

Report to	Audit Committee
Date	15 December 2025
Lead Officer	Helen MacArthur, Assistant Chief Fire Officer
Contact Officer	Elgan Roberts, Head of Finance and Procurement
Subject	Update to Scheme of Financial Delegation



PURPOSE OF REPORT

- 1 To present the updated Scheme of Financial Delegation to Members of the Audit Committee for consideration and approval. This review ensures the Scheme remains fully aligned with current Financial Regulations and Contract Procedure Rules, strengthening governance and compliance across all financial and procurement activities.

EXECUTIVE SUMMARY

- 2 This report explains the rationale for updating the Scheme of Financial Delegation and summarises key changes, including revised financial limits, clearer roles, and improved operational efficiency.

RECOMMENDATION

- 3 That Members:
 - i) **Approve the updated Scheme of Financial Delegation.**

BACKGROUND

- 4 The Scheme of Financial Delegation has been reviewed by the Finance and Procurement Committee and discussed at Informal and formal SLT. These reviews ensured that the proposed changes were aligned with governance requirements and operational needs before being brought forward for formal approval.
- 5 The current Scheme of Financial Delegation, last updated in April 2023, defines financial limits and authorisation responsibilities for senior officers and departments. It underpins financial management, procurement, and contract award processes, ensuring decisions are made within approved limits and in line with regulatory requirements.

- 6 The updated Scheme of Financial Delegation limits is provided in [Appendix 1](#), and the current version is included in [Appendix 2](#) for reference.

INFORMATION

Rationale for Update

- 7 The Financial Regulations and Contract Procedure Rules have been reviewed and updated. The Scheme of Financial Delegation must reflect these changes to remain compliant.
- 8 The update clarifies delegated limits, roles, and responsibilities, reducing ambiguity and supporting effective decision-making.
- 9 Revised, consistent limits will streamline approvals and improve awareness.

Key Changes Proposed (2025 Draft)

- 10 **Updated Delegated Limits:** Financial thresholds for authorisation have been revised to reflect current operational needs and risk appetite. Most notably, the limit for Area Managers/Heads of Department has increased to £120,000 aligning with procurement, with the ability to delegate approval of up to £30,000 to Deputy Heads of Department or equivalent.
- 11 **Lease and Grant Awards:** A new provision sets delegated limits for lease and grant awards, ensuring proportional oversight and control.
- 12 **Simplified Layout:** The updated Scheme of Financial Delegation is more streamlined, with fewer categories/columns, due to improved built-in controls within the system and better understanding and compliance with the Contract Procedure Rules.
- 13 **Changes to Establishment:** Any changes to establishment or new posts require a business case approved through the budget-setting process. Any HR requirements, such as the Job Requisition Process, will still be necessary.

IMPLICATIONS

Wellbeing Objectives	The updated Scheme of Financial Delegation supports organisational wellbeing objectives by promoting transparency, accountability, and efficient decision-making.
Budget	Revised financial limits reflect current operational needs and risk appetite, enabling more responsive procurement and contract management. While no immediate budget increase is required, the changes will improve resource allocation and reduce administrative overheads.
Legal	Alignment with updated Financial Regulations and Contract Procedure Rules ensures compliance with statutory and governance requirements. This reduces exposure to legal challenges and strengthens audit assurance.
Staffing	Clearer delegated authority and approval processes will empower managers and reduce bottlenecks.
Equalities/Human Rights/ Welsh Language	The Scheme remains consistent with equality and Welsh language standards, ensuring inclusive practices in financial and procurement decisions. No adverse impact is anticipated.
Risks	Failure to adopt the updated Scheme could result in non-compliance with revised regulations, increased governance risk, and operational inefficiencies. Conversely, implementation mitigates these risks and enhances organisational control.

