

## Ethical Framework Matters

### Report of the Chief Fire Officer

For further information about this report please contact Rod Hammerton,  
Chief Fire Officer, on 01743 260203.

#### 1 Purpose of Report

This report deals with a number of ethical framework matters, including a review of the Members' Code of Conduct and related documents.

#### 2 Recommendations

Members are asked to:

- a) Review the Members' Code of Conduct;
- b) Note the review carried out by officers of related procedures and documents; and
- c) Make recommendations accordingly to the Fire Authority.

#### 3 Background

It is considered good practice to review the Members' Code of Conduct annually and this action is included in the Committee's Work Plan. The work plan up to October 2016 also sets out that officers will review the following procedures and documents and report to the Committee, if significant changes are required:

- Code of Conduct complaints procedure;
- Complaints form;
- Disclosable pecuniary interest form; and
- Dispensations procedure.

## 4 Members' Code of Conduct

Attached as an appendix to this report is the Fire Authority's current Code of Conduct, which takes into account the Nolan Principles. Whilst it is a matter for the Committee, officers do not recommend any changes to the Code of Conduct at present except to change the contact details referred to in the Code of Conduct document following the retirement of the Corporate Support Manager.

## 5 Related Procedures and Documents

Officers have reviewed the following procedures and documents, which do not require any significant changes. Officers will update the forms to reflect the change in the staffing structure since the retirement of the Corporate Support Manager, this relates particularly to the processing of dispensation requests.

### Code of Conduct Complaints Procedure

<http://www.shropshirefire.gov.uk/managing-service/fire-and-rescue-authority/complaint-about-member/guidance-complaints-about-members>

### Code of Conduct Complaints Form

<http://www.shropshirefire.gov.uk/managing-service/fire-and-rescue-authority/complaint-about-member>

### Disclosable Pecuniary Interest Form

<https://www.shropshirefire.gov.uk/sites/default/files/00%20-%20Section%2012%20frontsheet.pdf>

### Dispensations Procedure

Specific reference to dispensation rules and procedure are contained in both the Code of Conduct and the Dispensations Procedure. The latter can be found at the following link:

<https://www.shropshirefire.gov.uk/sites/default/files/00%20-%20Section%204%20Frontsheet.pdf>

## 6 Complaints relating to Breach of the Code of Conduct

The Committee will be pleased to note that since the last meeting of this Committee the Fire Authority did not receive any complaints relating to breach of its Code of Conduct by any of its Members. Indeed, there have not been any such complaints since the very first version of the Code was adopted in February 2002.

The Monitoring Officer continues to be available to Fire Authority members, officers and members of the public if they have a query about the Code of Conduct or the complaints process.

## 7 Financial Implications

There are no financial implications arising from this report.

## **8 Legal Comment**

The statutory requirements for the Code of Conduct and ethical framework for Members is set out at part 1, chapter 7 of the Localism Act 2011. The Fire Authority's Code of Conduct is compliant with this legislation. Any proposed changes to the Code must be formally adopted by the full Fire Authority and publicised.

## **9 Initial Impact Assessment**

An Initial Impact Assessment is not required.

## **10 Appendix**

Shropshire and Wrekin Fire and Rescue Authority  
Members' Code of Conduct

## **11 Background Papers**

The Localism Act 2011

## **Shropshire and Wrekin Fire and Rescue Authority Members' Code of Conduct Standards of Conduct**

Members (including all voting, co-opted members) of Shropshire and Wrekin Fire and Rescue Authority will at all times promote and maintain high standards of conduct when they are acting in that capacity. To do this, Members should:

Serve only the public interest and treat everyone that they deal with equitably and with respect	<b>Selflessness</b>
<p>Not place themselves in a position where they either are, or give the appearance that they are, under any financial or other obligation to anyone that might seek to influence them in the performance of their duties as a Member</p> <p>Not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends</p> <p>Only use the resources of the Authority in accordance with reasonable requirements set out for their use from time to time</p> <p>Declare and resolve their interests in accordance with the law and with the provisions of this Code of Conduct</p> <p>Declare gifts and hospitality that they receive in accordance with the Fire Authority's Protocol on Gifts and Hospitality</p>	<b>Integrity</b>
Act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias	<b>Objectivity</b>
Be accountable to the public for their decisions and actions and co-operate fully with any scrutiny appropriate to their particular role or office	<b>Accountability</b>
Be as open as possible about their decisions and actions and give reasons for their decisions and actions. Information should not be withheld from the public, unless there are clear and lawful reasons for doing so and which they can reasonably be expected to know, is either exempt or confidential and is not to be disclosed to protect the wider public interest.	<b>Openness</b>

<p>Holders of public office should be truthful.          Declare any private interests that relate to their duties as a Member and do whatever is necessary to resolve any conflict in such a way that protects the public interest</p>	<b>Honesty</b>
<p>Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour, wherever it occurs</p>	<b>Leadership</b>

## Disclosable Pecuniary Interests

The Monitoring Officer of the Shropshire and Wrekin Fire and Rescue Authority will maintain a Register of Interests which can be found at:

<http://www.shropshirefire.gov.uk/managing-service/fra-members>

or viewed at Shropshire Fire and Rescue Service by contacting either:

Lynn Ince, Executive Support Officer

Telephone: 01743 260225, email [lynn.ince@shropshirefire.gov.uk](mailto:lynn.ince@shropshirefire.gov.uk) or

### **Head of Human Resources and Administration**

Sharon Lloyd, Corporate Support Manager

Telephone 01743 260210, email [sharon.lloyd@shropshirefire.gov.uk](mailto:sharon.lloyd@shropshirefire.gov.uk)

<b>What</b>	<b>When</b>	<b>How</b>	<b>Impact on Meetings</b>
Disclosable Pecuniary Interests	Within 28 days of election or re-election (if not already entered)	In writing to the Monitoring Officer, detailing the existence and nature of the interest	Member cannot participate in, or vote on, the matter and will leave the room during debate and voting on the issue
Previously undeclared Disclosable Pecuniary Interest			
Before a meeting	Within 28 days of the date of disclosure of a Disclosable Pecuniary Interest at a meeting	In writing to the Monitoring Officer, detailing the existence and nature of the interest	Member cannot participate in, or vote on, the matter and will leave the room during debate and voting on the issue

<b>What</b>	<b>When</b>	<b>How</b>	<b>Impact on Meetings</b>
During a meeting	As soon as the Member is aware that they have a Disclosable Pecuniary Interest	Verbally to the meeting, detailing the existence and nature of the interest	Member cannot participate, participate further, vote or further vote on the matter and will leave the room during debate and voting on the issue
Sensitive Interests, i.e. those where the Monitoring Officer agrees with the Member that the disclosure of the interest could lead to the Member being subject to violence or intimidation	As above – depending upon the circumstances	As above, but detailing the existence, not the nature, of the interest	As above

Dispensations can be granted as indicated after considering the relevant circumstances:

The number of Members precluded from transacting the business is so great that it would impede the business of the Fire Authority or any committee	Monitoring Officer
The political balance is affected to the extent that it could affect the outcome of a vote relating to the business.	Monitoring Officer
The dispensation is in the interests of persons living in the area of the Fire Authority.	Standards and Human Resources Committee
It is otherwise appropriate to grant a dispensation.	Standards and Human Resources Committee