

SCHEME OF DELEGATION

From 10.04.2019

SCHEME OF DELEGATION

TABLE OF CONTENTS

1. Introduction.....	5
2. General Delegations	6
2.1 General	6
2.2 Principal Officers.....	7
2.3 All Principal Officers and Heads of Service	8
2.4 Principal Officer on Duty.....	9
2.5 All Operational Staff	9
2.6 Budget Holders	10
2.7 All Managerial & Supervisory Staff	10
3. Chief Fire Officer or, in his/her absence, the Deputy Chief Officer	11
4. Chief Fire Officer and Deputy Chief Officer.....	12
5. Delegations to Statutory Officers.....	13
5.1 Monitoring Officer.....	13
5.2 Treasurer	14
5.3 SIRO – Senior Information Risk Owner	14
5.4 SRO – Senior Responsible Officer	15
5.5 Proper Officer.....	15
5.6 Head of Paid Service	16
6. Service Delivery Directorate	17
6.1 Director Operations & Head of Operations	17
6.2 Group Manager - Operations	17
6.3 Station Manager - Operations	17
6.4 Watch Manager (and Crew Manager in the absence of the Watch Manager)	18
6.5 Group Manager (and Station Manager in the absence of the Group Manager).....	18
6.6 Watch Manager (and Crew Manager in the absence of the Watch Manager)	18

6.7	Firefighter – Emergency Control.....	19
6.8	Prevention & Protection Team – Control	19
6.9	Operations Central Staffing Office.....	19
6.10	Director Service Delivery.....	19
6.11	Head of Risk Reduction.....	20
6.12	Group Managers – Fire Safety	21
6.13	Station Manager – Fire Safety.....	23
6.14	Watch Manager – Fire Safety.....	24
6.15	Crew Manager – Fire Safety	25
6.16	Administrative Officer – Fire Safety	25
6.17	Group Managers – Community Safety & Partnerships	25
7.	Technical Services Directorate	26
7.1	Director of Technical Services.....	26
7.2	Head of Operational Risk Management and Group Manager – Resilience and Planning.....	26
7.3	Head of Operational Risk Management and Group Manager – Operational Appliances and Equipment	27
7.4	Head of Operational Risk Management and Group Manager – Operational Intelligence	27
7.5	Fleet Engineer & Workshop Manager.....	27
7.6	Head of ORM & Health & Safety Officer.....	28
7.7	Health & Safety Advisor	28
7.8	Logistical Support Team Manager.....	28
7.9	Logistical Support Officers	28
7.10	BA Technician.....	29
7.11	Head of ICT Services	29
7.12	Head of ICT Services & ICT Managers	29
9.5	Head of Training	Error! Bookmark not defined.
9.6	Area Manager Training and Development	Error! Bookmark not defined.
9.7	Training Instructor	Error! Bookmark not defined.
8.	Corporate Services Directorate	31
8.1	Director Corporate Services	31
8.2	Delegations to the Director Corporate Services and the Head of Corporate Support.....	31
8.3	Director of Corporate Services, Head of Corporate Support & Legal Services Officer	32

8.4	Head of Corporate Support and the Information Governance & Compliance Officer	33
8.5	Head of Corporate Support & Administrative Supervisor	34
8.6	Head of Corporate Support & Legal Services Officer	34
8.7	Legal Services Officer	34
8.8	Strategic Property Manager	Error! Bookmark not defined.
8.9	Facilities Manager	Error! Bookmark not defined.
8.10	Buildings Co-ordinator	Error! Bookmark not defined.
8.11	Facilities Co-ordinator	Error! Bookmark not defined.
8.12	Media and Communications Manager	35
8.13	Director Corporate Services	35
8.14	Head of Finance and Procurement	36
8.15	Senior Accountant and Accountants	37
8.16	Procurement Co-ordinator	38
8.17	Senior Procurement Officer & Procurement Officer	38
9.	People Services Directorate	41
9.1	Director People Services	41
9.2	Director People Services & Head of Human Resources	42
9.3	??Learning & Development Manager	42
9.4	Head of Human Resources, Accountant People Services & Payroll Team	43
9.8	Welsh Language Officer	Error! Bookmark not defined.
9.9	Diversity Officer	43

1. Introduction

1.1	In order to provide a practical method of operational and financial management throughout the Organisation, Officers have been given certain powers by the Fire and Rescue Authority in the form of Officer Delegations.	FA 26.03.12 Min No. 131.3
1.2	Under the provisions of the Local Government Act 1972, the Organisation is required to maintain a list of powers delegated to Officers and to make it available for inspection purposes.	FA 26.03.12 Min No. 131.3
1.3	This list of delegated powers is maintained by the Monitoring Officer and forms an integral part of the Authority's overall governance arrangements.	FA 26.03.12 Min No. 131.3
1.4	These delegated powers, as detailed in the following Sections, may from time to time be amended, added to or reduced in the interest of operational efficiency as determined by the Fire and Rescue Authority. The most up to date version of this Scheme of Delegations will be maintained on the Service's intranet site.	FA 26.03.12 Min No. 131.3
1.5	In choosing whether or not to exercise a delegation, Officers should be mindful of the over-riding need to comply with the Fire and Rescue Authority Standing Orders and Financial Regulations (and any associated Financial Policies and Procedures). They should also consider whether or not it would be appropriate to consult other Officers or Members before exercising a delegation.	FA 26.03.12 Min No. 131.3
1.6	For the purposes of this Scheme of Delegations, the term "Organisation" includes the South Wales Fire and Rescue Service and/or the South Wales Fire and Rescue Authority as appropriate.	FA 26.03.12 Min No. 131.3
1.7	For clarity the statutory posts of the Organisation are filled by the following Officers: Head of Paid Service : Chief Fire Officer Responsible Financial Officer : Treasurer Monitoring Officer : Proper Officer : Director SIRO (Senior Information Risk Owner) : Corporate SRO (Senior Responsible Officer) : Services	FA 26.03.12 Min No. 131.3 DCS del.6.1.5 viii 29.11.16 FA 13.02.17 Min No. 48.8

2. General Delegations

2.1 General

2.1.1	In relation to Principal Officers and Heads of Service, delegated powers are identified against each position as outlined in the paragraphs below. For the purposes of these delegations, Principal Officer includes the Directors and Treasurer and Head of Service includes Area Managers and Heads of Service.	FA 26.03.12 Min No. 131.3
2.1.2	Where delegations are given below Principal Officer level within a particular Directorate, this does not prevent the relevant Principal Officer also exercising these powers. Principal Officers may also request reports upon the exercise of delegated powers by an Officer within their Directorate as and when they consider appropriate.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 viii 29.11.16
2.1.3	Any reference in these delegations to a Post or Office e.g. Director People Services, Head of Finance and Procurement etc. shall be to the post holder or office holder at that time (permanent or temporary) and if the title of the Post or Office is changed or the functions of the Post or Office are varied, then the reference will be to the Officer undertaking the relevant function at that time.	FA 26.03.12 Min No. 131.3
2.1.4	All staff are given authority to act and take decisions commensurate with their level of responsibility and in accordance with the Organisation's agreed policies and procedures in force at that time.	FA 26.03.12 Min No. 131.3
2.1.5	Operational personnel performing the role of "Incident Commander" have authority to carry out their respective duties in accordance with the Service's Standard Operating Procedures and the South Wales Incident Command System. In addition to the above, suitably trained Officers will have the authority to fulfil the role of "Gold", "Silver" and "Bronze" Commander at multi-agency incidents, where circumstances required.	FA 26.03.12 Min No. 131.3 DCS del.6.1.5vii 29.11.16
2.1.6	Those personnel who are qualified as Emergency Fire Appliance drivers have authority to exercise the powers under Section 87 of the Road Traffic Act 1984, when responding to emergency calls.	FA 26.03.12 Min No. 131.3
2.1.7	All staff have responsibility for ensuring a safe working environment at their place of work and taking remedial or preventative action in accordance with approved procedures where the working environment is not safe.	FA 13.02.17 Min No. 48.8

