

## REPORT OF THE CLERK AND MONITORING OFFICER

# CODE OF CONDUCT TRAINING

### 1 Purpose of Report

To provide the Standards Committee with details of recent training in the Code of Conduct, organised by Borough of Telford & Wrekin and made available to Fire Authority Members. Also to advise the Committee of the responses to a questionnaire, in which Members were asked to provide details of training, which they have received in the Code of Conduct, during the last year.

### 2 Recommendations

Members are asked to note the contents of the report.

### 3 Training in the Code of Conduct

The Borough of Telford & Wrekin has recently undertaken a programme of training for its own Members and those of Town and Parish Councils and the Fire Authority in respect of the Code of Conduct. Fire Authority Members and Independent Members of its Standards Committee were invited to participate in either of two sessions held in Telford on different days and at different times to facilitate maximum attendance. The first session took place at 6.00 pm on the 26 June at Meeting Point House, and the second on the 27 June at 2.00 pm at the Civic Offices. There was also a session held on 6 June, attended by some Members of Borough of Telford & Wrekin, who are Fire Authority Members

The training was delivered by Richard Lester, who is an Ethical Standards Advisor from the Chartered Institute of Public Finance and Accountancy. Mr Lester has thirty years' experience as a local government solicitor and has contributed to several publications concerned with ethical frameworks and Codes of Conduct. He has also conducted training sessions for various local authorities.

The presentation made by Mr Lester covered the background to the establishment of the current ethical framework, an overview of the main elements of the framework, the Code of Conduct, declarations of interest and membership of outside bodies.



Throughout the presentation attendees were given the opportunity to ask questions and they then split into several small groups to discuss case studies. The session concluded with a look at prospective changes to the Code.

In total five Members of the Fire Authority, one Independent Member of its Standards Committee and one officer attended one or other of the training sessions. Officers are currently conducting an analysis of the evaluation sheets completed by attendees and will bring a report in this respect to the next meeting of the Standards Committee.

#### **4 Training Questionnaire**

A questionnaire requesting details of training received in the Code of Conduct, during the last year, was sent to all Members of the Fire Authority and Independent Members of its Standards Committee on 23 June. A copy of the questionnaire can be found in the Appendix to this report. Members were asked to provide their responses by 4 July so that the results could be included in this report. To date eleven out of a possible nineteen responses have been received with eight Members advising that they have received Code of Conduct training since June 2005.

#### **5 Legal Comment**

The need for training in the Code of Conduct continues to be at the forefront of recommendations made by bodies, such as the Adjudication Panel for England, when looking at the behaviour of Members and viewing how breaches of the Code can be reduced in number. The training for Members in this regard should continue to be a priority and be subject to ongoing review.

#### **6 Financial Implications**

The Fire Authority has a dedicated budget for Member training and any costs of training in the Code of Conduct and local determinations will be met from this.

#### **7 Appendix**

Training in the Code of Conduct Questionnaire

#### **8 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                   |   |
| Equality and Diversity               |   | Retained                                |   |
| Efficiency Savings                   |   | Risk and Insurance                      |   |
| Environmental                        |   | Staff                                   |   |
| Financial                            | * | Strategic Planning                      |   |
| Fire Control/Fire Link               |   | West Midlands Regional Management Board |   |

For further information about this report please contact Sharon Lloyd, Corporate Services Manager, on 01743 260210 or Lynn Ince, Management Support Officer, on 01743 260225.



## Shropshire and Wrekin Fire Authority

### TRAINING IN THE CODE OF CONDUCT

The Standards Committee has requested detail of the training, which Members of the Fire Authority have received in the Code of Conduct.

Although you may not have attended any training organised by the Fire Authority itself, you may, as a Member of another authority, have received training from that authority. Accordingly, please would you complete this questionnaire and return it in the prepaid addressed provided.

**Please forward your response by Tuesday 4 July 2006.**

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| <b>Name</b>  |
| <b>Have you received training in the Code of Conduct from any authority / authorities of which you are a Member?</b> |
| <b>If yes, please provide the following details:</b>   |
| <b>Name of the authority / authorities, which provided the training</b>  |
| <b>Date / s when the training took place</b>   |
| <b>Brief details, e.g. duration, content etc.</b>  |
| <b>Signed</b>  |
| <b>Dated</b>   |

