

## Standards Committee Work Plans 2009 / 2010 and 2010 / 2011

### Report of the Chief Fire Officer

For further information about this report please contact Paul Raymond, Chief Fire Officer, on 01743 260203 or Sharon Lloyd, Corporate Services Manager, on 01743 260210.

### 1 Purpose of Report

This report reviews progress against the Standards Committee 2009 / 2010 Work Plan and seeks to establish a Work Plan for the year April 2010 to March 2011.

### 2 Recommendations

That the Committee:

- a) Note progress made against the Standards Committee 2009 / 2010 Work Plan; and
- b) Approve the Work Plan 2010 / 2011, attached as an appendix, subject to any amendments/ comments the Committee may wish to make.

### 3 Background

In March 2009 the Standards Committee agreed a Work Plan for 2009 / 2010 in order to provide structure to the work it undertakes and to ensure that it would meet all of its obligations and objectives during the coming year.

## **4 Review of 2009 / 2010 Work Plan**

Attached at Appendix A to this report is the 2009 / 2010 Work Plan, showing in the 'Completion Date' column (in bold italics) the progress made against each action listed.

## **5 Proposed 2010 / 2011 Work Plan**

Attached at Appendix B to this report is a draft 2010 / 2011 Work Plan, outlining all of the issues which, it is expected, the Committee will need to address during the coming year.

Responsibility for undertaking the actions listed varies but includes this Committee, the Chair of the Committee, the Monitoring Officer, Deputy Monitoring Officer and other relevant officers, when required.

The Committee will note that, although there is a meeting of the Committee scheduled for July 2010, no actions are listed for this meeting. Any actions, which were to have been dealt with at the Committee's July 2009 meeting, were delayed until its October meeting, because of the Shropshire Council elections. To revert to the original timescales put in place last year would, therefore, mean that any reviews of documents etc would be conducted before the elapse of 12 months.

Rather than cancel the meeting scheduled for 12 July 2010, officers propose that it remains in the diary to be used as a training session for the Committee. If any matters do arise, which need to be considered at this time, then the formal meeting would go ahead on this date.

The Committee is asked to provide any comments or suggestions with regard to the attached draft Work Plan 2010 / 2011 and approve the contents.

## **6 Financial Implications**

There are no direct financial implications attached to the introduction of the Work Plan itself. There will, however, be financial implications associated with a number of the actions listed, e.g. training, for which budgets are already in place.

## **7 Legal Comment**

Establishing a Work Plan for the Standards Committee is not a legal requirement but represents good practice. The decision to approve the Work Plan will not affect the discretion of the Committee during the forthcoming year, as this Committee can at subsequent meetings decide to amend the Work Plan, if it is necessary to do so.

## 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 likely, however, that such assessments will be required in respect of individual actions contained within the Work Plan and these will be completed at the appropriate time.

## 9 Appendices

### Appendix A

Progress against 2009 / 2010 Work Plan

### Appendix B

Proposed Work Plan for April 2010 to March 2011

## 10 Background Papers

There are no background papers associated with this report.

Implications of all of the following have been considered and, where they are significant (i.e. marked with an asterisk), the implications are detailed within the report itself.

Balanced Score Card		Integrated Risk Management Planning	
Business Continuity Planning		Legal	*
Capacity		Member Involvement	*
Civil Contingencies Act		National Framework	
Comprehensive Performance Assessment		Operational Assurance	
Efficiency Savings		Retained	
Environmental		Risk and Insurance	
Financial	*	Staff	
Fire Control/Fire Link		Strategic Planning	
Information Communications and Technology		West Midlands Regional Management Board	
Freedom of Information / Data Protection / Environmental Information		Equality Impact Assessment	*

## **Shropshire and Wrekin Fire Authority Standards Committee Progress against 2009 / 2010 Work Plan**

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
1	Undertake local assessment of Code of Conduct complaints received by the Standards Committee	Monitoring Officer and Deputy Monitoring Officer	Ongoing responsibility  <b><i>No complaints received</i></b>
2	Review/update Fire Authority Members' Register of Interest forms	Standards Committee, Corporate Services Manager and Management Support Officer	July 2010*  <b><i>Completed October 2009</i></b>
3	Review Protocol on Gifts and Hospitality for Members	Standards Committee assisted by Monitoring Officer and Deputy Monitoring Officer	July 2010*  <b><i>Reviewed October 2009 and to be brought back to March 2010 meeting</i></b>
4	Review Standards Committee Dispensations Procedure and Application Form	Standards Committee assisted by Monitoring Officer and Deputy Monitoring Officer	July 2010*  <b><i>Completed October 2009</i></b>

\* It was necessary to cancel the July meeting of the Standards Committee, because of the Shropshire Council elections. Actions scheduled for that meeting were, therefore, taken to the next meeting of the Committee, which took place in October.