2.2 Principal Officers

2.2.1	Manage the Organisation in the absence of the Chief Fire Officer and Deputy Chief Officer, and as such, make decisions as required.	FA 26.03.12 Min No. 131.3
2.2.2	To determine policy and procedures to ensure the Organisation discharges its statutory duties and ensures efficient and effective service delivery.	FA 26.03.12 Min No. 131.3
2.2.3	Accept tenders and make contracts in accordance with the Organisation's Contract Standing Orders.	FA 26.03.12 Min No. 131.3
2.2.4	Authority to make all necessary decisions to effectively manage the Directorate in a manner consistent with the plans and objectives of the Organisation, to ensure that the Organisation discharges its statutory duties and to ensure efficient and effective service delivery.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 viii 29.11.16
2.2.5	Incur expenditure and authorise use of resources within the approved budget of the Fire and Rescue Authority.	FA 26.03.12 Min No. 131.3
2.2.6	Approve a scale of chargeable services on behalf of the Organisation.	FA 26.03.12 Min No. 131.3
2.2.7	To agree responses on behalf of the Organisation to consultations or similar exercises by external agencies, including the Welsh Assembly Government.	FA 26.03.12 Min No. 131.3
2.2.8	Principal Officers acting as Executive Leadership Team to approve the Organisation's Risk Management Policy Statement and Strategy.	FA 26.03.12 Min No. 131.3
2.2.9	To determine approved budget holders within their directorate.	FA 26.03.12 Min No. 131.3
2.2.10	To take necessary action and decisions in accordance with the level of authority given to them in the Organisation's Financial Regulations.	FA 26.03.12 Min No. 131.3
2.2.11	To authorise overseas travel within approved budget.	FA 26.03.12 Min No. 131.3
2.2.12	To hear and determine all appeals in accordance with the Service's Policies and Procedures.	FA 26.03.12 Min No. 131.3 FA 09.02.15 Min No. 52.4
2.2.13	Following consultation with the Treasurer to approve capital virements of up to £50,000 to or from another project and subject	FA 26.03.12 Min No. 131.3

	to the Policy and Budgetary framework and the Authority's Financial Procedure Rules.	
2.2.14	Following consultation with the Treasurer to approve revenue virements within service area or with agreement between them between service directorates of up to £50,000.	FA 26.03.12 Min No. 131.3
2.2.15	To undertake duties and responsibilities set out in any of the Authority's constitutional documents and plans.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 viii 29.11.16

2.3 All Principal Officers and Heads of Service

2.3.1	Initiation, development, delivery, review and revision of partnership schemes, collaborations and projects for the furtherance of the Organisation's priorities and objectives.	FA 26.03.12 Min No. 131.3
2.3.2	Approve visits of staff to other Fire and Rescue Authorities, or organisations or undertakings for the purposes of the work of the Organisation.	FA 26.03.12 Min No. 131.3
2.3.3	Approve Officers' attendance at courses, seminars, training events, conferences and similar within the approved training budget, except where the event is outside of the UK when Principal Officer approval will be required.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vii 29.11.16
2.3.4	Authorise travel, subsistence and other expenses in accordance with the Organisation's approved schemes.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 Viii 29.11.16
2.3.5	Authorise the exchange of information with other individuals or organisations in accordance with the law and any agreed protocols or procedures following consultation, where necessary, with the Information, Governance and Compliance Officer.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5i 29.11.16
2.3.6	Prepare, review, amend and implement operating policies and procedures to assist the Organisation in discharging its statutory and other duties.	FA 26.03.12 Min No. 131.3
2.3.7	In consultation with the People Services Directorate and in accordance with agreed procedures, authorise the filling of vacancies.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5i 29.11.16

2.3.8	Source funding opportunities for the Organisation to assist it in discharging its statutory duties (acceptance to be determined by the Chief Fire Officer or Director Corporate Services as per their respective delegations).	FA 26.03.12 Min No. 131.3
2.3.9	Authority to apply disciplinary sanctions upto and including dismissal in accordance with the Service's Policies and Procedures	FA 09.02.15 Min No. 52.4.1 DCS del 6.1.5 Viii 29.11.16
2.3.10	Authority to apply capability sanctions upto and including dismissal in accordance with the Service's Policies and Procedures	FA 09.02.15 Min No. 52.4.1
2.3.11	Consider and determine applications from employees regarding secondary employment in accordance with the policy of the Organisation.	DCS del 6.1.5 Viii 29.11.16
2.3.12	Authority to attend and take decisions on behalf of the Organisation at Community Safety Partnerships and Public Service Boards	FA 13.02.17 Min No. 48.8
2.3.13	Dispose of redundant equipment (excluding vehicles) in accordance with approved policies and procedures	FA 13.02.17 Min No. 48.8

2.4 Principal Officer on Duty

2.4.1	Authority to take all necessary action to respond to and co-ordinate the response of the Organisation to an incident, major emergency or disaster and where appropriate to report the action taken to the Chairperson of the Fire Authority.	FA 26.03.12 Min No. 131.3
-------	--	------------------------------

2.5 All Operational Staff

2.5.1	Power under the Fire and Rescue Services Act 2004 for the purposes of:- a. s.38: securing a suitable supply of water in the event of a fire b. s.44: powers of firefighters etc in an emergency etc c. ss.45 & 46: obtaining information and investigating fires	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vii 29.11.16
2.5.2	Power to utilise the exemptions under the Road Traffic Acts when responding to an emergency.	FA 26.03.12 Min No. 131.3
2.5.3	Authority to undertake familiarisation visits at risk premises to assist the Organisation in discharging its duties under s.7.2.d of the Fire and Rescue Services Act 2004.	FA 26.03.12 Min No. 131.3

		DCS del 6.1.5 vii 29.11.16
2.5.4	Respond to emergency situations as directed by Control or a Senior Officer	FA 13.02.17 Min No. 48.8
2.5.5	Commit appropriate resources in accordance with Service Procedures	FA 13.02.17 Min No. 48.8
2.5.6	Authority to impound breathing apparatus sets following any failure in accordance with Health and Safety (RIDDOR) Regulations.	FA 13.02.17 Min No. 48.8

2.6 Budget Holders

2.6.1	In accordance with Financial Policies and Procedures of the Organisation, authority to incur expenditure and ensure control over departmental budgets and the management of devolved budgets.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vii 29.11.16
-------	---	---

2.7 All Managerial & Supervisory Staff

2.7.1	Ability to make disciplinary, capability and conduct reviews, assessments, decisions and sanctions in line with organisational policies and procedures	DCS del 6.1.5 vii
2.7.2	Authority to undertake investigations involving RIDDOR incidents (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) or other incidents where considered appropriate and take decisions or make recommendations on remedial or preventative action, as appropriate.	FA 13.02.17 Min No. 48.8

3. Chief Fire Officer or, in his/her absence, the Deputy Chief Officer

3.1	To take all necessary action within approved budgets to discharge the duties, functions and responsibilities of the Organisation under or in relation to the Fire and Rescue Services Act 2004, Civil Contingencies Act 2004 or other legislation or subordinate legislation applicable to the Fire and Rescue Service including power to authorise Officers to take action under any provision or supplementary power contained within that Act or subordinate legislation.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vii 29.11.16 FA 13.02.17 Min No. 48.8
3.2	To take all necessary action to respond to and co-ordinate the response of the Organisation to an emergency or disaster and subsequently to report to the Chairperson of the Fire and Rescue Authority where appropriate.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vii 29.11.16
3.3	To deploy staff, vehicles, resources and equipment and to utilise the Authority's buildings and other assets in the most effective manner to discharge the Organisation's responsibilities.	FA 26.03.12 Min No. 131.3
3.4	Incur expenditure on behalf of the Organisation in accordance with approved budgets.	FA 26.03.12 Min No. 131.3
3.5	Act in urgent matters the Fire & Rescue Authority would normally determine and where there is insufficient time to call a special meeting. Wherever possible the Monitoring Officer and other relevant Statutory Officers and Chairperson or Deputy Chairperson of the Authority and / or Chair of the relevant committee should be consulted subject to details of the action being reported to the next available meeting of the Fire and Rescue Authority.	FA 26.03.12 Min No. 131.3 FA 13.02.17 Min No. 48.8
3.6	In consultation with the Chairperson and or the Deputy Chairperson of the Fire and Rescue Authority, take such action as considered necessary to mitigate risk to the community in relation to any issue likely to cause disruption to business or business continuity.	FA 26.03.12 Min No. 131.3 FA 13.02.17 Min No. 48.8
3.7	Accept offers of external funding in consultation with the Treasurer or Director Corporate Services, where appropriate, subject to the details of any such acceptance being reported to a future meeting of the Finance Audit and Performance Management Committee.	FA 26.03.12 Min No. 131.3 FA 13.02.17 Min No. 48.8
3.8	In the absence of the Monitoring Officer or Deputy Monitoring Officer, to sign or seal documents on behalf of the Organisation	FA 27.06.16 Min 19.11

4. Chief Fire Officer and Deputy Chief Officer

4.1	<p>In any year where local government elections are to be held between the last Fire and Rescue Authority meeting of the Municipal year and the first meeting of the Authority after the AGM the Chief Fire Officer and Deputy Chief Officer may make decisions upon any matters in the interests of the Fire and Rescue Authority which for reasons of urgency or due process cannot wait until the first meeting of the Fire and Rescue Authority following the AGM. The Chief Fire Officer and Deputy Chief Officer shall consult with appropriate officers and following the AGM of the Fire and Rescue Authority shall consult with the chair person and or deputy chairperson of the Authority. Any decisions taken under this delegated power must be recorded by the Deputy Chief Officer and reported to the first meeting of the Fire and Rescue Authority following the AGM.</p>	FA 13.02.17 Min No. 48.7
4.2	<p>To take any action considered necessary to ensure:</p> <ul style="list-style-type: none"> i) that the duties, functions and responsibilities of the organisation are prioritised as far as is practicable to mitigate risk to the community and risk to our staff; and ii) that the organisations available resources are deployed as effectively and efficiently as possible to mitigate risks to the community and risks to our staff; and iii) that where required to mitigate risk to the community and risk to our staff, additional financial resources may be drawn from the Authority's reserves for use if required where approved budget is not available. <p>Where practicable, the statutory officers of the Service and the Chair or Vice Chair of the Authority will be consulted on the proposed use of these delegations and the Monitoring Officer shall report the use of these delegations to the next available Fire Authority meeting.</p>	FA 13.07.20 Min no.18.1.1

