



# **HEREFORD & WORCESTER**

## **Fire and Rescue Authority**

### **Standards Committee**

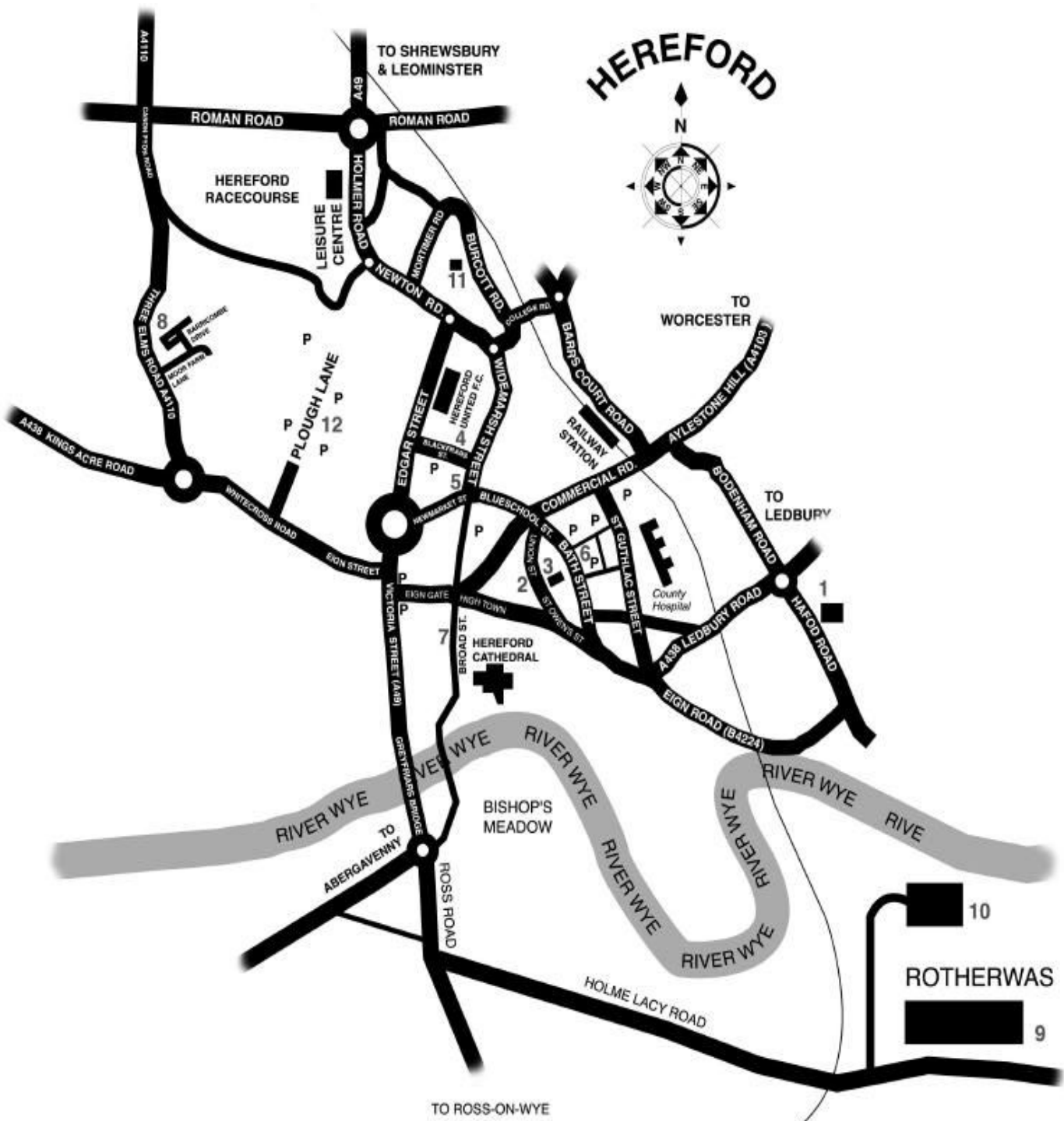
# **AGENDA**

Tuesday 21 September 2010  
10.30am

The Council Chamber,  
Brockington  
35 Hafod Road  
Hereford  
Herefordshire,  
HR1 1SH



Awarded for excellence



- |   |                  |    |                                   |
|---|------------------|----|-----------------------------------|
| 1 | Brockington      | 7  | Kemble House                      |
| 2 | Town Hall        | 8  | Trinity House                     |
| 3 | Shire Hall       | 9  | Thorn Office Centre               |
| 4 | Education Centre | 10 | Herefordshire Commercial Services |
| 5 | Garrick House    | 11 | Merchant House                    |
| 6 | Bath Street      | 12 | Plough Lane                       |

## ACCESS TO INFORMATION – YOUR RIGHTS

The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Your main rights are set out below:

- Automatic right to attend all Authority and Committee meetings unless the business if transacted would disclose “confidential information” or “exempt information”.
- Automatic right to inspect agenda and public reports at least five days before the date of the meeting.
- Automatic right to inspect minutes of the Authority and Committees (or summaries of business undertaken in private) for up to six years following the meeting.
- Automatic right to inspect background papers used in the preparation of public reports.
- Access, on request, to the background papers on which reports are based for a period of up to four years from the date of the meeting.
- Access to a public register stating the names and addresses and electoral divisions of members of the Authority with details of membership of Committees.
- A reasonable number of copies of agenda and reports relating to items to be considered in public must be made available to the public attending the meetings of the Authority and Committees.

