

Shropshire and Wrekin Fire Authority
Standards Committee
Meeting at Brigade Headquarters, Shrewsbury
on Monday, 1 March 2010 at 5.15 pm

Agenda

- 1 Apologies for Absence**
Apologies for absence have already been received from Councillor Mason.
- 2 Declarations of Interest**
Members are reminded that they should declare any personal and/or prejudicial interests at this point and that they should leave the meeting before any item, in which they have a prejudicial interest, is discussed.
- 3 Minutes**
Members are asked to agree the minutes of the last meeting of the Standards Committee, held on 26 October 2009, and that they be signed as a correct record. Attached marked **3. For decision**
- 4 Public Questions**
To receive any questions, statements or petitions, of which notice has been received, from members of the public.
- 5 Standards Committee Terms of Reference**
This report provides details of the Terms of Reference of the Standards Committee, as they appear in the Fire Authority's Members' Handbook, for review by this Committee. Attached marked **5. For decision**
- 6 Role Descriptions for the Committee Chair, Vice Chair and Non-Elected, Independent Member**
This report seeks to establish Role Descriptions for the Chair and Vice-Chair of the Standards Committee and to review the Role Description and Person Specification for a Non-Elected, Independent Member of the Committee. Attached marked **6. For decision**
- 7 Standards Committee Work Plans 2009/2010 and 2010/2011**
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. Attached marked **7. For decision**
- 8 Protocol on Gifts and Hospitality**
This report asks the Committee to review the Protocol on Gifts and Hospitality and to decide on any changes to be made. Attached marked **8 For decision**

- 9 Protocol on Member/ Officer Relations**
This report asks the Committee to review the Fire Authority's Protocol on Member / Officer Relations, which gives guidance for Members and officers on their respective roles and expectations, and on their relationship with each other. Attached marked **9. For decision**
- 10 Update to Local Investigation and Hearing Procedure**
This report provides the Standards Committee with updated procedures for local investigation of code of conduct complaints and local hearings, following local investigations, for consideration and approval. Attached marked **10 For decision**
- 11 Review of Publicity and Guidance Documents for Code of Conduct Complaints**
This report provides details of the proposed changes to documentation used to publicise the local Code of Conduct complaints system and to confirm the publicity, which will be undertaken to inform the local community of these changes. Attached marked **11. For decision**
- 12 Joint Standards Committee**
This report updates Members on the latest position regarding the establishment of a Joint Standards Committee, asks Members to decide upon the way forward, and, depending upon their decision, to proceed with the recruitment of two additional Non-Elected, Independent Members to the Standards Committee. Attached marked **12. For decision**
- 13 Standards Bulletin**
Attached, marked **13**, is the latest Bulletin no. 46, issued by Standards for England, copies of which have been emailed to all Members (including the Independent Members of the Standards Committee). As previously agreed by the Committee, the Bulletin is now brought to Members for discussion
For information
- 14 Ethical Standards Bulletin**
Attached, marked **14** is the Winter 2009/10 edition of the Ethical Standards Bulletin, published by Telford & Wrekin Council. A copy has been emailed to all Members (including the Independent Members of the Standards Committee). As previously agreed by the Committee, the Bulletin is brought to Members for discussion. **For information**
- 15 Timing of Future Committee Meetings**
Members are asked to consider whether the time of future meetings should be brought forward from 5.15 pm to 2.00 pm. **For decision**