5. Delegations to Statutory Officers

5.1 Monitoring Officer

	Delegations to the Director of Corporate Services as Monitoring Officer, and in his/her absence the Head of Corporate Support as Deputy Monitoring Officer	FA 26.03.12 Min No. 131.3 DCS del. 8.1.3.i 10.04.19
5.1.1	To perform the role of Monitoring Officer in accordance with the provisions of section 5 and 5a of the Local Government and Housing Act 1989 or other recommended guidance and any subsequent or subordinate legislation and in particular to report to the Fire and Rescue Authority on any proposal, decision or omission by the Fire and Rescue Authority, its committees or Officers or other bodies on which it is represented which has given rise to or is likely to give rise to: a. a contravention of law or any code of practice made or approved by or under any enactment b. such maladministration or injustice as would fall within the investigation remit of the Public Services Ombudsman	FA 26.03.12 Min No. 131.3 FA 13.02.17 Min No. 48.8
5.1.2	To receive the following: 1. notification of the appointment of a Member by a constituent Authority 2. resignation by a Member 3. notices under the Fire and Rescue Authority's approved Code of Conduct for Members 4. notices under the Local Government (Committees and Political Groups) Regulations 1990 5. declaration by a Member to observe the Fire and Rescue Authority's approved Code of Conduct for Members.	FA 26.03.12 Min No. 131.3
5.1.3	To keep up to date and amend the Members Payment Scheme in line with the determinations of the Independent Remuneration Panel for Wales.	FA 26.03.12 Min No. 131.3
5.1.4	To sign any document on behalf of the Organisation.	FA 26.03.12 Min No. 131.3
5.1.5	To execute and arrange for the sealing of documents on behalf of the Organisation	FA 26.03.12 Min No. 131.3

5.2 Treasurer

	Delegations to the Treasurer, and in his/her absence the Head of Finance and Procurement as his/her Deputy.	FA 26.03.12 Min No. 131.3
5.2.1	To perform the role of Treasurer in accordance with the South Wales Fire and Rescue Service (Combination Scheme) Order 1995, Sections 112, 113 and 114 of the Local Government Finance Act 1988 (as amended by the Fire and Rescue Services Act 2004 Sch. 1, para 68 (3)), Local Government and Housing Act 1989 and the Accounts and Audit Regulations (Wales) 2005 and any subsequent or subordinate legislation.	FA 26.03.12 Min No. 131.3
5.2.2	Determine and issue the constituent authorities' contributions.	FA 26.03.12 Min No. 131.3
5.2.3	Determine the accounting policies, procedures, records and systems for the Organisation and approve any amendments thereto.	FA 26.03.12 Min No. 131.3
5.2.4	Secure the provision of treasury management services.	FA 26.03.12 Min No. 131.3
5.2.5	Authority to enter into credit arrangements on behalf of the Organisation.	FA 26.03.12 Min No. 131.3
5.2.6	Report any potentially unlawful decision on expenditure within the Organisation on expenditure.	FA 26.03.12 Min No. 131.3
5.2.7	Settle, subject to discussion with the Director of Corporate Services, any uninsured claim against the Authority up to £50,000 subject to an annual report to the Fire and Rescue Authority on the use of this delegation.	FA 26.03.12 Min No. 131.3
5.2.8	In consultation with the Director of Technical Services to dispose of vehicles in the most appropriate manner to ensure best value is obtained for the Authority.	FA 26.03.12 Min No. 131.3

5.3 SIRO – Senior Information Risk Owner

5.3.1	To perform the role of Senior Information Risk Owner in accordance with the Freedom of Information Act 2000, Data Protection Act 2018 and the General Data Protection Regulation 2016 and any subsequent or subordinate legislation and in particular to: i) determine effective organisational management of information in all its forms and locations	FA 13.02.17 Min No. 48.8 DCS del.8.1.3.vi 10.04.19
-------	---	--

	<ul style="list-style-type: none"> ii) determine the Strategy and act as advocate for good practice in information governance within the Organisation iii) To determine efficient ways of handling both electronic and paper based information, how it is held, used and shared. iv) To determine how information is kept safe and secure, and ensuring it is appropriately shared when necessary to do so. v) To determine robust management of the risks involved in the handling of information, and compliance with regulatory and statutory guidance including Data Protection and Freedom of Information. vi) To disseminate the importance of good information governance and particularly what has been highlighted by the Information Commissioner. vii) To deal with and mitigate against the implications of data security breaches and make recommendations on how the Organisation may guard against this. 	
--	---	--

5.4 SRO – Senior Responsible Officer

5.4.1	<p>To perform the role of Senior Responsible Officer in accordance with the Regulation of Investigatory Powers Act 2000, the Human Rights Act 2000, The Data Protection Act 2018 & the Data Retention and Investigatory Powers Act 2014 and any subsequent or subordinate legislation and in particular to:</p> <ul style="list-style-type: none"> i) Determining, by name, appropriate officers able to grant RIPA authorisations (Authorising officers) ii) Verifying the competency of officers before authorising them to grant RIPA authorisations iii) Ensuring the integrity of the surveillance processes in place and compliance with legislation and Home Office Codes of Practice iv) Engagement with Surveillance Commissioners and inspectors when they conduct their inspections v) Overseeing implementation of any post inspection action plans 	<p>FA 13.02.17 Min No. 48.8</p> <p>DCS del.8.1.3.vi 10.04.19</p>
-------	--	--

5.5 Proper Officer

5.5.1	<p>To perform the role of Proper Officer in accordance with the relevant Local Government legislation and any subsequent or subordinate legislation and in particular to:</p> <ul style="list-style-type: none"> i) accept written notice of nominated office ii) be the officer to whom general notices and recording of disclosures of interests should be given 	<p>FA 13.02.17 Min No. 48.8</p>
-------	--	-------------------------------------

	<ul style="list-style-type: none"> iii) give notice, signing and issuing of summonses in respect of any Fire and Rescue Authority meeting iv) give public notice of any meeting to which the public are entitled to attend, provide copies of the agenda and facilities for the press v) to exclude from the Fire and Rescue Authority, committee or sub-committee agenda any information to be dealt with in a meeting from which the public are likely to be excluded vi) to determine which documents are not, by virtue of containing exempt information, to be open to public inspection 	
--	---	--

5.6 Head of Paid Service

5.6.1	<p>To perform the role of Head of Paid Service in accordance with Section 4 of the Local Government and Housing Act 1989 and any subsequent or subordinate legislation and in particular when considered necessary to do so to report to the Fire and Rescue Authority with proposals on:</p> <ul style="list-style-type: none"> i) the effective co-ordination and discharge by the Authority of their different functions ii) the number and grades of staff required by the Authority for the discharge of their functions iii) the organisation of the Authority's staff iv) the appointment and management of the Authority's staff 	<p>FA 13.02.17 Min No. 48.8</p>
5.6.2	<p>On behalf of the Organisation, implement national conditions of service and such other local agreements as may be determined by the Fire and Rescue Authority and/or the Service from time to time.</p>	<p>FA 26.03.12 Min No. 131.3 DCS del 6.1.5 viii 29.11.16</p>

6. Service Delivery Directorate

Operations Department

6.1 Director Operations & Head of Operations

6.1.1	To take all necessary action to secure provision of emergency call response and mobilisation procedures under the Fire and Rescue Services Act 2004, Civil Contingencies Act 2004 or other legislation applicable to the Fire and Rescue Service or subordinate legislation.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vii 29.11.16 FA 13.02.17 Min No. 48.8
6.1.2	To take all necessary action on a day to day basis to ensure that equipment, appliances and personnel are located or transferred to best meet the Organisation's operational requirements.	FA 26.03.12 Min No. 131.3

6.2 Group Manager - Operations

6.2.1	To take all necessary action on a day to day basis to ensure that equipment, appliances and personnel are located or transferred to best meet the Organisation's operational requirements.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vii 29.11.16
6.2.2	To take all necessary decisions for the Operations Department in respect of the individual references allocated by the Head of Service.	FA 26.03.12 Min No. 131.3
6.2.3	When instructed, authority to attend and take decisions on behalf of the Organisation at Community Safety Partnerships and Public Service Boards.	FA 13.02.17 Min No. 48.8

