



## **AGENDA ITEM: 13**

### **NORTH WALES FIRE AND RESCUE AUTHORITY**

**18<sup>th</sup> June 2012**

#### **EXTENSION OF SERVICE LEVEL AGREEMENT FOR THE ROLE OF A CLERK**

**Report by Dawn Docx, Deputy Chief Fire Officer**

##### **Purpose of Report**

- 1 To seek retrospective approval to extend the current service level agreement for the provision of clerk, monitoring officer, constitutional advice and other services to the North Wales Fire and Rescue Authority.

##### **Information**

- 2 The role of the Clerk/Monitoring Officer has three main parts:-
  - 2.1 Statutory role of Monitoring Officer under section 5 of the Local Government and Housing Act 1989 (as amended). Duty to ensure that the Authority carries out its functions lawfully, ensuring lawfulness and fairness of decision making, supporting the Standards Committee, dealing with Code of Conduct issues including any training for Members thereon and on ethical issues.
  - 2.2 Clerk to the Authority - to ensure that meetings are administered in accordance with relevant statutes, regulations and the Constitution and to deal with legal and procedural matters for the Authority. Keep the Constitution up to date and relevant. Undertaking the matters that are reserved to the Clerk that are provided for in the Constitution.

- 2.3 Overall Governance and Democratic arrangements including:
- Code of Corporate Governance
  - Member Engagement and Members' Charter
  - Scheme of Members' Allowance
  - One off roles, for example, risk reduction group, scrutiny and participation in the appointment process for Principal Officers.

### **Purpose of the role**

- 3 These services are provided under a 4 year Service Level Agreement which was last commissioned from Flintshire County Council for the services of their Chief Executive, Colin Everett, and his Head of Legal and Democratic Services as Deputy to undertake this role. This agreement expired on 31<sup>st</sup> March 2012.
- 4 Following discussions between the Chief Fire Officer, Treasurer and Clerk it was considered advisable, with the start of a new Fire and Rescue Authority, to have continuity of advice and to renew the agreement with Flintshire up until 31<sup>st</sup> March 2013. This is in line with the contract standing orders of the Authority which allows for an extension of up to one year.
- 5 Extending the agreement for one year will allow for a review of the role to be undertaken prior to consideration of further arrangements from 2013.

### **Recommendation**

- 6 Members are asked to retrospectively approve extending the current agreement for the role of Clerk for a further period of one year.