If you have any queries regarding this agenda or any of the decisions taken or wish to exercise any of these rights of access to information please contact Committee Services on 0845 12 244554 or by email at [committeeservices@hwfire.org.uk](mailto:committeeservices@hwfire.org.uk).

## WELCOME AND GUIDE TO TODAY’S MEETING

These notes are written to assist you to follow the meeting. Decisions at the meeting will be taken by the **Councillors** who are democratically elected representatives and they will be advised by **Officers** who are paid professionals. The Fire and Rescue Authority comprises 25 Councillors and appoints committees to undertake various functions on behalf of the Authority. There are 19 Worcestershire County Councillors on the Authority and 6 Herefordshire Council Councillors.

### Agenda Papers

Attached is the Agenda which is a summary of the issues to be discussed and the related reports by Officers.

### Chairman

The Chairman, who is responsible for the proper conduct of the meeting, sits at the head of the table.

### Officers

Accompanying the Chairman is the Chief Fire Officer and other Officers of the Fire and Rescue Authority who will advise on legal and procedural matters and record the proceedings. These include the Clerk and the Treasurer to the Authority.

### The Business

The Chairman will conduct the business of the meeting. The items listed on the agenda will be discussed.

### Decisions

At the end of the discussion on each item the Chairman will put any amendments or motions to the meeting and then ask the Councillors to vote. The Officers do not have a vote.

## Agenda

**Members:**

**Independent**

Mr R Gething, (Chairman)

**Non-elected Members:**

Mr C Emeny, Dr M Mylechreest, Mr R Rogers,  
Mr D Stevens.

**Members appointed  
by the Authority:**

Cllr J Goodwin  
Cllr G Hopkins

### Pages

**1. Apologies for Absence**

To receive any apologies for absence.

**2. Named Substitutes**

To receive details of any Member of the Authority nominated to attend the meeting in place of a Member of the Committee.

**3. Declaration of Interests (if any)**

The Members' Code of Conduct requires Members to declare any interests against an Agenda item, the nature of an interest and whether the interest is personal or prejudicial. If a Member has a personal interest, they must declare it but can stay, take part and vote in the meeting. If a Member has a prejudicial interest then they must declare what that interest is and leave the meeting room for the duration of the item.

This item allows the Chairman to invite any Member to declare an interest in any of the items on this Agenda.

**4. Confirmation of Minutes**

To confirm the Minutes of the Meeting held on 23 April 2010.  
(copy attached)

1 - 3

**5. Proposals for Change following Review of Committee Structure**

To seek the views of the Standards Committee on the proposals for change to the current Committee structure to be considered by the FRA on 28 September 2010.

4 - 25

**6. Governance Review Proposals – changes to the Standards Committee's Terms of Reference**

To seek the Committee's views on the Governance working groups proposals to change the Standards Committee's current terms of reference

26 - 33

## **7. The future of Standards for England and the Standards Framework**

To update the Committee on recent Government announcements on the future of Standards for England and the Standards Framework

**34 - 35**

## **8. Exclusion of Public and Press**

**In the opinion of the Clerk to the Authority, the meeting will not be, or is likely not to be, open to the public and press at the time item 9 below is considered, for the reasons stated:**

- (a) Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- (b) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

## **9. Applications for Dispensations**

To seek a dispensation for members of the Authority involved in the consideration of matters concerning the out-going Chief Fire Officer, the Authority and Worcestershire County Council and Herefordshire Council.

## **Glossary**

**36 - 39**

Please note that these minutes will remain as a draft until formally confirmed as a correct record at the next meeting and signed by the Chairman.

## Standards Committee

10.30 am Friday 23 April 2010

Headquarters, 2 Kings Court, Charles Hastings Way,  
Worcester, WR5 1JR



### Present:

### Independent Members:

Dr M Mylechreest (Chairman),  
Mr R Gething, Mr R Rogers and Mr D Stevens

### Members appointed by the Authority:

Cllr G Hopkins

### 1. Apologies for Absence

Mr C Emeny and Cllr J Goodwin.

### 2. Named Substitutes

Cllr P Watts was nominated by Group Leaders to substitute for Cllr J Goodwin.

### 3. Declaration of Interests

Cllr P Watts advised the Committee that if the Firefighters' Pension Scheme was discussed in such detail that it affected his personal position, he would declare a personal and prejudicial interest (that proving not to be the case, there was no need for Mr Watts to leave the room during the Meeting).

### 4. Election of Chairman

It was resolved by the Authority in 2005, on the recommendation of the Standards Committee, that the Chair should be an Independent Member of the Committee, and that the position should alternate between Herefordshire and Worcestershire.

**RESOLVED that Mr Richard Gething be elected Chairman on the proposal of Mr D Stevens, seconded by Mr R Rogers.**

Mr Gething thanked Dr Mylechreest for his contribution to the Committee and the Authority during his period as Chairman.

The Committee suggested that Dr Mylechreest would act as Vice-Chairman if required. This would be formally considered by the Committee at its next meeting.

**5. Confirmation of Minutes**

**RESOLVED that the Minutes of the meeting held on 17 April 2009 be confirmed as a correct record and signed by the Chairman.**

**6. Members' Undertakings and Registers**

The Corporate Support Manager told the Committee that 11 new Members had been appointed to the Authority last June and the purpose of this Item was to assure the Committee that all of the new Members had completed their statutory undertakings regarding the Code of Conduct and that the Register of Interests for all Authority Members had been updated to June 2009.

The Committee noted that all of the Registers are available for public inspection and that Authority Members would be requested to review their interests for 30 June 2010. The Independent Members agreed to review their registers after the Committee Meeting.