Appendix 1: Updated Scheme of Financial delegation

	Budget Changes	Revenue Expenditure and Contracts	Capital Expenditure			Specialist		Staffing			Grant Awards
Limits Up to:	FRA Budget transfers between budget headings	Individual Orders / Requisitions/ annual Orders. Supplier Contracts. Framework Contracts. General Contracts/SLAs (value over lifetime of contract). Includes direct awards (waivers)	All Capital Expenditure	Disposals (original cost)	Property or Equipment Leases {Grant/ Termination} Annual Value	Settlement of Legal Claims and Losses	Stock/ Equipment Write Off	Changes to Establishment / New Posts	Changes to Existing Posts	Secondments	Grant Awards
Fire and Rescue Authority	Reported in outturn report	By exception (AC to determine)	Approval of capital budget and in year reporting	Land & buildings: all	Land & buildings: all						Reported in outturn report
Chair of FRA		Reported									
Audit Committee		over £1.0m reported to Audit Committee									
Service Leadership Team			Review of capital plan	Land & buildings: all	Land & buildings: all			Approval of Business Case and subsequent HR Process (JRP)			
Treasurer	notification over £250,000		Review of capital plan	Land & buildings: all			over £5,000				
Chief Fire Officer	over £250,000	over £500,000	over £500,000	£1,000,000	Land & buildings: all	over £500,000					Over £50,000
ACFO-Finance & Resources	£250,000	£500,000	above £120,000 to £500,000			£500,000					£50,000
Principal Officers		£250,000	Sign off of capital bids	£250,000	Above £12,000 pa (except land and buildings)		£5,000 inform HoF&P		Sign off	Sign off	£25,000
Area Manager/Head of Department (SLT members)		£120,000 (across lifetime of contract)	Up to £120,000 once business case has been approved	£120,000	Up to £12,000pa		£1,000 inform HoF&P		*JRP	Yes	£12,000
Head of Finance & Procurement	£120,000		All orders	Informed - all	Informed -all	ACFO informed £120,000	£1,000		*JRP	Informed - all	Informed - all

Appendix 2: Current Scheme of Financial delegation

	Budget Changes	General Expenditure	Contracts		Capital Expenditure					Specialist			Procurement Waivers	Staffing		
Limits Up to:	FRA Budget transfers between budget headings	Individual Orders / Requisitions/ annual Orders or total contract value {unless otherwise noted}	Supplier Contracts. Framework Contracts. General Contracts/SLAs (value over lifetime of contract)	Grant Awards	Buildings & Engineering Works	Vehicles & Equipment	ICT: Telecoms, Systems, Software, Consultancy.	Disposals (original cost)	Property or Equipment Leases {Grant/ Termination} Annual Value	Settlement of Legal Claims and Losses	Stock/ Equipment Write Off	External Consultancy support. {Total Value for Duration Service	All Values	Changes to Establishme nt/ New Posts	Changes to Existing Posts	Secondments
Fire and Rescue Authority	Reported in outturn report	Reported in outturn report	By exception (AC to determine)	Reported	Approval of capital budget and in year reporting			Land & buildings: all	Land & buildings: all							
Chair of FRA			Reported													
Audit Committee			over £1.0m reported to Audit Committee													
Service Leadership Team					Review of capital plan			Land & buildings: all	Land & buildings: all					Sign off		
Treasurer	notification over £250,000				Review of capital plan			Land & buildings: all								
Chief Fire Officer	over £250,000	over £500,000	All	All	over £500,000			£1,000,000	Land & buildings: all	over £500,000			over £500,000	Sign off		
Principal Officers		£250,000	£250,000	For areas of responsibility	Sign off of capital bids			£250,000	Above £3,000 pa (except land and buildings)	over £1,000 inform HoF&P	Informed by SLT members > £10k Over £10,000	Sign off	Sign off	Sign off		
ACFO-Finance & Resources	£250,000	£500,000		All	above £80,000 to £500,000										£500,000	
Area Manager/Head of Department (SLT members)		£80,000	up to £10,00 pa annum or one off costs up to £40,000	Informed	Up to £80,000 once business case has been approved			£40,000	Up to £3,000 pa		up to £1,000 inform HoF&P	£10,000	Sign off waiver request	*JRP	*JRP	Yes
Head of Finance & Procurement	£100,000			Informed - all	All orders			Informed - all	Informed -all	ACFO informed £80,000	up to £1,000	£10,000	40000 informed - all	Informed - all	*JRP	Informed - all