



**Northern Ireland  
Fire & Rescue Service**

**Protecting Our Community**

# **SCHEME OF DELEGATION**

**Amended and Approved:**

**Meeting of NIFRS Board**

**23 June 2009**

# Northern Ireland Fire & Rescue Service Board

## Scheme of Delegation

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| <b>Version:</b>                | 2                              |
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| <b>Issued By:</b>              | Board Administrative Secretary |

## 1 INTRODUCTION

- 1.1 Northern Ireland Fire & Rescue Service (NIFRS) Board is the body charged, under the Fire & Rescue Services (Northern Ireland) Order 2006, with providing fire and rescue services in the Province.
- 1.2 The NIFRS Board fulfils its statutory obligations by employing Northern Ireland Fire & Rescue Service and appointing a Chief Fire Officer to ensure the provision of efficient fire and rescue services.
- 1.3 The Chief Fire Officer is a statutory post as prescribed for in Article 3, Schedule 1, paragraph 5(1)(a) of the Fire & Rescue Services (Northern Ireland) Order 2006. The post of Chief Fire Officer is the only statutory post in Northern Ireland Fire & Rescue Service.
- 1.4 The holder of the post of Chief Fire Officer of Northern Ireland Fire & Rescue Service is also the Chief Executive of the organisation and NIFRS Board's Accounting Officer. As such the Chief Fire Officer is responsible to the NIFRS Board for the entire operation of the organisation.
- 1.5 The powers set out in this Scheme are delegated to the Chief Fire Officer of the NIFRS Board by Standing Order 50.
- 1.6 The Chief Fire Officer shall have power to act as specified in this Scheme and in the Management Statement between DHSSPS and the NIFRS Board in relation to the budgets, resources and policies for which he/she is responsible.
- 1.7 Expenditure shall only be incurred which is within the approved budget and is in accordance with any policy or direction of the NIFRS Board and the NIFRS Sponsoring Department.
- 1.8 In lieu of exercising his/her delegated powers, the Chief Fire Officer may refer any matter to the NIFRS Board for determination.
- 1.9 Any reference in this Scheme to any enactment shall be deemed to include reference to any Order, Statutory Instrument, By-law or Regulation made or having effect under that Enactment and any re-enactment or amendment thereto.

## 2 CHIEF FIRE OFFICER/CHIEF EXECUTIVE

The Chief Fire Officer is responsible to the NIFRS Board for:

- 2.1 Leading and directing the strategic management of Northern Ireland Fire & Rescue Service and ensuring the effective pursuit and achievement of the objectives and that NIFRS activities are conducted with maximum efficiency and effectiveness.
- 2.2 Overall responsibility for the day-to-day management of NIFRS, including all matters relating to operational effectiveness, in accordance with the Board's Statutory obligations.
- 2.3 In conjunction with the Principal Officers and Directors, monitoring and reviewing NIFRS management arrangements, of which this Scheme of Delegation is part, including the determination of policy to ensure compliance with legislation and reporting to the NIFRS Board on the effectiveness of those arrangements and on the need for change.
- 2.4 Together with any authorised deputies, incurring routine expenditure, subject to the certifying limit of the Officer and the NIFRS Board's Financial Instructions and Financial Memorandum, in relation to:
  - (a) salaries and wages, national insurance, superannuation charges and pensions;
  - (b) supplies, services and running costs of any establishment, service or building;
  - (c) examination fees and other expenses at educational establishments;
  - (d) maintenance of vehicles and plant;
  - (e) travelling and subsistence allowances in accordance with Conditions of Service and the allowances payable in accordance with any aids to recruitment scheme;
  - (f) printing, stationery, advertising, postage, telephones and all office expenses;

- (g) the purchase, rent, lease or hire of plant, vehicles, furniture and equipment and the provision of office services;
- (h) insurances;
- (i) subscriptions or contributions to professional bodies;
- (j) awards and assistance to staff.
- (k) training expenses;
- (l) surveys;
- (m) professional fees or similar payments for services;
- (n) information services including models, exhibitions and literature;
- (o) any expenditure arising from the exercise of a power delegated in this section.

