

LANCASHIRE COMBINED FIRE AUTHORITY

AUDIT COMMITTEE

Meeting to be held on 23 June 2016

AMENDMENT TO CONTRACT STANDING ORDERS AND SCHEME OF DELEGATION

Contact for further information:

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Executive Summary

Both the Contract Standing Orders and Scheme of Delegation need updating to identify the following individuals as being able to seal relevant documents:-

- Clerk to the Authority
- Authority solicitor
- Chief Fire Officer
- Director of Corporate Services
- Director of People and Development.

Recommendation

The Committee is requested to note and endorse the update to Contract Standing Orders and the Scheme of Delegation.

Information

Currently our contract standing orders and Scheme of Delegation only identify the Clerk or Authority Solicitor as being able to affix the common seal to relevant documents. This needs amending to include the Chief Fire Officer, Director of Corporate Services and Director of People and Development, in order to ensure that we are able to action this as and when required.

As such the following updates are proposed (the new wording is shown in red).

Contract Standing Orders

22. Sealed Contracts

22.1 All Contracts and orders shall be in writing and made in the name of the Authority.

22.2 All Contracts which relate to the purchase of land, or have potential long term liabilities and would benefit from the added legal protection afforded by the process of sealing shall be made by affixing the Common Seal. This shall only be attested by the Clerk to the Authority, the Authority solicitor, **the Chief Fire Officer, Director of Corporate Services or Director of People and Development.**

Scheme of Delegation

8.3 Common Seal

Powers delegated to the Chief Fire Officer and/or Clerk to the Authority

To affix the Seal of the Authority to any relevant document. **This shall only be attested by the Clerk to the Authority, the Authority solicitor, the Chief Fire Officer, Director of Corporate Services or Director of People and Development.**

Financial Implications

None

Human Resource Implications

None

Business Risk Implications

The Contract Standing Orders and Scheme of Delegation are part of the Authority's major controls to ensure that Contracts are let in a structured manner, representing best value and minimising commercial risk.

Environmental Implications

None

Equality & Diversity Implications

None

Local Government (Access to Information) Act 1985

List of Background Papers

Paper	Date	Contact
Reason for inclusion in Part II, if appropriate:		