The Committee noted that none of the Members had registered receipt of any gifts or hospitality during the past year.

**RESOLVED**

- (i) that the Report be noted; and**
- (ii) that the update of the register of Members' interests be on the agenda for each AGM of the Standards Committee.**

**7. Governance Review Update**

The Legal Practice Manager of Herefordshire Council presented the Clerk's update on the review of the Authority's governance arrangements. The Committee heard that the review would be undertaken in 4 tranches and the next meeting of the Governance Review Group would set its timetable.

The Committee requested the opportunity to comment on review proposals prior to the September meeting of the Authority.

**RESOLVED that the report be noted.**

**8. Member Development Programme 2009 - 10**

The Corporate Support Manager told the meeting that the Member Development Programme 2009-10 focussed on more Service-specific information, designed to improve Member's knowledge of the Service and assist them in their role on the Authority. The Programme also tried to avoid overlap with the training provided to Members through their constituent authorities.

The Committee noted the successful Joint Standards Committee training in July 2009 at Worcestershire County Council and proposed that a similar event be organised after the revised Code of Conduct is published.

The Committee welcomed the improvements in Member Development during the year.

**RESOLVED that the report be noted.**

## 9. Publications and Guidance from The Standards Board for England

The following publications from The Standards Board for England had been circulated to the Committee:

- Bulletins nos. 43 to 47 from the Standards Board for England;
- Guidelines on:
  - a. Blogging
  - b. Freemasons and the Code of Conduct
  - c. Charitable Trustees and Declarations of Interest under the Code
  - d. Disclosing Confidential Information
  - e. Gifts and Hospitality
  - f. Independent Members
  - g. Predisposition, predetermination or bias, and the Code
  - h. Update on the transfer of the Adjudication Panel for England into the unified Tribunal structure.
- Guidance Notes on:
  - Joint Committees
  - Other Actions
  - Dispensations

In answer to a query, the Committee heard that none of the Authority Members had sought or been granted a dispensation.

**RESOLVED *that the Committee notes the information and guidance published by The Standards Board for England.***

## 10. Standards Board Cases

The Committee considered details of the outcomes to recent cases referred to the Standards Board

**RESOLVED *that the Committee notes the contents of this report.***

The meeting ended at 12.05 pm

Signed:.....  
Chairman

Date:.....

## 5. Proposals for Change following Review of Committee Structure

### Purpose of report

1. To seek the views of the Standards Committee on the proposals for change to the current Committee structure to be considered by the FRA on 28 September 2010.

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### Recommendation

***The Clerk recommends that the Standards Committee consider the proposed Committee Structure and amended Terms of Reference of Committees and make recommendations to the Authority for adoption.***

### Background

2. In March the Audit Committee agreed the terms of reference and work programme of the Governance Review Working Group. The group is chaired by Cllr Prodger.
3. The first element of the work programme was to review the current Committee Structure and terms of reference of Committees. The current committee structure and terms of reference are set out in Appendix 1.
4. The Working Group consulted Group Leaders, PMM as well as various other officers. The external auditors have been consulted in relation to the terms of reference of the Audit Committee. Feedback from the consultation highlighted two main concerns. The first related to the dis-jointed approach taken in relation to the consideration of the policy and financial strategy of the Authority. Both should be closely interlinked yet one element sits within the terms of reference of the Budget Committee, the other within the BVPP and Performance Committee. It is proposed that a single Policy and Resources Committee be formed to ensure an integrated approach between finance and policy which will be critical during the coming months and years as the Authority faces a worsening budgetary situation.
5. The second area where improvement was sought related to Committees' decision-making powers. At the moment Committees have very few delegated powers, most decision making powers either being delegated to officers or reserved for the Authority meeting. Whilst Group Leaders did not wish to see a major shift they recognised that some issues, usually around contractual resource management, do not need to be considered in detail and determined by the full Authority. Consequently, minor changes have been incorporated into the Terms of Reference of the proposed Policy and Resources Committee. In addition certain human resource functions have been included to enable feedback from the JCC, E&D Group and Health and Safety Liaison Group into a Member forum. It is suggested that the Policy and Resources Committee be made up of 15 Members.

6. Consideration was also given to the formulation of a joint Standards Committee; however, further discussion on this issue has been shelved pending the Government's announcement on the abolition of Standards for England.
7. The proposed Committee Structure and Terms of Reference are enclosed at Appendix 2. In addition to the two changes highlighted above the terms of reference have been widened to provide greater clarity as to their existing role and certain matters have been added to reflect the procedure contained elsewhere.
8. The Appointments Committee's terms of reference have been expanded to include Monitoring Officer and Section 151 officer appointments, terms and conditions and dismissals. The Appointments Committee will also consider any grievance concerning the Chief Fire Officer and act as appeals committee for the Deputy Chief Fire Officer, Section 151 and Monitoring Officer. It is also recommended that the Appointments Committee form a sub committee of three Members to carry out an annual performance appraisal of the Chief Fire Officer, Section 151 officer and Monitoring Officer.
9. The Audit Committee and Standards Committee have had alterations as to form rather than content. It is proposed that membership on the Audit Committee be increased from 5 to 7 to reduce the risk around meetings being inquorate. A number of sub committees need to be formed as part of the Standards regime in the event that the Authority receives a complaint concerning member conduct and they have been included in the Standards Committee's terms of reference.
10. Following consultation with Group Leaders it is proposed that the Urgent Decisions Committee be disbanded and that decisions be delegated to the Chief Fire Officer in consultation with Group Leaders where the Monitoring Officer in consultation with the Chairman agrees that the decision is urgent and that it would be impractical to call a meeting of the Authority.
11. Whilst finance has not been the motivating factor in making these suggestions there will be a small saving of approximately £2000 as a consequence of the proposals.