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
5	Attend Standards Board Assembly	Chair of Standards Committee, Monitoring Officer, Deputy Monitoring Officer and Corporate Services Manager	The eighth annual Assembly of Standards Committees will take place on 12 and 13 October 2009.  <b><i>Attended October 2009</i></b>

6	Report on Standards Board Assembly to the Standards Committee	Chair of Standards Committee, Monitoring Officer, Deputy Monitoring Officer and Corporate Services Manager	October 2009  <b><i>Verbal report given October 2009</i></b>
7	Prepare an Annual Report on the work of the Standards Committee for submission to the Fire Authority at its December meeting	Chair of Standards Committee, Monitoring Officer, Deputy Monitoring Officer and Corporate Services Manager	October 2009  <b><i>Completed October 2009 and taken to Fire Authority December meeting</i></b>
8	Review local code of conduct complaints documentation and publicity	Standards Committee, Monitoring Officer, Deputy Monitoring Officer and Corporate Services Manager	October 2009  <b><i>To be considered at March 2010 meeting</i></b>
9	Review local investigation and local hearing procedures	Standards Committee, Monitoring Officer and Deputy Monitoring Officer	October 2009  <b><i>To be considered at March 2010 meeting</i></b>

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
10	Ensure provision of Code of Conduct training for all Members of the Fire Authority, Independent Members of the Standards Committee and appropriate officers	Standards Committee assisted by Monitoring Officer and Deputy Monitoring Officer	This could vary depending upon when forthcoming changes to the Code are introduced. Current completion date is 31 October 2009.  <b><i>To be completed February 2010</i></b>
11	Train Independent Members of Standards Committee in chairing Standards Sub-Committees	Monitoring Officer and Deputy Monitoring Officer	November 2009  <b><i>Completed October 2009</i></b>

12	Review Terms of Reference of the Standards Committee	Standards Committee assisted by Monitoring Officer and Deputy Monitoring Officer, following consultation with Chair of Standards Committee	March 2010  <b><i>On March meeting agenda</i></b>
13	Review Protocol on Member/Officer Relations	Standards Committee assisted by Monitoring Officer and Deputy Monitoring Officer	March 2010  <b><i>On March meeting agenda</i></b>
14	Review the Role Descriptions for Members of the Standards Committee	Standards Committee assisted by Monitoring Officer and Deputy Monitoring Officer	March 2010  <b><i>On March meeting agenda</i></b>
15.	Review the Role Descriptions for the Chair and Vice-Chair of the Standards Committee	Standards Committee assisted by Monitoring Officer and Deputy Monitoring Officer	March 2010  <b><i>On March meeting agenda</i></b>

## Shropshire and Wrekin Fire Authority Standards Committee Proposed Work Plan April 2010 to March 2011

	Action	Who is responsible	Completion Date
1	Undertake local assessment of Code of Conduct complaints received by the Standards Committee	Monitoring Officer and Deputy Monitoring Officer	Ongoing responsibility
2	Deal with dispensation applications	Standards Committee assisted by Monitoring Officer and Deputy Monitoring Officer	As and when applications are made
3	Ensure provision of Code of Conduct training for all Members of the Fire Authority, Non-Elected, Independent Members of the Standards Committee and appropriate officers	Standards Committee assisted by Monitoring Officer and Deputy Monitoring Officer	Ongoing responsibility
4	Recruit 2 additional Non-Elected, Independent Members of the Standards Committee, <b><i>if Joint Committee working not to take place</i></b>	Chair and Members of Fire Authority and Chair and Vice-Chair of Standards Committee assisted by Deputy Monitoring Officer and Corporate Services Manager	As soon as practicable

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
5	Attend Annual Assembly of Standards Committees	Chair of Standards Committee, Monitoring Officer, Deputy Monitoring Officer and Corporate Services Manager	The ninth Annual Assembly of Standards Committees will take place on 18 and 19 October 2010
6	Train Independent Members of Standards Committee in chairing Standards Sub-Committees	Monitoring Officer and Deputy Monitoring Officer	By November 2010
7	Report on Annual Assembly to the Standards Committee	Chair of Standards Committee, Monitoring Officer, Deputy Monitoring Officer and Corporate Services Manager	November 2010
8	Review / update Fire Authority Members' Register of Interest forms	Standards Committee, Corporate Services Manager and Management Support Officer	November 2010
9	Review Protocol on Gifts and Hospitality for Members	Standards Committee assisted by Monitoring Officer and Deputy Monitoring Officer	November 2010
10	Review Standards Committee Dispensations Procedure and Application Form	Standards Committee assisted by Monitoring Officer and Deputy Monitoring Officer	November 2010
11	Prepare an Annual Report on the work of the Standards Committee for submission to the Fire Authority at its December meeting	Chair of Standards Committee, Monitoring Officer, Deputy Monitoring Officer and Corporate Services Manager	November 2010



	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
12	Consider new version of the Members' Code of Conduct and recommend a new code for adoption by the Fire Authority	Monitoring Officer, Deputy Monitoring Officer and Corporate Services Manager	Depends upon when new legislation is implemented. New legislation is expected in May 2010 with a likely deadline in November 2010 for adoption of the new Code.
13	Review local code of conduct complaints documentation and publicity	Standards Committee, Monitoring Officer, Deputy Monitoring Officer and Corporate Services Manager	March 2011
14	Review local investigation and local hearing procedures	Standards Committee, Monitoring Officer and Deputy Monitoring Officer	March 2011
15	Review Terms of Reference of the Standards Committee	Standards Committee assisted by Monitoring Officer and Deputy Monitoring Officer, following consultation with Chair of Standards Committee	March 2011
16	Review Protocol on Member/Officer Relations	Standards Committee assisted by Monitoring Officer and Deputy Monitoring Officer	March 2011
17	Review the Role Descriptions for Chair and Vice-Chair and the Person Specification and Role Description for a Non-Elected, Independent Member of the Standards Committee	Standards Committee assisted by Monitoring Officer and Deputy Monitoring Officer	March 2011
18	Update report on Code of Conduct Complaints	Corporate Services Manager	March 2011