6.3 Station Manager - Operations

6.3.1	Authorise the use of Station accommodation to community groups in liaison with the Legal Services Officer	FA 26.03.12 Min No. 131.3 FA 13.02.17 Min No. 48.8
6.3.2	Determine and implement their station's obligations and responsibilities in relation to Community Risk Reduction Plans.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vii

		29.11.16
6.3.3	Authority to make decisions on the deployment of support vehicles and equipment to Stations, where appropriate, to support service delivery needs.	FA 26.03.12 Min No. 131.3 FA 13.02.17 Min No. 48.8

6.4 Watch Manager (and Crew Manager in the absence of the Watch Manager)

6.4.1	Take necessary actions to ensure the delivery of training for watch personnel in line with the Station Risk Profile and to ensure maintenance of competencies.	FA 26.03.12 Min No. 131.3
-------	--	------------------------------

6.5 Group Manager Control (and Station Manager in the absence of the Group Manager)

6.5.1	To take all necessary decisions within approved budget to ensure the Organisation discharges its statutory duties under the Fire and Rescue Services Act 2004 to maintain Fire Control services within the Organisation.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vii 29.11.16 DCS del.8.1.3.vii 10.04.19
-------	--	---

6.6 Watch Manager (and Crew Manager in the absence of the Watch Manager)

6.6.1	Take all necessary action to ensure first line support is implemented in the event of any loss or failure to the mobilising and communications systems and in the event of major power loss, ensure a prompt and effective “fallback” and evacuation procedure is followed.	FA 26.03.12 Min No. 131.3
6.6.2	Authority to receive emergency calls and mobilise resources in accordance with approved policies and procedures. This includes informing other agencies of information relevant to emergency incidents.	FA 26.03.12 Min No. 131.3
6.6.3	Authority to work and share information with other agencies in accordance with agreed procedures	FA 13.02.17 Min No. 48.8

6.7 Firefighter – Emergency Control

6.7.1	Authority to receive emergency calls and mobilise resources in accordance with approved policies and procedures. This includes informing other agencies of information relevant to emergency incidents.	FA 26.03.12 Min No. 131.3
6.7.2	Authority to work and share information with other agencies in accordance with agreed procedures	FA 13.02.17 Min No. 48.8

6.8 Prevention & Protection Team – Control

6.8.1	Authority to analyse and share information with other agencies in accordance with agreed procedures	FA 13.02.17 Min No. 48.8
-------	---	-----------------------------

6.9 Operations Central Staffing Office

6.9.1	In consultation with the Group Manager – Operations, authority to manage the transfer of personnel within the Operations Department, including those who are temporary or permanently promoted, in line with organisational policy and procedures, to ensure satisfactory crewing levels and Officer availability for the delivery of services.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vii 29.11.16
6.9.2	Authority to detach personnel for wholetime and RDS duty systems to ensure the adequate crewing of appliances to support frontline delivery of services. This includes authorising and refusing request from Operations personnel in connection with time off.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vii 29.11.16

Risk Reduction Department

6.10 Director Service Delivery

6.10.1	To discharge the Organisation's powers and duties (including the institution and carrying out of legal proceedings following consultation with the legal advisor) in relation to Fire Safety under the Regulatory Reform (Fire Safety) Order 2005.	FA 26.03.12 Min No. 131.3
--------	--	------------------------------

6.10.2	Power to authorise entry, appoint inspectors and authorise individual Officers in writing to discharge appropriate functions under the Regulatory Reform (Fire Safety) Order 2005.	FA 26.03.12 Min No. 131.3
6.10.3	Power to comply with any requirement of a decision, order or direction of a Court or Tribunal, in relation to fire safety statutory provisions, insofar as it relates to the Organisation, subject to taking appropriate legal advice.	FA 26.03.12 Min No. 131.3
6.10.4	Initiation of Fire Investigations and reporting on the conclusions and recommendations of such investigations.	FA 26.03.12 Min No. 131.3

6.11 Head of Risk Reduction

6.11.1	Authority to enforce the Regulatory Reform (Fire Safety) Order 2005.	FA 26.03.12 Min No. 131.3
6.11.2	Under the Regulatory Reform (Fire Safety) Order, issue and serve formal cautions and prohibition notices and act as authorised signatory for such correspondence and documentation.	FA 26.03.12 Min No. 131.3
6.11.3	Under the Regulatory Reform (Fire Safety) Order 2005, power to respond to the findings of investigations, issue and serve prohibition notices, enforcement notices and alteration notices and to act as authorised signatory for such correspondence and documentation.	FA 26.03.12 Min No. 131.3
6.11.4	Authority to establish and maintain partnerships with Unitary Authorities, Commerce and Industry, Enforcing Authorities and other stakeholders.	FA 26.03.12 Min No. 131.3
6.11.5	Authority to carry out investigations in relation to potential fire safety offences, fatalities, serious injuries and deliberate fires.	FA 26.03.12 Min No. 131.3 FA 13.02.17 Min No. 48.8
6.11.6	The examination of, and if necessary, objection to the granting, reviewer renewal of Licences and/or Regulations by the Licensing Authority under the Licensing Act 2003, Gambling Act 2005 or any other Licences or Registrations that the Fire and Rescue Authority is requested to consider under these or any subsequent enactment.	FA 26.03.12 Min No. 131.3
6.11.7	Discharging the Fire and Rescue Authority's functions in relation to consultation with Local Authorities under the Housing Act 2004, Section 10, houses in multiple occupation.	FA 26.03.12 Min No. 131.3

6.11.8	Act as authorised signatory for correspondence and documentation relating to the following:- <ul style="list-style-type: none"> • Fire Safety and Safety of Places of Sport Act 1987 (Designated Grounds and Regulated Stands) • Safety of Sports Grounds Act 1975 (Letters) • Building Regulations Consultations 	FA 26.03.12 Min No. 131.3
6.11.9	Powers of an Inspector for the purpose of discharging the Fire Authority's duties in accordance with the following Legislation and Regulations:- <ul style="list-style-type: none"> • Regulation 27 of the Regulatory Reform (Fire Safety) Order 2005 or any statutory amendment or re-enactment thereof. • Fire & Rescue Services Act 2004 • Health & Safety at Work etc Act 1974 • The Construction (Design & Management) Regulations 2007 • The Safety Signs and Signals Regulations 1996 • The Dangerous Substances (Notification and Marking of Sites) Regulations 1990. <p>And, take any other action relating to the Authority's role as Enforcing authority in respect of the Regulatory Reform (Fire Safety) Order 2005.</p>	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vii 29.11.16
6.11.10	Under the Regulatory Reform (Fire Safety) Order 2005, issue and serve action plans, notification of fire safety deficiencies, and general correspondence including non-statutory reports.	FA 26.03.12 Min No. 131.3
6.11.11	Act as authorised signatory for correspondence and documentation relating to the following:- <ul style="list-style-type: none"> • Informal education and advice • The Building Regulations 2010 • Gaming Act 1968 – Consultation • Licensing Act 2003 – Consultation • Housing Act 2004 – Consultation • Other Consultations 	FA 26.03.12 Min No. 131.3 FA 13.02.17 Min No. 48.8
6.11.12	Authority to establish and maintain appropriate partnerships with the object of reducing risk within the community and commit approved resources to supporting these to ensure that statutory responsibilities relating to this purpose are discharged	FA 13.02.17 Min No. 48.8
6.11.13	Authority to work and share information with other agencies in accordance with agreed procedures	FA 13.02.17 Min No. 48.8

6.12 Group Managers – Fire Safety

6.12.1	Under the Regulatory Reform (Fire Safety) Order 2005, power to respond to the findings of investigations, issue and serve	FA 26.03.12 Min No. 131.3
--------	---	------------------------------

	prohibition notices, enforcement notices and alteration notices and to act as authorised signatory for such correspondence and documentation.	
6.12.2	Authority to establish and maintain partnerships with Unitary Authorities, Commerce and Industry, Enforcing Authorities and other stakeholders.	FA 26.03.12 Min No. 131.3
6.12.3	Authority to carry out investigations in relation to potential fire safety offences.	FA 26.03.12 Min No. 131.3
6.12.4	The examination of, and if necessary, objection to the granting, reviewer renewal of Licences and/or Registrations by the Licensing Authority under the Licensing Act 2003, Gambling Act 2005 or any other Licences or Registrations that the Fire and Rescue Authority is requested to consider under these or any subsequent enactment.	FA 26.03.12 Min No. 131.3
6.12.5	Discharging the Fire and Rescue Authority's functions in relation to consultation with Local Authorities under the Housing Act 2004, Section 10, houses in multiple occupation.	FA 26.03.12 Min No. 131.3
6.12.6	Act as authorised signatory for correspondence and documentation relating to the following:- <ul style="list-style-type: none"> • Fire Safety and Safety of Places of Sport Act 1987 (Designated Grounds and Regulated Stands) • Safety of Sports Grounds Act 1975 (Letters) • Building Regulations Consultations. 	FA 26.03.12 Min No. 131.3
6.12.7	Powers of an inspector for the purpose of discharging the Fire Authority's duties in accordance with the following Legislation and Regulations:- <ul style="list-style-type: none"> • Regulation 27 of the Regulatory Reform (Fire Safety) Order 2005 or any statutory amendment or re-enactment thereof • Fire & Rescue Services Act 2004 • Health & Safety at Work etc Act 1974 • The Construction (Design & Management) Regulations 2007 • The Safety Signs and Signals Regulations 1996 • The Dangerous Substances (Notification and Marking of Sites) Regulations 1990 <p>And, take any other action relating to the Authority's role as Enforcing Authority in respect of the Regulatory Reform (Fire Safety) Order 2005.</p>	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vii 29.11.16
6.12.8	Under the Regulatory Reform (Fire Safety) Order 2005, issue and serve action plans, notification of fire safety deficiencies, and general correspondence including non-statutory reports.	FA 26.03.12 Min No. 131.3