### **Supporting information**

Appendix 1: Current Committee Structure and Terms of Reference

Appendix 2: Proposed Committee Structure and Terms of Reference

### **Contact Officer**

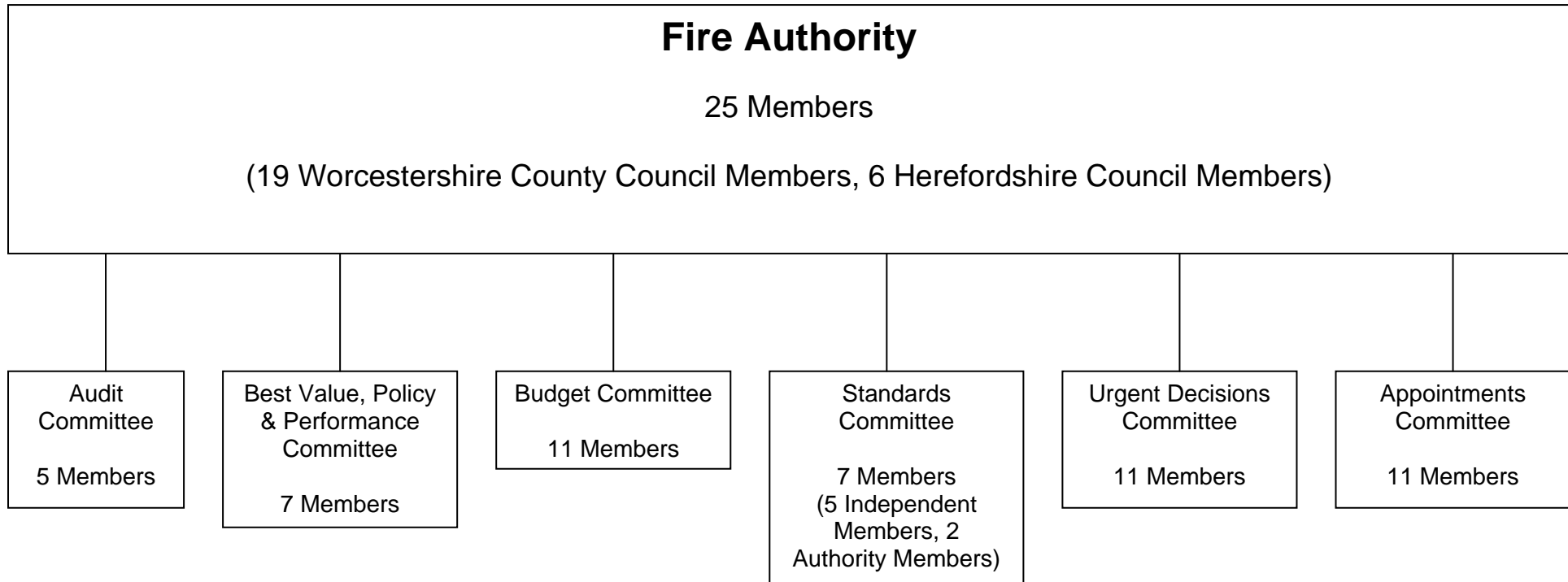
Anne Brown – Deputy Monitoring Officer

(01432 260266)

Email: [annebrown@herefordshire.gov.uk](mailto:annebrown@herefordshire.gov.uk)



## Hereford & Worcester Fire and Rescue Authority – Governance Structure



## **TERMS OF REFERENCE OF COMMITTEES OF THE FIRE AND RESCUE AUTHORITY**

### **URGENT DECISIONS COMMITTEE**

To act on behalf of the Authority in circumstances where the urgency of the matter is such that it cannot await the calling of a meeting of the Authority and there is no other method of dealing with that matter.

### **APPOINTMENTS ETC COMMITTEE**

To deal with the appointment, terms and conditions, suspension or dismissal of the Chief Fire Officer and Deputy Chief Fire Officer.

### **AUDIT COMMITTEE**

To agree the external audit plans

To receive reports from the External Auditors

To monitor and report on the performance of internal audit.

To approve the Annual Governance Statement

To approve the Statutory Accounts.

To monitor effective development and operation of risk management for action by the Fire and Rescue Authority Management Team.

To monitor issues on a quarterly basis arising from risk management and seek assurance that action is being taken where necessary

To monitor the Authority's arrangements against fraud.

### **BEST VALUE, POLICY AND PERFORMANCE COMMITTEE**

To consider the Best Value Performance Plans and reviews prior to submission to the Authority for approval.

To ensure that service provision has been appropriately determined by following the Government's Best Value performance methodology (Challenge, Consult, Compare, Compete)."

To comment on policy development, review policy (excepting financial policy) and make recommendations

To monitor progress in implementing approved policies and make recommendations

To consider any issue relating to a policy of the Authority, or performance in respect of such a policy, referred to the Committee by any three Members of the Authority, provided that more than one political group is represented in the number.

## **BUDGET COMMITTEE**

To review the financial prospects and make recommendations to the Fire and Rescue Authority.

To have oversight of financial matters raised in external and internal audit arrangements.

To have oversight of Treasury Management activity.

