**Cumbria Commissioner Fire and Rescue Authority**

**Scheme of Delegation**

**Chief Fire Officer’s Sub-Delegations**

I hereby delegate to post holders listed in the schedule below authority to severally exercise on my behalf all functions delegated to me under:

1. the Scheme of Delegation; or
2. exercisable by me under any statutory provisions (insofar as they may be delegated)

to the extent those functions fall within their respective job descriptions and/or principal accountabilities subject to:

1. The exercise of all such delegations being in accordance with the organisation’s existing policies and procedures and where such functions involve the expenditure of money such expenditure being within existing approved budgets.
2. All such restrictions and requirements as are set out in the Scheme of delegation to Officers.
3. The Deputy Chief Fire Officer, Assistant Chief Fire Officer (the ‘Principal Officers’), and Head of People and Talent, Head of Safety and Assurance and Head of Business Change and Transformation respectively may further delegate any of the functions delegated to them hereunder to any of the other officers and staff named in the Schedule below.
4. Officers and staff other than the Principal Officers may only delegate further the functions and responsibilities delegated to them hereunder to the extent authorised in writing by the Principal Officers.

**SCHEDULE**

Deputy Chief Fire Officer

Assistant Chief Fire Officer

OPFCC Chief Finance Officer

Head of People and Talent,

Head of Safety and Assurance

Head of Business Change and Transformation

Area Manager – L&D

Area Manager – Service Delivery

Area Manager – Infrastructure and Assets

Including any person acting in those posts or appointed on an interim basis.

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| **CGF Ref** | **Nature of Authority/Decision** | **Chief Fire Officer Delegation To:** | **Financial Limit** | **Functional Allocation Within OPFCC** | **Comments** |
| **Operational Fire and Rescue Services** | | | | | |
| 3.5.26 | Preparing the Community Risk Management Plan |  | N/A |  |  |
| 3.5.27 | Preparing the Fire and Rescue Statement of Assurance |  | N/A |  |  |
| 3.5.28 | To be the Senior Information Risk Owner and carrying out all functions and responsibilities of the Data Controller for the Fire and Rescue Service. |  | N/A |  |  |
| 3.5.29 | Undertaking the day-to-day management of physical assets of the CCFRA, other than land and buildings |  |  |  |  |
| 3.5.30 | Exercising the functions of the CCFRA under the Regulatory Reform (Fire Safety) Order 2005, together with any future enactment conferring power upon the FRS to commence criminal proceedings in any Court of competent jurisdiction, to issue, amend and withdraw prohibition notices |  | N/A |  |  |
| 3.5.31 | Designating persons as Inspectors under article 26, and to authorise members of staff to exercise statutory powers under article 27 of the Fire Safety Order |  | N/A |  |  |
| 3.5.32 | Preparing agreements with neighbouring Fire and Rescue Services |  | N/A |  |  |
| 3.5.33 | Authorising the exercise of powers of entry, inspection and survey and the carrying out of emergency works by staff of the Service or contractors acting on behalf of the Fire and Rescue Service upon land or buildings |  | N/A |  |  |
| 3.5.34 | Preparing plans for performing its fire and rescue functions in relation to emergencies and arrangements for cooperation with other agencies under the Civil Contingency Act 2004. |  | N/A |  |  |
| 3.5.35 | Submitting comments on any town and country planning matter, building regulations, safety of sports grounds and other applications or licences. |  | N/A |  |  |
| 3.5.36 | Entering into any primary authority partnership arrangements with businesses in relation to fire safety legislation. |  |  |  | In consultation with OPFCC CFO |
| 3.5.37 | Responding to requests to develop or host new capabilities relating to national resilience |  | N/A |  | In consultation with the Commissioner |
| B3 | Drafting the Annual Governance Statement for the CCFRA |  | N/A |  |  |

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| **CGF Ref** | **Nature of Authority/Decision** | **Chief Fire Officer Delegation To:** | **Financial Limit** | **Functional Allocation Within OPCC** | **Comments** |

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| **Gifts, hospitality and sponsorship** | | | | | |
|  | Acceptance and reporting of Gifts, Hospitality and Gratuities by staff | Individual decision subject to consultation with Line Manager |  | Governance Manager | Anti-Fraud and Corruption Policy and Procedures |
|  | Acceptance and reporting of Sponsorship and Loans to the CCFRA | Retained |  | Executive Team |  |