6.12.9	Act as authorised signatory for correspondence and documentation relating to the following:- <ul style="list-style-type: none"> • Informal education and advice • The Building Regulations 2010 • Gaming Act 1968 – Consultation • Licensing Act 2003 – Consultation • Housing Act 2004 – Consultation • Other Consultations 	FA 26.03.12 Min No. 131.3 FA 13.02.17 Min No. 48.8
--------	--	---

6.13 Station Manager – Fire Safety

6.13.1	Authority to carry out investigations in relation to potential fire safety offences.	FA 26.03.12 Min No. 131.3
6.13.2	The examination of, and if necessary, objection to the granting, reviewer renewal of Licences and/or Registrations by the Licensing Authority under the Licensing Act 2003, Gambling Act 2005 or any other Licences or Registrations that the Fire and Rescue Authority is requested to consider under these or any subsequent enactment.	FA 26.03.12 Min No. 131.3
6.13.3	Discharging the Fire and Rescue Authority’s functions in relation to consultation with Local Authorities under the Housing Act 2004, Section 10, houses in multiple occupation.	FA 26.03.12 Min No. 131.3
6.13.4	Act as authorised signatory for correspondence and documentation relating to the following:- <ul style="list-style-type: none"> • Fire Safety and Safety of Places of Sport Act 1987 (Designated Grounds and Regulated Stands) • Safety of Sports Grounds Act 1975 (Letters) • Building Regulations Consultations. 	FA 26.03.12 Min No. 131.3
6.13.5	Powers of an inspector for the purpose of discharging the Fire Authority’s duties in accordance with the following Legislation and Regulations:- <ul style="list-style-type: none"> • Regulation 27 of the Regulatory Reform (Fire Safety) Order 2005 or any statutory amendment or re-enactment thereof • Fire & Rescue Services Act 2004 • Health & Safety at Work etc Act 1974 • The Construction (Design & Management) Regulations 2007 • The Safety Signs and Signals Regulations 1996 • The Dangerous Substances (Notification and Marketing of Sites) Regulations 1990 <p>And, take any other action relating to the Authority’s role as Enforcing Authority in respect of the Regulatory Reform (Fire Safety) Order 2005.</p>	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vii 29.11.16

6.13.6	Under the Regulatory Reform (Fire Safety) Order 2005, issue and serve action plans, notification of fire safety deficiencies, and general correspondence including non-statutory reports.	FA 26.03.12 Min No. 131.3
6.13.7	Act as authorised signatory for correspondence and documentation relating to the following:- <ul style="list-style-type: none"> • Informal education and advice • The Building Regulations 2010 • Gaming Act 1968 – Consultation • Licensing Act 2003 – Consultation • Housing Act 2004 – Consultation • Other Consultations 	FA 26.03.12 Min No. 131.3 FA 13.02.17 Min No. 48.8

6.14 Watch Manager – Fire Safety

6.14.1	Powers of an inspector for the purpose of discharging the Fire Authority's duties in accordance with the following Legislation and Regulations:- <ul style="list-style-type: none"> • Regulation 27 of the Regulatory Reform (Fire Safety) Order 2005 or any statutory amendment or re-enactment thereof • Fire & Rescue Services Act 2004 • Health & Safety at Work Act etc 1974 • The Construction (Design & Management) Regulations 2007 • The Safety Signs and Signals Regulations 1996 • The Dangerous Substances (Notification and Marketing of Sites) Regulations 1990 <p>And, take any other action relating to the Authority's role as Enforcing Authority in respect of the Regulatory Reform (Fire Safety) Order 2005.</p>	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vii 29.11.16
6.14.2	Under the Regulatory Reform (Fire Safety) Order 2005, issue and serve action plans, notification of fire safety deficiencies, and general correspondence including non-statutory reports.	FA 26.03.12 Min No. 131.3
6.14.3	Act as authorised signatory for correspondence and documentation relating to the following:- <ul style="list-style-type: none"> • Informal education and advice • The Building Regulations 2010 • Gaming Act 1968 – Consultation • Licensing Act 2003 – Consultation • Housing Act 2004 – Consultation • Other Consultations 	FA 26.03.12 Min No. 131.3 FA 13.02.17 Min No. 48.8

6.15 Crew Manager – Fire Safety

6.15.1	<p>Powers of an inspector for the purpose of discharging the Fire Authority's duties in accordance with the following Legislation and Regulations:-</p> <ul style="list-style-type: none"> • Regulation 27 of the Regulatory Reform (Fire Safety) Order • 2005 or any statutory amendment or re-enactment thereof • Fire & Rescue Services Act 2004 • Health & Safety at Work etc Act 1974 • The Construction (Design & Management) Regulations 2007 • The Safety Signs and Signals Regulations 1996 • The Dangerous Substances (Notification and Marketing of Sites) Regulations 1990 <p>And, take any other action relating to the Authority's role as Enforcing Authority in respect of the Regulatory Reform (Fire Safety) Order 2005.</p>	FA 13.02.17 Min No. 48.8
6.15.2	<p>Under the Regulatory Reform (Fire Safety) Order 2005,</p> <ul style="list-style-type: none"> • Informal education and advice • Issue notification of fire safety deficiencies, and general correspondence including non-statutory reports. 	FA 13.02.17 Min No. 48.8

6.16 Administrative Officer – Fire Safety

6.16.1	Act as authorised signatory for correspondence and documentation relating to the Licensing Act 2003.	FA 26.03.12 Min No. 131.3
--------	--	------------------------------

6.17 Group Managers – Community Safety & Partnerships

6.17.1	Authority to establish and maintain appropriate partnerships with the object of reducing risk within the community and commit approved resources to supporting these to ensure that statutory responsibilities relating to this purpose are discharged	FA 13.02.17 Min No. 48.8
6.17.2	Authority to work and share information with other agencies in accordance with agreed procedures	FA 13.02.17 Min No. 48.8
6.17.3	Authority to carry out investigations in relation to potential fire safety offences, fatalities, serious injuries and deliberate fires.	FA 13.02.17 Min No. 48.8

7. Technical Services Directorate

7.1 Director of Technical Services

7.1.1	To take all necessary action within approved budget to ensure that the Organisation discharges its statutory and other responsibilities in relation to: i. health and safety ii. national resilience and civil contingencies iii. representation and decision making at Local Resilience Forums iv. water supplies for operational activity v. hydrant maintenance vi. business continuity vii. ICT viii. Fleet ix. Operational Equipment x. Operational Intelligence	FA 26.03.12 Min No. 131.3 FA 13.02.17 Min No. 48.8
7.1.2	Receive and disseminate, as appropriate, security and civil contingencies' information within the Organisation, to enable specific risks to be appropriately addressed.	FA 26.03.12 Min No. 131.3
7.1.3	In consultation with Treasurer to dispose of vehicles in accordance with agreed policies and procedures.	FA 26.03.12 Min No. 131.3 FA 13.02.17 Min No. 48.8

7.2 Head of Operational Risk Management and Group Manager – Resilience and Planning

7.2.1	Authority to take decisions on behalf of the Organisation, within approved budget, to ensure the Organisation effectively meets its statutory responsibilities as a Category 1 responder.	FA 26.03.12 Min No. 131.3
7.2.2	Authority to take decisions on behalf of the Organisation at Local Resilience Forum Coordination Group meetings.	FA 26.03.12 Min No. 131.3
7.2.3	Authority to approve Business Continuity Management Plans for all Departments of the Organisation.	FA 26.03.12 Min No. 131.3

7.3 Head of Operational Risk Management and Group Manager – Operational Appliances and Equipment

7.3.1	Approve all relevant documentation relating to operational appliances and equipment to assist the Organisation in discharging its functions under the PUWER Regulations (Provision and Use of Work Equipment Regulations).	FA 26.03.12 Min No. 131.3
-------	--	------------------------------

7.4 Head of Operational Risk Management and Group Manager – Operational Intelligence

7.4.1	Authority to gather information relating to risk premises within the Organisation's area, to assist the Authority in discharging its functions under S.7.2.d. of the Fire and Rescue Services Act 2004.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vii 29.11.16
-------	---	---