2.5 The Chief Fire Officer shall have authority, in common with other authorised members of NIFRS, to inspect premises in accordance with the requirements of any legislation for the time being in force. The Chief Fire Officer, and such other Officers as authorised by the Chief Fire Officer, shall have power to issue in the name of the NIFRS Board such Notices of Requirements, Prohibition Notices, Enforcement Notices and Alterations Notices as are deemed necessary, and such Certificates as may be properly issued under any legislation for the time being in force.

2.6 The Chief Fire Officer shall have power to approve all schemes for the provision of hydrants for firefighting purposes.

### 3 HUMAN RESOURCE MATTERS

The Chief Fire Officer shall have power in respect of all employees:

- 3.1 To appoint and promote personnel, both substantive and temporary, up to but not including the rank of Director/Assistant Chief Fire Officer, in accordance with employment legislation and Service policies and procedures.
- 3.2 To ensure that the Job Evaluation process is strictly in accordance with the DHSSPS directions.
- 3.3 To retire from NIFRS any employee on the grounds of ill-health, providing that such retirement has been recommended by the NIFRS Senior Medical Adviser and to ensure that any appeals are considered and processed in line with NIFRS procedures.
- 3.4 To ensure that arrangements are in place to deal with matters affecting discipline, including dismissal and grievances of members of staff, all in accordance with employment legislation and Service policies and procedures.
- 3.5 To authorise all nominations for training courses and requests for release for post-entry training within the terms of the NIFRS Scheme for Post-Entry Training and Education.
- 3.6 To authorise the attendance of personnel at external conferences, courses or seminars and to ensure that travel to such events is by the most economical means available and that subsistence rates paid are in accordance with those approved from time to time.
- 3.7 To grant leave for any purpose in accordance with the appropriate Conditions of Service.
- 3.8 To approve applications to engage in outside employment.
- 3.9 To authorise payment for all staff and pension costs.

#### 4 SUPPLIES AND SERVICES

The Chief Fire Officer shall have power to authorise:

- 4.1 Expenditure above the delegated pre-determined limit for purchases, including Training, from suppliers deemed to be “sole supplier” status.
- 4.2 The purchase of goods, services and works within pre-determined limits.
- 4.3 Economic Appraisals within pre-determined limits.
- 4.4 Award of all contracts in writing.
- 4.5 Purchases when the goods, services or works are urgently required to maintain the capability of NIFRS.

- 5 The Chief Fire Officer shall have authority to:
- 5.1 Institute or defend proceedings on behalf of the NIFRS Board before any Court or Tribunal.
  - 5.2 Waive normal charges and make nominal charges for special or other services carried out by the organisation.
  - 5.3 Approve payment of all expenses incidental to removal in accordance with the appropriate Conditions of Service.
  - 5.4 Approve payment of course fees as provided in the NIFRS Scheme for Post-Entry Training and Education.
  - 5.5 Authorise the installation and/or removal of such telephones and other communication systems as may be necessary for the efficient operations of NIFRS.
  - 5.6 Approve reimbursement for members of staff in respect of damage to or loss of private property sustained whilst on duty.
  - 5.7 Authorise trade unions to hold meetings on NIFRS premises and to exhibit official literature on Notice Boards, subject to an undertaking that neither facility will be used for political purposes.



## 6 ACCOUNTING OFFICER

The Chief Fire Officer, as the organisation's Accounting Officer, is responsible to the Permanent Secretary of the DHSSPS for the propriety and regularity of the public finances of NIFRS, for the keeping of proper accounts, for prudent and economical administration, for the avoidance of waste and extravagance and for the efficient and effective use of all resources as set out in the Management Statement and Financial Memorandum between the DHSSPS and NIFRS.

## 7 POWER TO DELEGATE

The powers conferred on the Chief Fire Officer by the Standing Orders or this Scheme of Delegation may, with the Chief Fire Officer's authorisation, be exercised by any Officer of Deputy or Assistant Chief Fire Officer or Director rank. These powers may also be conferred to such other Officer nominated by the Chief Fire Officer and approved by the NIFRS Board.