

## Standards Committee Work Plan 2013/14

### Report of the Chief Fire Officer

For further information about this report please contact Paul Raymond, Chief Fire Officer, on 01743 260205 or Sharon Lloyd, Corporate Services Manager, on 01743 260210.

#### 1 Purpose of Report

This report puts forward a 2013/14 Work Plan for the Standards Committee for consideration and approval by Members.

#### 2 Recommendations

Members are asked to consider and approve the 2013/14 Work Plan, attached as an appendix, subject to any amendments/ comments they may wish to make.

#### 3 Background

Since March 2009 the business of the Standards Committee has been conducted in accordance with an annual Work Plan. The Plan sets out, in a structured manner, what the Committee's activities will be throughout the year, thus ensuring that the responsibilities imposed by its terms of reference are carried out in a timely manner.

#### 4 Draft 2013/14 Work Plan

Attached as an appendix to this report is a draft 2013/14 Work Plan, outlining all of the actions which, it is expected, the Committee will need to carry out during the coming year. The Committee is asked to provide any comments or suggestions with regard to the draft and approve the contents.

Please note that the completion dates for actions within the Work Plan, i.e. October 2013 and April 2014, are based on the proposal, put forward by officers in report 7 - Standards Committee Constitution. Should the Committee not agree this proposal, then these dates would change.

Responsibility for undertaking actions in the Work Plan varies but includes this Committee, the Chair of the Committee, the Monitoring Officer, Deputy Monitoring Officer, Corporate Services Manager and other appropriate officers, as required.

## **5 Financial Implications**

There are no direct financial implications attached to the approval of the Work Plan itself. There may, however, be financial implications associated with a number of the actions listed, for which individual reports will be brought to the Committee as necessary, detailing those specific implications.

## **6 Legal Comment**

There is no legal requirement for the Standards Committee to have a work plan but it does represent good practice. The decision to approve the Work Plan will not affect the discretion of the Committee during the forthcoming year, as it can, at subsequent meetings, decide to amend the Work Plan, if it is necessary to do so.

## **7 Risk Monitoring**

When writing this report officers have reviewed Brigade Order 3 Part 2 Risk Management Protocol and have determined that there are no risk implications associated with it.

## **8 Equality Impact Assessment**

Officers have considered the Service's Brigade Order on Equality Impact Assessments (Personnel 5 Part 2) and have decided that there are no discriminatory practices or differential impacts upon specific groups arising specifically from this report. An Initial Equality Impact Assessment has not, therefore, been completed. It is possible, however, that such assessments may be required in respect of individual actions contained within the Work Plan and these will be completed at the appropriate time.

## **9 Appendix**

Proposed Standards Committee Work Plan 2013/14

## **10 Background Papers**

There are no background papers associated with this report.

## Shropshire and Wrekin Fire Authority Standards Committee Proposed Work Plan 2013/14

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
1	Elect Committee Chair	Standards Committee	October 2013
2	Appoint Committee Vice-Chair	Standards Committee	October 2013
3	Review new Code of Conduct and recommend any changes to the Fire Authority	Standards Committee with support from the Monitoring Officer, Deputy Monitoring Officer and Corporate Services Manager	October 2013
4	Review code of conduct complaints documentation and publicity	Standards Committee with support from the Monitoring Officer, Deputy Monitoring Officer and Corporate Services Manager	October 2013
5	Review / update Fire Authority Members' Register of Interest forms	Standards Committee with support from the Corporate Services Manager and Executive Support Officer	October 2013
6	Review Standards Committee Dispensations Procedure and Application Form	Standards Committee with support from the Monitoring Officer and Deputy Monitoring Officer	October 2013
7	Prepare an Annual Report on the work of the Standards Committee for submission to the Fire Authority	Chair of Standards Committee, Monitoring Officer, Deputy Monitoring Officer and Corporate Services Manager	October 2013 to go to December 2013 Fire Authority meeting

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
8	Review Terms of Reference of the Standards Committee	Standards Committee, Monitoring Officer and Deputy Monitoring Officer	April 2014
9	Review Role Descriptions of Committee Chair and Vice-Chair and Role Description and Skills and Competencies of Independent Person	Standards Committee and Corporate Services Manager	April 2014
10	Agree Standards Committee 2014/15 Work Plan	Standards Committee and Corporate Services Manager	April 2014
11	Review Protocol on Member / Officer Relations	Standards Committee and Corporate Services Manager	April 2014
12	Review Protocol on Gifts and Hospitality for Members	Standards Committee and Corporate Services Manager	April 2014
13	Provide update on Code of Conduct Complaints	Monitoring Officer and Deputy Monitoring Officer	April 2014

14	Deal with dispensation applications	Standards Committee, Monitoring Officer and Deputy Monitoring Officer	As and when applications are made
15	Ensure provision of Code of Conduct training for all Members of the Fire Authority, Independent Persons and appropriate officers	Standards Committee, Monitoring Officer and Deputy Monitoring Officer	Ongoing responsibility