum (as detailed in a table at Section 6)</li> <li>delivery of an ongoing programme of development of land and property assets in line with the strategic plans</li> </ul>
(n)	<p><u>Asset management strategies (meaning fleet, land and equipment)</u></p> <p>To be responsible for:</p>

	<ul style="list-style-type: none"> <li>• setting the strategic asset management plans for approval by the Fire Authority</li> <li>• delivery, monitoring and reporting of the strategic asset management plans</li> </ul>
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## **People Excellence**

(o)	<u>Culture</u>  To be responsible for, <ul style="list-style-type: none"> <li>• establishing and maintaining high ethical and behavioural standards in the workforce.</li> <li>• monitor and take appropriate corrective action in conduct cases and ensure organisational lessons are learnt.</li> </ul>
(p)	<u>Contract Termination</u>  To terminate employment and determine appeals against dismissal of all uniformed and support employees and to determine appeals against any disciplinary sanctions in accordance with the Fire Authority's Policies up to Area Commander/ Assistant Director level.
(q)	<u>Negotiation and consultation</u>  To enter into collective negotiation and consultation with recognised trade unions and associations to supplement the National Joint Council for Local Authorities' Fire Brigades Scheme of Conditions of Service, (the 'Grey Book'), and the National Joint Council for Local Government Services, National Agreement on Pay and Conditions of Service, (the 'Green' book)
(r)	<u>Pension</u>  Authority to make any decision required to be made by the Fire Authority under the Firefighters' Pension Scheme Order and amendments and the Local Government Pension Scheme/ <a href="#">Local Pension Board</a> ,

## **5.4 Section 151 Officer**

The role of the Section 151 Officer is established under Section 151 of the Local Government Act 1972, which requires local authorities to appoint an Officer responsible for the proper administration of their financial affairs. This Officer must ensure that the Authority's financial management is sound and compliant with legal requirements.

In ensuring proper financial administration and stewardship of the Authority's affairs, the following duties are delegated to the Chief Financial Officer/Section 151 Officer;

	<b>Delegated Authority</b>
(a)	Delivering a robust Medium-Term Financial Plan (MFTP), including funding and spending plans for revenue and capital, in accordance with the Fire and Rescue National Framework and aligned to the Services CRMP

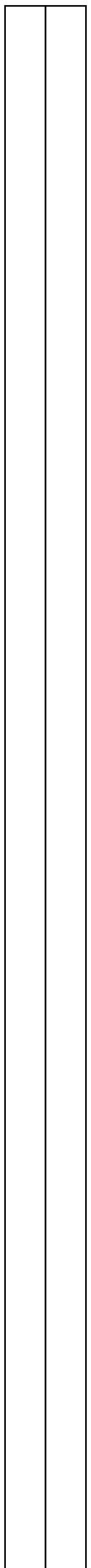
(b)	Securing effective systems of financial administration to meet the requirements of the law.
(c)	Securing the effective arrangements for treasury management of the cash flows, borrowing and investments of the authority's own funds, ensuring effective management of risk together with pursuit of optimum performance.
(d)	Ensuring financial management arrangements are in line with broad policy objectives by providing advice on implementing effective financial management arrangements within changing service delivery requirements.
(e)	Ensuring effective systems of internal financial control are in place which encompass budgetary systems, accounting procedures, information systems, segregation of duties, authorisation processes, physical safeguards and management reviews, raising significant issues of underperformance as appropriate
(f)	Preparation and maintenance of statutory and other accounts ensuring compliance with the law, appropriate regulations and approved accounting standards.
(g)	Review and approve all financial information formally provided to the Fire Authority and its Members.
(h)	Review and approval of schemes of financial delegation table
(i)	Manage the procurement and monitoring of bought-in financial services.
(j)	Ensuring there is an effective internal audit function.
(k)	In consultation with the Monitoring Officer, report to all Fire Authority Members any unlawful expenditure incurred or to be incurred or an unbalanced budget.
(l)	Advising management in providing effective arrangements for financial scrutiny.
(m)	To implement the insurance and risk management policies and report annually to the Fire Authority on the arrangements that are in place.
(n)	To select and manage schemes for internal and external insurance risks.
(o)	To fix, waive or vary charges in appropriate circumstance where no statutory fee is prescribed, in consultation with the Chief Fire Officer.
(p)	To appoint a suitably qualified Deputy Section 151 Officer who shall have all the delegated powers of Section 151 Officer, in the absence of the Section 151 Officer.