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| **CGF Ref** | **Nature of Authority/Decision** | **Chief Fire Officer Delegation To:** | **Financial Limit** | **Functional Allocation Within FRS** | **Comments** |
| **Financial** | | | | | | |
| 3.5.25 | Managing the budget of the FRS, along with the OPFCC CFO, particularly to:  • order goods and services and other items provided for in the revenue budget.  • ask for and accept quotations and tenders for goods and services provided for in the revenue budget | Line managers within their area of responsibility, subject to the limits set below |  |  | Purchases over £25,000 must be made in accordance with the Contract Procedure Rules |
|  | Raising purchase orders up to £15,000 |  |  |  |
|  | Raising purchase orders above value of £15,000 | Chief Fire Officer, OPFCC CFO |  |  |
|  | Approval of invoices for payment up to value of £15,000 |  |  |  |
|  | Approval of invoices for payment over the value of £15,000 | OPFCC CFO |  |  |
| D2 | Debt collection  Writing off bad debts | OPFCC CFO  Up to £10,000 OPFCC CFO  Above £10,000 Chief Fire Officer |  |  |  |
| 3.6.2 | Leading on risk management on behalf of the CCFRA | OPFCC CFO |  |  |  |
| 3.6.4 | Signing sealed contracts for the Commissioner after approval  Signing all other contracts for the Commissioner after approval | Chief Executive  OPFCC CFO |  |  |  |
| 3.7.1 | To undertake the day-to-day management of procurement in accordance with the financial and procurement regulations. |  |  |  |  |
| 3.7.3 | To undertake the day-to-day management of physical assets excluding land and buildings, subject to the provision of financial regulations. |  |  |  | Disposals of vehicles and equipment above £10,000 require prior approval of the Commissioner |

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| **Staff employed or engaged within CCFRA** | | | | | | |
|  | Authorising expenses claims for all staff |  |  | IT system automatically assigns claims to line managers to sign off |  |
| 3.5.7 | Managing staff employed by the CCFRA |  |  |  |  |
| 3.5.8 | Authorising the suspension of any member of staff in CCFRA | Retained | N/A |  |  |
| 3.5.9 | Preparing a pay policy statement prepared for the purposes of section 38 of the Localism Act 2011 |  | N/A |  |  |
| 3.5.10 | Implementing national agreements on salaries, wages and conditions for FRS staff | Retained | N/A |  | Any issues which are sensitive or have major financial implications will be referred to the Commissioner |
| 3.5.11 | Approving bonus or performance-related payments for staff, honoraria or similar special payments. |  |  | In consultation with OPFCC CFO |  |
| 3.5.12 | Negotiating and reaching agreements with recognised trade unions and staff associations on any matters that can be decided locally. | Retained | N/A |  | All agreements reached must be reported to the Commissioner. |
| 3.5.13 | Granting essential or casual car-user allowances for staff of the CCFRA | Retained | N/A | In consultation with OPFCC CFO |  |
| 3.5.14 | Approving visits abroad and expenses by officers on official business and the expenses |  |  |  |  |
| 3.5.16 | Exercising Firefighter Pension Scheme Discretions for those below rank of Deputy Chief Fire Officer | Retained |  |  |  |
| 3.5.17 | Approving ill health retirement of staff, and payment of ordinary and ill-health pensions and other payments, following advice from a medical practitioner. | Retained |  | In consultation with OPFCC CFO and line manager | All ill-health retirements must be reported to the Commissioner before implementation. |
| 3.5.18 | Issuing exemption certificates to staff whose posts would otherwise be politically restricted | Retained | N/A | In consultation with the Chief Executive |  |
| 3.4.37 | Settlement of employment tribunal cases and grievances of staff employed or engaged within the CCFRA unless exceptional | Chief Executive |  | In consultation with the Chief Fire Officer |  |
| 3.5.19 | Approval of requests from staff employed in the CCFRA to undertake additional outside work. | Retained | N/A | In consultation with line manager |  |

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| **Payroll** | | | | | | | |
| D4 | Responsibility for making all necessary arrangements for ensuring the accurate and reliable payment of wages, pensions and salaries. | OPFCC CFO | N/A |  | |  |
|  | Temporary Acting Up |  |  |  | |  |
|  | Agreeing starting salary within the scale |  |  |  | |  |
|  | Agreeing accelerated pay increments |  |  |  | |  |
|  | Delayed progression through the pay scales due to poor performance |  |  |  | |  |
|  | Approval of extension of Half Pay and No Pay Sickness Scheme. |  |  |  | |  |