7.5 Fleet Engineer & Workshop Manager

7.5.1	To create, update and oversee fleet policy and procedures to manage road risk throughout the Service. This is to include vehicle design, use, replacement, accident reporting process, and other supporting procedures.	FA 13.02.17 Min No. 48.8
7.5.2	To act as the competent responsible person for the managing of Fleet as required by statutory provisions (the Health and Safety at Work etc Act 1974, and the Management of Health and Safety Safety Regulations 1999).	FA 13.02.17 Min No. 48.8
7.5.3	To develop, implement and review all Fleet Policies in accordance with relevant legislation.	FA 13.02.17 Min No. 48.8
7.5.4	To discharge the Service's duties and responsibilities to investigate, remedy and report Fleet issues and accidents in the workplace.	FA 13.02.17 Min No. 48.8
7.5.5	To ensure the Service's Planned and Preventative Maintenance Programme is fit for purpose and delivered in accordance with Service policy.	FA 13.02.17 Min No. 48.8
7.5.6	To develop and manage the Service's Vehicle Replacement Programme and prepare specifications for the acquisition of new vehicles and ancillary equipment to meet the Service's needs.	FA 13.02.17 Min No. 48.8

7.6 Head of ORM & Health & Safety Officer

7.6.1	Authority to undertake investigations involving RIDDOR incidents (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) or other incidents where considered appropriate and take decisions on remedial or preventative action, as appropriate.	FA 26.03.12 Min No. 131.3 FA 13.02.17 Min No. 48.8
-------	--	---

7.7 Health & Safety Advisor

7.7.1	To develop solutions for the effective management of the Health and safety of all employees and any others who may be affected by the business actions of the Service.	FA 13.02.17 Min No. 48.8
7.7.2	To act as the competent responsible person for managing Health and Safety as required by statutory provisions (the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety Regulations 1999).	FA 13.02.17 Min No. 48.8
7.7.3	To develop, implement and review all Health and Safety Policies in accordance with relevant legislation.	FA 13.02.17 Min No. 48.8
7.7.4	Advise the training and development function in relation to the training and development needs of the Service arising from relevant Health and Safety Legislation.	FA 13.02.17 Min No. 48.8
7.7.5	To discharge the Service's duties and responsibilities to investigate, remedy and report Health and Safety issues and accidents in the workplace.	FA 13.02.17 Min No. 48.8

7.8 Logistical Support Team Manager

7.8.1	Authority to decide upon the Organisation's responsibilities to maintain new water hydrants, the maintenance frequency and programme of existing hydrants and authority to update the SWFRS "stock" register, as appropriate.	FA 26.03.12 Min No. 131.3
-------	---	------------------------------

7.9 Logistical Support Officers

7.9.1	Power to inspect and maintain fire hydrants within the Organisation's area, in accordance with Chapter 8 of the Road and Street Works Act 1991.	FA 26.03.12 Min No. 131.3
-------	---	------------------------------

7.10 BA Technician

7.10.1	Authority to impound breathing apparatus sets following any failure in accordance with Health and Safety (RIDDOR) Regulations.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 Viii 29.11.16
--------	--	--

7.11 Head of ICT Services

7.11.1	The provision of ICT equipment for the Service.	FA 26.03.12 Min No. 131.3
7.11.2	The maintenance, development, implementation, review and amendment of ICT systems and procedures to meet the needs of the Organisation within budgetary provision.	FA 26.03.12 Min No. 131.3
7.11.3	To ensure the Service's ICT infrastructure remains resilient against the threat of Cyber-crime.	FA 13.02.17 Min No. 48.8

7.12 Head of ICT Services & ICT Managers

7.12.1	To electronically sign click through licence agreements on behalf of the Organisation for ICT related agreements providing all other authorities to enter into the agreement are in place and all terms and conditions can be adhered to.	FA 15.07.13 Min No. 42.2
--------	---	-----------------------------

7.13 Head of Training

7.13.1	Authority to actively monitor fire service operations and implement corrective action to assist the Authority in meeting its obligations in respect of HSG65.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 ii 29.11.16
--------	---	--

7.14 Area Manager Training and Development

7.14.1	To take the necessary action within approved budget to ensure the Organisation discharges its statutory responsibilities under the Fire and Rescue Services Act 2004 in relation to training and development.	FA 26.03.12 Min No. 131.3
--------	---	------------------------------

7.14.2	Chair the Joint Management Board with the Private Partner and make decisions on behalf of the Authority in relation to the development of strategy for delivering training.	FA 26.03.12 Min No. 131.3
7.14.3	Manage the Training and Development function to ensure discharge of the Organisation's responsibilities in relation to training and development needs and relevant Health and Safety legislation.	FA 26.03.12 Min No. 131.3

7.15 Training Instructor

7.15.1	Authority to assess competence against designated standards and frameworks.	FA 26.03.12 Min No. 131.3
--------	---	------------------------------

8. Corporate Services Directorate

Business Support Department

8.1 Director Corporate Services

8.1.1	Approve the commencement of supplies, services or construction work, in exceptional circumstances, prior to the formal conclusion of the contract.	FA 26.03.12 Min No. 131.3
8.1.2	In accordance with the Local Government Act 1972, act as Proper Officer for the preparation, publication and retention of records of decisions taken by or on behalf of the Fire and Rescue Authority.	FA 26.03.12 Min No. 131.3
8.1.3	To make consequential amendments to any of the approved documents of the Organisation to take account of any of the following: i. any change in the job title of any Officer ii. the transfer of any of the responsibilities of any Officer who has delegated functions, to any other Officer iii. any change in structure and responsibilities of the Organisation iv. any change in any other title or name of any Officer, organisation, scheme or plan v. subject to consultation with the Treasurer any change in financial limits or authorisation levels (save for major changes which would require the approval of the Fire and Rescue Authority) vi. any changes to the legislation or guidance (including Acts, Measures, Statutory Instruments, Regulations, Orders, Byelaws) where that legislation or guidance is applied, extended, amended, consolidated or replaced vii. in any other case where a minor amendment is necessary to correct a clerical error or (as long as the document remains substantially to the same effect) to keep the document up to date viii. procedural changes to reflect current working practices or procedures of the Service.	FA 26.03.12 Min No. 131.3 FA 15.07.13 Min No 42.1

8.2 Delegations to the Director Corporate Services and the Head of Corporate Support

8.2.1	The institution, prosecution, defence, settlement or opposition in any actual, contemplated or potential legal proceedings in relation to any of the Authority's powers, duties, rights, liabilities, actions or inaction including initiating legal proceedings (to	FA 26.03.12 Min No. 131.3 FA 13.02.17
-------	--	---

	include seeking an injunction) where that action is necessary to protect any interest of the Fire and Rescue Authority, its land, property or any other assets, or Fire and Rescue Authority Members or Officers or where it is expedient to do so in connection with any power, duty, obligation, action, inaction or decision of the Fire and Rescue Authority or the Fire and Rescue Service either criminal or civil.	Min No. 48.8
8.2.2	To take all such actions as may be necessary as a result of appeals or applications to Ministers, Courts, Tribunals or any other body in respect of anything done by the Fire and Rescue Authority or a Committee or Officer acting in pursuance of delegated powers or against any decision, order, notice, requirement or direction of the Organisation or against any decision or order in legal or quasi legal proceedings to which the Organisation is a party.	FA 26.03.12 Min No. 131.3 FA 13.02.17 Min No. 48.8
8.2.3	To determine if gifts received by employees of the Authority with a market value not exceeding £25.00 should be accepted.	FA 26.03.12 Min No. 131.3
8.2.4	Authority to settle insurance claims for loss, damage or personal injury following consultation with the Authority's Insurer's.	FA 15.07.13 Min No. 42.1 FA 13.02.17 Min No. 48.8

8.3 Director of Corporate Services, Head of Corporate Support & Legal Services Officer

8.3.1	The power to deal with all matters in respect of land or buildings and structures thereon, including sale, purchases, exchange, leasing, licences, assignments, wayleaves, easements, mortgaging, charging, granting of options or other dealings, subject to:- i. any statutory restrictions and requirements ii. Fire and Rescue Authority approval for any major sale or major lease	FA 15.07.13 Min No 42.1 FA 14.07.14 Min No 21.8 DCS del 6.1.5 viii 09.01.17
8.3.2	The swearing of Affidavits and the making of statutory declarations for the Authority.	FA 15.07.13 Min No 42.1
8.3.3	Power to comply with any direction, order, judgment or decision of any Court or Tribunal, insofar as it relates to the Organisation.	FA 15.07.13 Min No 42.1
8.3.4	The issuing and serving of any statutory or other notices in relation to any of the Authority's powers, duties, rights or liabilities.	FA 15.07.13 Min No 42.1