## **STANDARDS COMMITTEE**

Promoting and maintaining high standards of conduct by the Members of the Authority;

Assisting Members to observe the code of conduct;

Advising the Authority on the adoption or revision of the code of conduct;

Monitoring the operation of the code of conduct;

Advising, training or arranging to train the Members of the Authority on matters relating to the code of conduct;

Granting dispensations to Members, in circumstances to be prescribed in Regulations, from requirements relating to interests set out in the councillors' code of conduct;

Dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring officer or any matter which is referred by an ethical standards officer to the Monitoring Officer;

Setting up a Sub-Committee or making arrangements with an adjoining authority with regard to reviews of initial assessments of investigations;

Setting up an Assessment Sub-Committee or making arrangements with an adjoining Authority with regard to conducting assessments of complaints.

## **TERMS OF REFERENCE OF COMMITTEES OF THE FIRE AND RESCUE AUTHORITY**

### **URGENT DECISIONS COMMITTEE**

To act on behalf of the Authority in circumstances where the urgency of the matter is such that it cannot await the calling of a meeting of the Authority and there is no other method of dealing with that matter.

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To monitor issues on a quarterly basis arising from risk management and seek assurance that action is being taken where necessary

To monitor the Authority's arrangements against fraud.

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To ensure that service provision has been appropriately determined by following the Government's Best Value performance methodology (Challenge, Consult, Compare, Compete)."

To comment on policy development, review policy (excepting financial policy) and make recommendations

To monitor progress in implementing approved policies and make recommendations

To consider any issue relating to a policy of the Authority, or performance in respect of such a policy, referred to the Committee by any three Members of the Authority, provided that more than one political group is represented in the number.

### **STANDARDS COMMITTEE**

Promoting and maintaining high standards of conduct by the Members of the Authority;

Assisting Members to observe the Code of Conduct;

Advising the Authority on the adoption or revision of the Code of Conduct;

Monitoring the operation of the Code of Conduct;

Advising, training or arranging to train the Members of the Authority on matters relating to the Code of Conduct;

Appendix 1.

Granting dispensations to Members, in circumstances to be prescribed in Regulations, from requirements relating to interests set out in the Members' Code of Conduct;

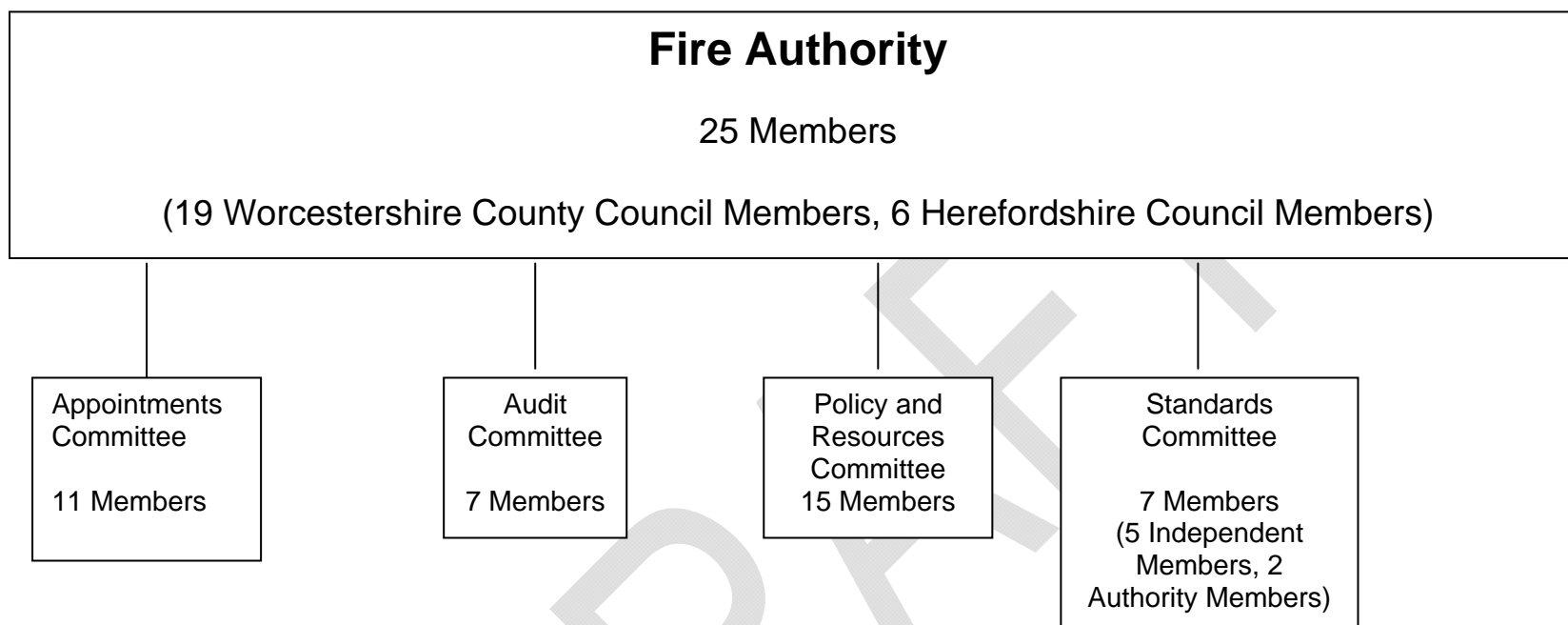
Dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer or any matter which is referred by an ethical standards officer to the Monitoring Officer

Setting up a sub-committee or making arrangements with an adjoining authority with regard to reviews of initial assessments of investigations

Conducting assessments of allegations of breaches by Members of the Code of Conduct



