

NWIFCA Quarterly Meeting

16th June 2017: 11.00 a.m.

**AGENDA
ITEM NO.
9**

STANDING ORDERS AND SCHEME OF DELEGATION

Purpose: To consider and agree revised Standing Orders and a new Scheme of Delegation for inclusion in the Constitution.

Recommendations:

- 1. Revised Standing Orders at Annex A be approved and incorporated into an updated constitution to be presented at the September meeting.**
- 2. A draft Scheme of Delegations at Annex B be considered for inclusion in the Constitution**

Standing Orders

1. Mr Leigh presented revised Standing Orders to the March meeting. Following discussion it was agreed that members' comments received by 30th April should be considered at this meeting. No member comments were received by that date.
2. Therefore only minor changes and editing considered necessary by Mr Leigh and the CEO have been made to the revised version attached at Annex A for approval.

Scheme of Delegation

3. Members agreed in 2016 that a written statement of where in the structure of the Authority responsibility lies for delivery of duties and functions should be compiled. Specifically it would be helpful to define the roles of Members, the full Authority, standing sub committees and Officers in a Scheme of Delegation to form a new section in the Constitution.
4. Following his work on the revised Standing Orders, Mr Leigh further agreed to produce, with the support of Officers, a scheme of delegation for consideration by members.
5. Comments are invited on the first draft of a Scheme attached at Annex B.

Next stage

6. Some sections of the old Standing Orders which are not appropriate to include in Standing Orders will be moved to or covered in other sections of the constitution so have not been included in the new Standing Orders. These include financial provisions already in the Financial Regulations, Freedom of information in a separate section and code of conduct provisions covered in the members Code of Conduct section.
7. Following approval the new Standing Orders, Scheme of Delegation and consequential changes to other sections a new edition of the Constitution will be presented at a future meeting as soon as possible.
8. The Authority again extends thanks to Mr Leigh for his further work on the Constitution in this quarter.

**CEO
24th May 2017**