8.3.5	To take such action as is necessary to secure a planning consent on any land within the ownership or to be acquired by the Authority.	FA 15.07.13 Min No 42.1
8.3.6	Power to determine the terms of any indemnity or guarantee for which the Authority is requested to provide.	FA 15.07.13 Min No 42.1
8.3.7	To take legal proceedings to recover possession of any Organisation owned property occupied by unauthorised occupiers.	FA 15.07.13 Min No 42.1
8.3.8	Lodge and proceed with any appeal from an order or decision of a Court, Tribunal, Inspector or other person of competence within any time limit set.	FA 15.07.13 Min No 42.1 DCS del 6.1.5 viii 09.01.17
8.3.9	To agree the terms of new contracts, agree the variation of existing contracts, permit sub-contracting, assignments, novations and termination of contracts entered into by the Organisation.	FA 15.07.13 Min No 42.1 DCS del 6.1.5 vii 29.11.16
8.3.10	To take any necessary actions and decisions to ensure that the Organisation meets its responsibilities in accordance with Data Protection, Freedom of Information and Regulation of Information requirements.	FA 15.07.13 Min No 42.1 DCS del 6.1.5 viii 29.11.16
8.3.11	Effect appropriate insurance cover for the Organisation and authorise the payment of premiums and the negotiation of all claims.	FA 15.07.13 Min No 42.1

8.4 Head of Corporate Support, Head of Service Performance & Communication and the Information Governance & Compliance Officer

8.4.1	To take any necessary decisions to ensure that the Organisation meets its responsibilities in accordance with Data Protection, Freedom of Information and Regulation of Information requirements.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vi 29.11.16 DCS 8.1.3 viii 10.04.19
-------	---	--

8.5 Head of Corporate Support & Administrative Supervisor

8.5.1	Acquisition of gift/presentation for awards under the Long Service and Award Scheme etc.	FA 26.03.12 Min No. 131.3
-------	--	------------------------------

8.6 Head of Corporate Support & Legal Services Officer

8.6.1	In accordance with the waste and environmental Legislation, provide specialist advice, support and guidance to Organisation personnel in matters relating to sustainable development, and maintain links with other agencies to ensure the Organisation effectively meets its statutory responsibilities.	FA 26.03.12 Min No. 131.3
8.6.2	Authority to sign Waste Transfer Notes on behalf of the Organisation.	FA 26.03.12 Min No. 131.3

8.7 Legal Services Officer

8.7.1	Following consultation with either the Director of Corporate Services or the Head of Corporate Support, the institution, prosecution, defence, settlement or opposition in any actual, contemplated or potential legal proceedings in relation to any of the Authority's powers, duties, rights, liabilities, actions or inaction including initiating legal proceedings (to include seeking an injunction) where that action is necessary to protect any interest of the Fire and Rescue Authority, its land, property or any other assets, or Fire and Rescue Authority Members or Officers or where it is expedient to do so in connection with any power, duty, obligation, action, inaction or decision of the Fire and Rescue Authority or the Fire and Rescue Service either criminal or civil	FA 15.07.13 Min No 42.1 FA 13.02.17 Min No. 48.8 DCS del. 8.1.3.i 10.04.19
-------	---	--

Performance & Communications Department

8.8 Head of Planning & Performance

8.8.1	Authorise the release of information and data for annual statutory indicator and other returns legally required by outside bodies	DCS del 8.1.3 iii & viii 10.04.19
-------	---	---

8.9 Media and Communications Manager

8.9.1	Authorise media interviews on behalf of the Organisation and determine priorities in connection with media campaigns.	FA 26.03.12 Min No. 131.3
8.9.2	In accordance with the requirements of the Data Protection Act and Copyright Agreements, ensure the quality and timely publication of material, and amendment of such material as necessary.	FA 26.03.12 Min No. 131.3
8.9.3	In consultation with the relevant Directorate lead publish information, messaging, articles and other media on the Service's internet and social media site in accordance with organisational policies and procedures	FA 13.02.17 Min No. 48.8

8.10 Media & Communications Team and other Service Personnel Authorised by the Media & Communications Manager

8.10.1	In consultation with the Media & Communications Manager publish information, messaging, articles and other media on the Service's internet and social media site in accordance with organisational policies and procedures	DCS del 8.1.3 ii, iii & viii 10.04.19
--------	--	---

Finance Department

8.11 Director Corporate Services

8.11.1	To take all necessary action to ensure that all financial services/ activities undertaken by the Organisation satisfy current financial legislation, including the Local Government and Finance Acts, and the Organisation's Contract Standing Orders and Financial Regulations.	FA 26.03.12 Min No. 131.3
8.11.2	To determine if gifts received by employees of the Authority with a market value not exceeding £25.00 should be accepted.	FA 26.03.12 Min No. 131.3
8.11.3	Incur expenditure and make payments on behalf of the Organisation including fees and expenses payable to Brokers and Agents.	FA 26.03.12 Min No. 131.3
8.11.4	The writing off of bad debts up to the value of £5,000 where there is no prospect of recovery.	FA 26.03.12 Min No. 131.3

		FA 15.07.13 Min No 42.1
8.11.5	Recovery by legal proceedings of debts owed to the Authority and the settlement of claims where the original amount does not exceed £5,000.	FA 26.03.12 Min No. 131.3 FA 15.07.13 Min No. 42.1
8.11.6	Appointment of the Authority's bankers and to open and close any necessary bank accounts following consultation with the Treasurer.	FA 26.03.12 Min No. 131.3
8.11.7	Determine and implement suitable paper and electronic financial management systems to efficiently discharge the Organisation's statutory duties.	FA 26.03.12 Min No. 131.3
8.11.8	Accept offers of external funding in consultation with the Treasurer or Chief Fire Officer, where appropriate, subject to the details of any such acceptance being reported to a future meeting of the Fire and Rescue Authority.	FA 26.03.12 Min No. 131.3
8.11.9	Together with the Procurement Officer, authority to exercise an exemption to the Contract Standing Orders if an unforeseeable emergency involving immediate risk to persons, property or serious disruption to the Organisation's services occurs.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 viii 29.11.16

8.12 Head of Finance, Procurement & Property

8.12.1	Authority to determine, review and revise the appropriate level of charges for external services.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vii 29.11.16
8.12.2	Authority to align financial procedures and processes with the Organisation's Financial Regulations and to report to the Director Corporate Services on any discrepancies or deviations.	FA 26.03.12 Min No. 131.3
8.12.3	Approve claims to external funding bodies for recovery of grant or other external funding to the Organisation in accordance with the funding conditions.	FA 26.03.12 Min No. 131.3
8.12.4	Implement and maintain the necessary robust financial management systems to protect the Organisation.	FA 26.03.12 Min No. 131.3
8.12.5	To determine if gifts received by employees of the Authority with a market value not exceeding £25.00 should be accepted.	FA 26.03.12 Min No. 131.3

8.12.6	To arrange the borrowing and investments of the Organisation in such a manner as to comply with the Organisation's approved Treasury Policy and Strategy.	FA 26.03.12 Min No. 131.3
8.12.7	Incur expenditure and make payments on behalf of the Organisation including fees and expenses payable to Brokers and Agents.	FA 26.03.12 Min No. 131.3
8.12.8	Determine and implement suitable paper and electronic financial management systems to efficiently discharge the Organisation's statutory duties.	FA 26.03.12 Min No. 131.3
8.12.9	Authority to write off disposal of redundant stock or equipment up to an approved limit.	FA 26.03.12 Min No. 131.3
8.12.10	Following consultation with the Director of Corporate Services authority to write off bad debts up to the value of £2,500 where there is no prospect of recovery.	FA 15.07.13 Min No. 42.1 DCS del. 8.1.3.vii 10.04.19

8.13 Senior Accountant and Accountants

8.13.1	To take the necessary action to ensure that the Organisation discharges its statutory obligations to HM Revenue and Customs on all matters relating to tax, VAT and National Insurance (including implications for lease cars).	FA 26.03.12 Min No. 131.3
8.13.2	Make payments for income tax, national insurance superannuation and other deductions to the relevant Organisation.	FA 13.02.17 Min No. 48.8
8.13.3	In the absence of the Director of Corporate Services and the Head of Finance, Procurement and Property, assess the Authority's borrowing requirement and arrange and monitor loans for capital expenditure.	FA 26.03.12 Min No. 131.3
8.13.4	Take action to maximise the return on the Organisation's investments in accordance with the approved Treasury Management Strategy.	FA 26.03.12 Min No. 131.3
8.13.5	To arrange the borrowing and investments of the Organisation in such a manner as to comply with the Organisation's approved Treasury Management Policy and Strategy.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vii 29.11.16
8.13.6	In accordance with the Organisation's Financial Regulations, power to dispose of surplus plant and equipment valued less than £1,000 and to dispose of surplus or redundant stock.	FA 26.03.12 Min No. 131.3

8.13.7	Submit claims to external funding bodies for recovery of grant or other external funding to the Organisation in accordance with the funding conditions.	FA 15.07.13 Min No. 42.1
--------	---	-----------------------------