## Hereford & Worcester Fire and Rescue Authority – Proposed Governance Structure



## **STANDARDS COMMITTEE**

### **DRAFT - Terms of Reference, Constitution, Rules and Procedures**

#### **Role**

1. The role of the Standards Committee is:
  - a. promoting and maintaining high standards of conduct and ethical governance by Members and co-opted members of the Authority
  - b. assisting Members and where appropriate co-opted Members to observe the Member Code of Conduct
  - c. advising the Authority on the re-adoption or revision of the Member Code of Conduct
  - d. advising the Authority on the adoption or revision of the code for member-officer relations
  - e. monitoring the operation of the Member Code of Conduct
  - f. advising, training or arranging to train the Members and co-opted members of the Authority on matters relating to the Member Code of Conduct
  - g. granting dispensations to Members, from requirements relating to interests set out in the Member Code of Conduct
  - h. dealing with any reports from the case tribunal or interim case tribunal and any report from the Monitoring Officer or any matter which was referred by Standards for England to the Monitoring Officer
  - i. to assess and review complaints about Members
  - j. to conduct determination hearings
  - k. to receive reports, and comment on complaints procedures and/or reports from Local Government Ombudsman or external auditors, which are relevant to the Standards Committee's responsibilities.
  - l. To advise the Authority on the appointment of independent members of the Standards Committee.
  - m. to consider the compliance of the Constitution with the ethical framework

- n. to consider any application received from any officer of the Authority for exemption from political restriction under sections 1 and 2 of the Local Government and Housing Act 1989 in respect of the post held by that officer and, if it thinks fit, to direct the Authority that the post shall not be considered to be a politically restricted post and that the post be removed from the list maintained by the authority under section 2.2 of that Act; and
- o. upon the application of any person, or otherwise, to consider whether a post should be included in the list maintained by the Authority under section 2.2 of the 1989 Act and, if it thinks fit, to direct the Authority to include a post in that list.

The Standards Committee has established sub-committees to conduct assessments, reviews, consideration of investigation reports and hearings on its behalf.

**A. Assessment Sub-Committee**

- 1. The Assessment Sub-Committee has been established to receive allegations that a member of the authority has failed, or may have failed, to comply with the authority's Member Code of Conduct. Upon receipt of each allegation and any accompanying report by the Monitoring Officer, the Sub-Committee shall make an initial assessment of the allegation and shall then do one of the following:
  - a. refer the allegation to the Monitoring Officer, with an instruction to arrange a formal investigation of the allegation or arrange training, conciliation or such appropriate alternative steps as permitted by Regulations
  - b. refer the allegation to Standards for England, stating the reasons for that decision
  - c. Decide that no action should be taken in respect of the allegation, stating the reasons for that decision.
  - d. where the allegation is in respect of a person who is no longer a member of the authority, but is a member of another relevant authority (as defined in section 49 of the Local Government Act 2000), refer the allegation to the Monitoring Officer of that other relevant authority and
  - e. Shall instruct the Monitoring Officer to take reasonable steps to notify the person making the allegation and the member concerned of that decision.

2. Upon completion of an investigation by the Monitoring Officer, the Sub-Committee shall determine whether –
  - a. it accepts the Monitoring Officer’s findings of no failure to observe the Code of Conduct
  - b. the matter should be referred for consideration at a hearing before the Hearings Sub-Committee; or
  - c. The matter should be referred to the First Tier Tribunal for determination.

**B. Review Sub-Committee**

1. If the Assessment Sub Committee decides that no action should be taken in respect of an allegation that a Member of the Authority has failed, or may have failed, to comply with the Authority’s Member Code of conduct, the person who made the allegation has a right to request a review of the Assessment Sub Committee’s decision. The Review Sub Committee will conduct all such reviews.
2. Upon receipt of each such request and any accompanying report by the Monitoring Officer, the Sub-Committee shall review the decision of the Assessment Sub-Committee and shall then do one of the following:
  - a. refer the allegation to the Monitoring Officer, with an instruction to arrange a formal investigation of the allegation or take an alternative action as permitted by the Regulations
  - b. refer the allegation to Standards for England, stating the reasons for that decision
  - c. decide that no action should be taken in respect of the allegation stating the reasons for that decision; or
  - d. where the allegation is in respect of a person who is no longer a Member of the authority, but is a member of another relevant authority (as defined in section 49 of the Local Government Act 2000), refer the allegation to the Monitoring Officer of that other relevant authority; and
  - e. Shall instruct the Monitoring Officer to take reasonable steps to notify the person making the allegation and the member concerned of that decision.

**C. Consideration Sub Committee**

1. Upon receipt of each such request and any accompanying report by the Monitoring The Consideration Sub-Committee will consider a report of an investigation referred to the Standards Committee by the Monitoring Officer and determine whether:-
  - a. that it accepts the Monitoring Officer's finding of no failure to comply with the Member Code of Conduct; or
  - b. that the matter should be considered at a hearing of the Hearing Sub Committee; or
  - c. that the matter should be referred to the First Tier Tribunal for determination

**D. Hearing Sub Committee**

1. The Hearing Sub Committee will hold a hearing in relation to a matter referred to it by the Consideration Sub Committee and will make one of the following findings
  - a. that the member who was the subject of the hearing had not failed to comply with the Code of Conduct of the Authority;
  - b. that the member who was the subject of the hearing had failed to comply with the Code of Conduct of the Authority but that no action needs to be taken in respect of the matters which were considered at the hearing; or
  - d. that the member who was the subject of the hearing had failed to comply with the Code of Conduct of the Authority and that a sanction should be imposed.