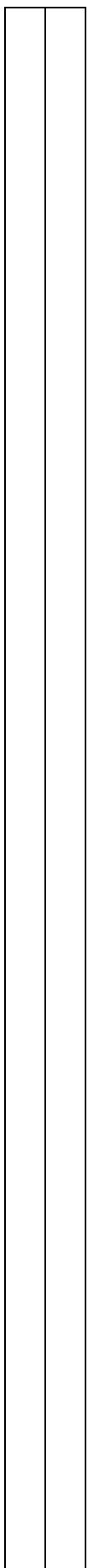
## 5.5 Monitoring Officer

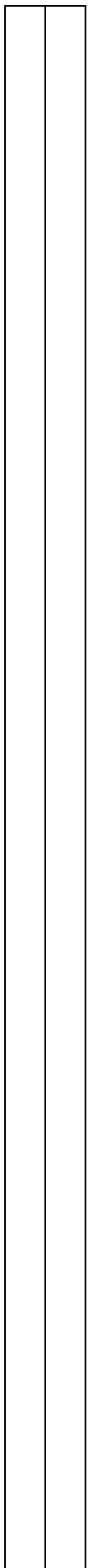
	<b>Delegated Authority</b>
(a)	To carry out the functions designated to the Monitoring Officer under Section 5 Local Government and Housing Act 1989.

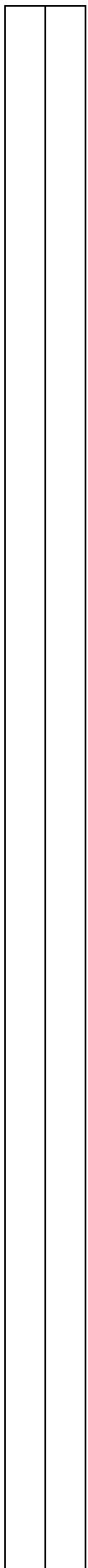
(b)	To act as the Authority's Legal Adviser and be accessible to members and officers for legal advice and support.
(c)	To ensure legal advice is accessible in the event the Monitoring Officer is absent.
(d)	To appoint a Deputy Monitoring Officer who shall have all the delegated powers of Monitoring Officer save for legal advice and support, in the absence of the Monitoring Officer.
(e)	To maintain the Authority's constitutional documents and make such amendments as may from time to time become necessary to reflect and take account of changes in legislation, guidance, decisions of the Authority and any drafting changes or improvements. This shall not include any changes of substance.
(f)	To report to the Authority any proposal, decision or omission which they believe would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
(g)	To institute, defend, participate in or settle any legal proceedings on behalf of the Authority.
(h)	To authorise officers to prosecute or defend or appear in any legal proceedings.
(i)	To ensure legal proceedings are conducted to protect the interests of the Authority within the bounds of the applicable legal framework.
(j)	To commission external legal advice or representation as necessary.
(k)	To affix the common seal to all deeds to bring into effect decisions of the Authority or the decisions of officers in pursuance of powers delegated by or on behalf of the Authority.
(l)	C o n tr i b u t e t o t h e p r o m o ti

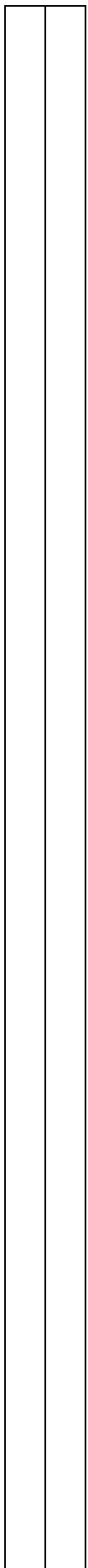
on and maintenance of high standards of conductivity:

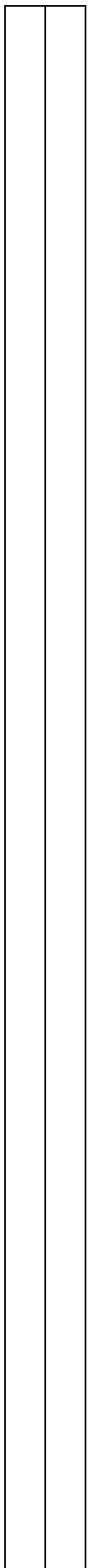












(m)	To consider and grant dispensations to Members within the permissible legal framework.
(n)	Maintain a register of Members' Interests and ensure its publication on the authority's website.
(o)	Maintain a register of Gifts and Hospitality in relation to Members and officers.

## 6. Financial limits

The following table identifies the financial limits of the delegated powers that the Cambridgeshire and Peterborough Combined Fire Authority has issued to the Chief Fire Officer, Deputy Chief Fire Officer and Assistant Chief Fire Officer.

This document should also be read in conjunction with the Authority's [Commercial Standing Orders](#).

A1	Capital virement	£200,000
A2	Revenue virement (incl. Operational savings)	£200,000
A3	Debt write-off	£10,000
A4	Property transaction purchase	£250,000
A5	Property transactions – annual rental/lease	£100,000