8.14 Procurement Co-ordinator

8.14.1	Authorise invoices for payment in accordance with approved procedures.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vii 29.11.16
8.14.2	Authorise the weekly “cheque and BACS runs” in accordance with approved procedures.	FA 26.03.12 Min No. 131.3 FA 15.07.13 Min No. 42.1
8.14.3	Submit claims to external funding bodies for recovery of grant or other external funding to the Organisation in accordance with the funding conditions.	FA 26.03.12 Min No. 131.3

8.15 Senior Procurement Officer & Procurement Officer

8.15.1	Approve or reject electronic tenders as appropriate.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 viii 29.11.16
8.15.2	Together with the Director of Corporate Services, authority to exercise an exemption to the Contract Standing Orders if an unforeseeable emergency involving immediate risk to persons, property or serious disruption to the Organisation’s services occurs.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 viii 09.01.17
8.15.3	In accordance with the Organisation’s Financial Regulations power to dispose of surplus plant and equipment valued at less than £1,000 and to dispose of surplus or redundant stock.	FA 15.07.13 Min No. 42.1

Property Services Department

8.16 Strategic Property Manager

8.16.1	Following consultation with the Director of Corporate Services approve the commencement of supplies, services or construction	FA 26.03.12 Min No. 131.3
--------	---	------------------------------

	work, in exceptional circumstances, prior to the formal conclusion of the contract.	DCS del. 8.1.3.i 10.04.19
8.16.2	To determine a planned maintenance programme to manage the Organisation's property portfolio within the approved budget.	FA 26.03.12 Min No. 131.3
8.16.3	To determine an appropriate programme of inspection and testing of the Organisation's assets and equipment to comply with statutory requirements and associated guidance.	FA 26.03.12 Min No. 131.3
8.16.4	To sign off planned or reactive works as completed to the required standards under the stated specifications	FA 13.02.17 Min No. 48.8
8.16.5	To approve expenditure of appropriate planned and reactive maintenance of the Organisation's property portfolio within the approved budget	FA 13.02.17 Min No. 48.8
8.16.6	Following consultation with the Director of Corporate Services or the Head of Finance, Procurement & Property, to approve reactive maintenance of the Organisation's property portfolio beyond the approved budget where this is deemed absolutely necessary to remedy a significant health and safety breach, maintain the operational functionality of a building or protect the infrastructure or integrity of the building	FA 13.02.17 Min No. 48.8 DCS del. 8.1.3.i 10.04.19
8.16.7	To take such action as is necessary to secure a planning consent on any land within the ownership or to be acquired by the Authority (NB duplication of delegation 8.3.5 to Director Corporate Services: Head of SCorporate Support & LSO)	DCS del.6.1.5viii 29.11.16 DCS del. 8.1.3.i 10.04.19

8.17 Facilities Manager

8.17.1	To sign off planned or reactive works as completed to the required standards under the stated specifications upto a value of £75,000 for each project	FA 13.02.17 Min No. 48.8
8.17.2	To approve expenditure of appropriate planned and reactive maintenance of the Organisation's property portfolio within the approved budget upto a value of £75,000 for each project	FA 13.02.17 Min No. 48.8

8.18 Buildings Co-ordinator

8.18.1	To sign off planned or reactive works as completed to the required standards under the stated specifications upto a value of £50,000 for each project	FA 13.02.17 Min No. 48.8
8.18.2	To approve expenditure of appropriate planned and reactive maintenance of the Organisation's property portfolio within the approved budget upto a value of £50,000 for each project	FA 13.02.17 Min No. 48.8

8.19 Facilities Co-ordinator

8.19.1	To sign off planned or reactive works as completed to the required standards under the stated specifications upto a value of £15,000 for each project	FA 13.02.17 Min No. 48.8
8.19.2	To approve expenditure of appropriate planned and reactive maintenance of the Organisation's property portfolio within the approved budget upto a value of £15,000 for each project	FA 13.02.17 Min No. 48.8

9. People Services Directorate

9.1 Director People Services

9.1.1	To appoint to and maintain the establishment and posts within it to ensure adherence to the approved salaries budget.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vii 29.11.16
9.1.2	To take all necessary decisions to implement, administer, amend and review practices, policies, procedures and protocols on employment arrangements (including pay, emoluments and pensions) within the Organisation to accord with statutory or local requirements.	FA 26.03.12 Min No. 131.3
9.1.3	Authority to deal with all matters relating to the permanent or temporary appointment (including the method of appointment), transfer, suspension, dismissal, grievances, tribunals, pay, promotion, recruitment and terms of conditions of service of all staff, including negotiations with representative bodies. Are we happy this includes ET's? Note: In the case of disciplinary action in relation to the Head of Paid Service, Monitoring Officer and Treasurer, General Standing Order 17 applies.	FA 26.03.12 Min No. 131.3 DCS del.8.1.3 viii 10.04.19
9.1.4	Authority to deal with individual cases of early retirement and/or voluntary redundancy and/or flexible retirement, subject to the approval of the Chief Fire Officer and Treasurer with regards to the financial aspects of the proposals.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vi 29.11.16
9.1.5	In exceptional circumstances authority to re-employ staff with particular knowledge, skills and expertise, on temporary non-uniformed contracts following retirement, subject to no new contract being issued until an individual has retired from the Service and the relevant statutory period has expired between the date of retirement and the commencement of the temporary contract.	FA 26.03.12 Min No. 131.3
9.1.6	Authorisation of Casual User Allowance and Essential User Allowance.	FA 26.03.12 Min No. 131.3 DCS del 8.1.3 viii 10.04.19
9.1.7	Authority to pay salaries, wages, allowances or other emoluments, and to make any necessary deductions to existing	FA 26.03.12 Min No. 131.3

	and former employees and Fire and Rescue Authority Members in accordance with approved procedures.	
9.1.8	Make payments for income tax, national insurance superannuation and other deductions to the relevant organisation.	FA 26.03.12 Min No. 131.3
9.1.9	Determine the appropriate rates of subsistence for duties abroad.	FA 26.03.12 Min No. 131.3

9.2 Director People Services & Head of Human Resources

9.2.1	Appointment of temporary, permanent and agency staff and determination of probationary periods.	FA 26.03.12 Min No. 131.3
9.2.2	Determination of applications for time off for Trade Union duties and activities in accordance with Conditions of Service and ACAS Code of Practice.	FA 26.03.12 Min No. 131.3
9.2.3	Determination of applications for loans in lieu of sick pay allowances in cases where third parties are highly likely to be liable for cost to the Organisation.	FA 26.03.12 Min No. 131.3
9.2.4	Authorising honoraria payments within the approved budget.	FA 26.03.12 Min No. 131.3
9.2.5	Review and authorise extensions of sick pay allowances and Occupational Health Private Treatment and submit an annual report on such action to the HR & Equalities Committee.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 viii 29.11.16
9.2.6	Authorise Occupational Health Private Treatment and submit an annual report on such action to the HR & Equality Committee.	FA 13.02.17 Min No. 48.8
9.2.7	In consultation with the Physical Training Advisor and Occupational Physician, determine appropriate fitness testing protocols for Service employees.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 viii 29.11.16
9.2.8	Authority to monitor the implementation of the Welsh Language Standards within the Organisation.	FA 26.03.12 Min No. 131.3 DCS del 6.1.5 vi 29.11.16 DCS del 8.1.3 ii 10.04.19
9.2.9	Take all necessary action to assist the Organisation in discharging its responsibilities under Welsh Language legislation.	FA 13.02.17 Min No. 48.8 DCS del 8.1.3 ii 10.04.19

9.3 Learning and Development Manager

9.3.1	Authority to determine requests to attend courses, seminars and conferences (T1 forms) within approved budget.	FA 26.03.12 Min No. 131.3
-------	--	------------------------------

9.4 Head of Human Resources, Accountant People Services & Payroll Team

9.4.1	Take all necessary action to ensure that the Service is operating in line with current legislation and the National/Local terms and Conditions of Service for Fire Service employees, in respect of payroll activities.	FA 26.03.12 Min No. 131.3 FA 15.07.13 Min No. 42.2
9.4.2	Approve deductions from pay in authorised areas when requests are received from staff.	FA 26.03.12 Min No. 131.3
9.4.3	Authority to pay salaries, wages, allowances or other emoluments, and to make any necessary deductions to existing and former employees and Fire and Rescue Authority Members in accordance with approved procedures.	FA 26.03.12 Min No. 131.3
9.4.4	Make payments for income tax, national insurance superannuation and other deductions to the relevant organisation.	FA 26.03.12 Min No. 131.3

9.5 Diversity Officer

9.5.1	Authority to monitor the implementation of the Organisation's Equality and Diversity Plans.	FA 26.03.12 Min No. 131.3
9.5.2	Take all necessary action to assist the Organisation in discharging its responsibilities under Equalities and Diversity legislation.	FA 26.03.12 Min No. 131.3