**Constitution**

1. The Standards Committee will comprise 7 Members, 5 independent lay persons and 2 Authority Members (one representative from Herefordshire and one from Worcestershire).
2. In accordance with Section 53(10) of the Local Government Act 2000, political balance will not apply.
3. Group Leaders, the Chair and Vice Chair of the Authority are not eligible to serve on the Standards Committee.
4. The quorum of the Committee will be 3 Members .The Committee will be chaired by a lay member.

5. The Sub-Committees will comprise 3 Members including at least one independent lay member and one Authority representative. The sub committees shall be chaired by a lay member.
6. Members that have served on the Assessment Sub-Committee shall not serve on a Review Sub-Committee in relation to the same matter.

### **Substitution**

7. Each Authority representative on the Committee shall have a named substitute appointed by the Authority.

### **Rules and Procedures**

8. The Chair and Vice-Chair will be elected from amongst the independent lay Committee members.
9. Where possible, the Chair shall alternate each year between a Herefordshire based Independent Member and Worcestershire based Independent Member.
10. The Committee will meet as and when required and in addition hold an annual review meeting.
11. The Committee will submit an annual report to the Authority each June.
12. The Committee Chair will report proceedings of the Committee to the Authority.
13. The minutes and reports of the Committee will be available for public inspection, except those documents classified as exempt
14. The Committee will be advised by the Monitoring Officer and other officers and advisors as necessary.
15. When assessing complaints alleging breaches of the Code of Conduct, the Committee shall have regard to the:
  - the published assessment criteria for deciding whether to refer a complaint for investigation (Appendix 1); and
  - procedure for Local Assessment and Investigation of Complaints that Members have breached their Code of Conduct (Appendix 2)

16. With the exception of assessment and review sub committees meetings will normally be held in public, with the right of attendance for all members, public and press, except during consideration of exempt business.
17. With the exception of assessment and review sub- committees an agenda, together with reports, will be made available at least five clear working days before each formal meeting.

DRAFT

## **APPOINTMENTS COMMITTEE**

### **DRAFT - Terms of Reference, Constitution, Rules and Procedures**

#### **Role**

1. The Committee will consider and make recommendation to the Authority on the appointment, terms and conditions, suspension or dismissal of the Chief Fire Officer and Deputy Chief Fire Officer, Section 151 Officer and Monitoring Officer.
2. The Committee will determine pursuant to the grievance procedure any grievances submitted by or against the Chief Fire Officer and Chief Executive following a difference between him and an employee of the Authority
3. The committee will determine pursuant to the grievance procedure any appeal arising from any grievance procedure relating to the Deputy Chief Fire Officer, the Section 151 Officer or Monitoring Officer
4. To set up a sub committee of 3 members to carry out an annual performance appraisal for the Chief Fire Officer, Section 151 Officer and Monitoring Officer.

#### **Constitution**

1. The Committee will comprise 11 Members
2. In accordance with the requirements of the Local Government and Housing Act 1989, political balance will apply
3. The quorum of the Committee will be 4 Members

#### **Substitution**

4. A member of the Committee, who is unable to attend a meeting of the Committee, may propose another Member of the Authority to take their place at that meeting and act as their substitute. The substitute may be a Member of any political group.
5. The substitute Member shall remain a Member of the Committee for the duration of the meeting and shall be entitled to vote and assume all of the responsibilities of the named Member.

### **Reporting Arrangements**

6. The Committee will report to the Authority and have clear access to other Committees and functions

### **Rules and Procedures**

7. The Committee will meet as and when required.
8. The Committee Chair will report proceedings of the Committee to the Authority
9. The minutes and reports of the Committee will be available for public inspection, except those documents classified as exempt
10. The Committee will be advised by the Chief Fire Officer, Treasurer, Monitoring Officer and other officers and advisors as necessary.
11. Meetings will normally be held in public, with the right of attendance for all members, public and press, except during consideration of exempt business.
12. An agenda, together with reports, will be made available at least five clear working days before each formal meeting.

DRAFT

## **AUDIT COMMITTEE**

### **Terms of Reference, Rules and Procedures**

#### **Role**

The Committee will:-

#### **1. In relation to Internal and External Audit**

- i. Approve the terms of reference for Internal Audit.
- ii. Approve the Internal Audit Strategy, Strategic and Annual Plans and reporting to the Authority on whether adequate resources are available to enable the plans to be achieved.
- iii. Review the actual Internal Audit coverage in line with the approved Plans
- iv. Consider significant Internal Audit reports in detail and monitor whether appropriate action has been taken in respect of key recommendations.
- v. Review the performance of Internal Audit against relevant performance indicators.
- vi. Receive periodic Internal Audit Activities reports and the Annual Internal Audit report and opinion.
- vii. Review arrangements made for co-operation between Internal Audit, External Audit and other review bodies.
- viii. To consider the External Audit Annual Letter and monitor the Authority's response.
- ix. Review and consider External Audit fees, External Audit planned coverage and its adequacy.
- x. Receive updates from External Audit on their findings or opinions and the adequacy of management response to the External Audit advice, recommendations and action plans.
- xi. To monitor the results of external reviews of the Authority's services, ensuring progress is made on actions planned to remedy any significant issues highlighted.

