

**BUSINESS REPORT 2023/24****REPORT OF THE LEGAL ADVISER AND  
MONITORING OFFICER****For Approval****1. PURPOSE OF REPORT**

- 1.1 That Members consider and approve the Authority's governance arrangements as set out in its Constitution at Appendix A.
- 1.2 To appoint Members to roles, committees and outside bodies as outlined at paragraph 4 and Appendix A.

**2. RECOMMENDATIONS**

- 2.1 That the Constitution as outlined at paragraph 3 and Appendix A be approved.
- 2.2 That Members nominate and appoint to the roles and membership of committees and outside bodies as outlined at paragraph 4 and Appendix A.

**3. CONSTITUTION**

Members are requested to consider and approve the following governance arrangements as outlined within Appendix A:

- 3.1 **Governance – Section 1**  
Details the Authority's membership, committee structure and other governance information.
- 3.2 **Terms of Reference and Delegated Powers – Section 2**  
Details the terms of reference and delegated powers of the Authority and its Committees.
- 3.3 **Scheme of Delegation – Section 3**  
The Scheme of Delegation sets out the terms and limitations upon which the Authority has empowered its Authorised Officers, this includes additions in line with the requirements of the Public Service Pension Act 2013 and Regulations made thereunder.
- 3.4 **Financial Procedure Rules – Section 4**  
The Financial Procedure Rules also include the roles of External and Internal Audit.

### **3. CONSTITUTION continued**

#### **3.5 Standing Orders – Section 5**

Standing Orders in Respect of Proceedings and Business

#### **3.6 Contract Procedure Rules – Section 6**

The Contract Procedure Rules outlines the Brigades procurement rules

#### **3.7 Ethical Governance Framework – Section 7**

- Anti-Fraud and Anti-Corruption Strategy)
- Standards and Partners
- Member Code of Conduct
- Register of Members Interests
- Gifts and Hospitality
- Arrangements for dealing with Standards allegations

#### **3.8 Members Allowance Scheme – Section 8**

The Members Allowance Scheme details the governance of the scheme.

#### **3.9 Code of Corporate Governance – Section 9**

The Code of Corporate Governance sets out how the Authority carries out its business in a way that demonstrates accountability, transparency, effectiveness, integrity, impartiality, inclusivity and efficiency, in line with the CIPFA/Solace principles. The Code has been updated to reflect the 4 new corporate documents.

### **4. NOMINATIONS 2023/24**

Members are requested to nominate and appoint the membership as detailed within the report and Constitution:

#### **4.1. APPOINTMENT OF CHAIR & VICE CHAIR**

Chair 2023/24

Councillor

Vice Chair 2023/24

Councillor

**4.2. APPOINTMENT TO COMMITTEES****EXECUTIVE COMMITTEE (7 Members)***CFA Chair and Vice Chair to be Chair/Vice Chair of Executive**Each Council should have a minimum of one representative*

HARTLEPOOL BOROUGH COUNCIL:-	Councillor(s)
MIDDLESBROUGH COUNCIL:-	Councillor(s)
REDCAR & CLEVELAND BOROUGH COUNCIL:-	Councillor(s)
STOCKTON ON TEES BOROUGH COUNCIL:-	Councillor(s)

**AUDIT & GOVERNANCE COMMITTEE (9 Members)***Chair to be a Member from outside of the majority group**No Executive to be included - Includes 2 Independent Persons in an advisory role**Members may wish to appoint the Chair and Vice Chair following the appointments*

HARTLEPOOL BOROUGH COUNCIL:-	Councillor(s)
MIDDLESBROUGH COUNCIL:-	Councillor(s)
REDCAR & CLEVELAND BOROUGH COUNCIL:-	Councillor(s)
STOCKTON ON TEES BOROUGH COUNCIL:-	Councillor(s)

**4.3. FPS LOCAL PENSION BOARD (3 Members + 1 substitute)**

3 Employer Representatives – Councillors - tbc

1 Employer representative substitute – Councillor tbc

The Board has no delegated powers

**4.4 OUTSIDE BODIES**

The Authority appoints on an annual basis to the following outside bodies to which they have allocated representation:-

<b>Local Government Association Fire Commission</b>	Councillor
(CFA Chair or Vice Chair)	
LGA Fire Commission substitute	Councillor
<b>Safer Partnership Forums</b>	
Redcar and Cleveland Community Safety Partnership	Councillor
Stockton Safer Partnership	Councillor

**5. AUTHORITY MEMBERSHIP 2023/24****HARTLEPOOL**

Councillor Henry Ashton  
Councillor Tom Cassidy  
Councillor Ben Clayton

**MIDDLESBROUGH**

Councillor David Coupe  
Councillor John Kabuye  
Councillor Dennis McCabe  
Councillor Janet Thompson

**REDCAR & CLEVELAND**

Councillor Peter Chaney  
Councillor Steve Kay  
Councillor Mary Ovens  
Councillor David Taylor

**STOCKTON ON TEES**

Councillor Jim Beall  
Councillor John Gardner  
Councillor Stefan Houghton  
Councillor Sufi Mubeen  
Councillor Mick Stoker

**PETER DEVLIN**

**LEGAL ADVISER AND MONITORING OFFICER**