

Standards Committee Work Plan 2009-10

Report of the Clerk and Monitoring Officer

For further information about this report please contact Jonathan Eatough, Clerk and Monitoring Officer, on 01952 383200 or Matthew Cumberbatch, Deputy Clerk and Monitoring Officer, on 01952 383255.

1 Purpose of Report

This report seeks to establish a Work Plan for the Standards Committee for the year April 2009 to March 2010.

2 Recommendations

The Committee is asked to approve the Standards Committee Work Plan, attached as an appendix, subject to any amendments/ comments the Committee may wish to make.

3 Background

There have been a number of changes to the Ethical Framework over the last twelve months, in particular with regard to the move to local filtration of Code of Conduct complaints. Further changes are expected with regard to the Code of Conduct this year.

Accordingly, there is a requirement to ensure that the Standards Committee is kept up-to-date with these changes, makes any amendments to its own practices and procedures, and ensures that Fire Authority Members are also made aware of the latest developments. In order to provide some structure to the work undertaken by the Standards Committee it is proposed that a Work Plan is established to ensure that the Committee can meet all of its obligations and objectives during the coming year.

4 Proposed Work Plan

Attached as an appendix to this report is a draft Work Plan, outlining all of the issues which, it is expected, the Committee will need to address during the coming year.

The Committee will note that the responsibility for undertaking these actions varies but includes this Committee, the Chair of the Committee, the Monitoring Officer, Deputy Monitoring Officer and other relevant officers, when required.

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

5 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.

6 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.

7 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.

8 Appendix

Draft Standards Committee Work Plan for April 2009 to March 2010

9 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 Proposed Work Plan April 2009 to March 2010

	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	Review/update Fire Authority Members' Register of Interest forms	Standards Committee, Corporate Services Manager and Management Support Officer	July 2009
3	Review Protocol on Gifts and Hospitality for Members	Standards Committee assisted by Monitoring Officer and Deputy Monitoring Officer	July 2009
4	Review Standards Committee Dispensations Procedure and Application Form	Standards Committee assisted by Monitoring Officer and Deputy Monitoring Officer	July 2009
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

	Action	Who is responsible	Completion Date
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
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
8	Review local code of conduct complaints documentation and publicity	Standards Committee, Monitoring Officer, Deputy Monitoring Officer and Corporate Services Manager	October 2009
9	Review local investigation and local hearing procedures	Standards Committee, Monitoring Officer and Deputy Monitoring Officer	October 2009
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
11	Train Independent Members of Standards Committee in chairing Standards Sub-Committees	Monitoring Officer and Deputy Monitoring Officer	November 2009

	Action	Who is responsible	Completion Date
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
13	Review Protocol on Member/Officer Relations	Standards Committee assisted by Monitoring Officer and Deputy Monitoring Officer	March 2010
14	Review the Role Descriptions for Members of the Standards Committee	Standards Committee assisted by Monitoring Officer and Deputy Monitoring Officer	March 2010
15.	Establish Role Descriptions for the Chair and Vice-Chair of the Standards Committee	Standards Committee assisted by Monitoring Officer and Deputy Monitoring Officer, following consultation with the Chair and Vice-Chair of the Committee	March 2010