## **2. In relation to Corporate Governance**

- i. Receive and consider an annual report evaluating the adequacy of application of the Authority's local code of corporate governance (as per the CIPFA/SOLACE framework).
- ii. Receive periodic updates on improvement actions identified as necessary to improve corporate governance arrangements.
- iii. Monitor levels of training and awareness on governance issues.
- iv. Review compliance with the relevant Codes of Conduct, ensuring procedures are in place to demonstrate consistency and appropriate responses.
- v. Exercise delegated power in relation to the approval of the annual Statement of Accounts.
- vi. Consider and make recommendations to the Authority on:
  - (a) The Standing Orders and Financial Regulations of the Authority.
  - (b) The Authority's Committee structure, terms of reference and delegation of powers of Committees

## **3. In relation to Risk Management**

- i. Review the adequacy of arrangements for identifying and managing the Authority's business risks – including the implementation of operational Risk Management arrangements.
- ii. To receive and consider regular reports on the business risk environment and associated management action.

## **4. In relation to Internal Control Arrangements and the Annual Governance Statement**

1. To exercise delegated power in relation to the consideration of the Annual Governance Statement, the procedures followed in its compilation and the appropriateness of supporting documentation, addressing any significant governance weaknesses disclosed within the statement.

## **5. In relation to Anti-Fraud & Corruption Arrangements**

- i. To formulate and approve policy documentation in respect of Anti-Fraud and Corruption processes and ensure the adequacy and the effectiveness of their application throughout the Authority.
- ii. To review and ensure that adequate arrangements are established and operating to deal with situations of suspected or actual wrongdoing, fraud and corruption.

## **Constitution**

1. The Committee will comprise 7 Members
2. In accordance with the requirements of the Local Government and Housing Act 1989, political balance will apply.
3. The Chair, Vice-Chair, out going Chair of the Authority and Chair of the Policy & Resources Committee are not eligible to serve on the Audit Committee
4. The quorum of the Committee will be 3 Members

## **Substitution**

5. A member of the Committee, who is unable to attend a meeting of the Committee, may propose another Member of the Authority to take their place at that meeting and act as their substitute. The substitute may be a Member of any political group.
6. The substitute Member shall remain a Member of the Committee for the duration of the meeting and shall be entitled to vote and assume all of the responsibilities of the named Member.

## **Reporting Arrangements**

7. The Committee will report to the Authority and have clear access to other committees and functions

## **Rules and Procedures**

8. The Committee will meet quarterly
9. The Committee Chair will report proceedings of the Committee to the Authority
10. The minutes and reports of the Committee will be available for public inspection, except those documents classified as exempt
11. The Committee will be advised by the Chief Fire Officer, Treasurer, Monitoring Officer and other officers and advisors as necessary.
12. Meetings will normally be held in public, with the right of attendance for all members, public and press, except during consideration of exempt business.
13. An agenda, together with reports, will be made available at least five clear working days before each formal meeting.

## **POLICY AND RESOURCES COMMITTEE**

### **Terms of Reference, Constitution, Rules and Procedures**

#### **Role**

The Committee will:

1. Exercise general oversight of the resources of the Authority including knowledge management.
2. In conjunction with the Audit committee to scrutinise reports from the Authority's External Auditors (including the report on the Management Letter) to determine where appropriate the Authority's response and appropriate action.
3. To prepare and recommend the Authority's Integrated Risk Management Plan and Authority Plan to the Authority .Thereafter to oversee and monitor progress on implementation of the Authority's Integrated Risk Management Plan and Authority Plan.
4. Consider and recommend to the Authority new strategies or new policy, including People, IT and Public Relations strategies taking into account the impact of such proposals on the staffing and financial resources of the Authority.
5. Oversee the formulation and recommend to the Authority the adoption of the Authority's objectives, the priority of those objectives and progress towards achieving them.
6. Oversee the development and implementation of equality and fairness policies receiving regular reports from the Equalities and Development Steering Group.
7. Oversee the development and implementation of health and safety policies receiving regular reports from the Health and Safety Liaison Panel.
8. Consider and report to the Authority on proposals of government departments and other national or regional bodies which have national or regional implications or which would affect the Authority in its relationship with other authorities.
10. Consider any other item referred to it by the Authority or Chief Officer.
11. Advise the Authority generally as to its financial and economic policies.
12. Make recommendations on the medium term financial plan including the revenue and capital budgets, precept and net budget requirement. Monitor the implementation of the medium term financial plan.

13. Consider matters relevant to the control of the general financial arrangements of the Authority including the arrangements for:-
  - (a) the collection of all revenue
  - (b) the supervision of the financial and accounting methods adopted
  - (c) insurance
  - (d) the establishment and management of funds
  - (e) the arrangements for treasury management
14. To ensure that the fees and charges for services provided by the Authority are kept under regular review and recommend any changes to the Authority for adoption.
15. Subject to Standing Orders and Financial Regulations, to exercise delegated power in relation to the invitation and acceptance of tenders.
16. Determine the Authority's Asset Management Plan
17. Determine any matter relating to the Authority's land holdings including any report relating to the acquisition or disposal by way of sale or lease of any interests in land or property surplus to requirements.
18. In accordance with the Authority's Financial Regulations, Standing Orders, give approval to capital projects and the purchasing of supplies, vehicles and services.
19. Receive reports on the discharge of any Civil Contingencies activities carried out by the Authority and authorise any action not already delegated to officers.
20. To receive reports on the implications of the adoption of nationally agreed conditions of service.
21. To receive regular reports from the Joint Consultative Committee.
22. To agree the premature retirement of any employee where this is in the interests of the efficient exercise of the functions of the Authority, or by reason of redundancy, including the power to grant added years service reckonable for superannuation purposes.
20. Receive reports on the introduction and implementation of any new legislation and as appropriate on the discharge of the Authority's obligations under any statutory provisions and authorise any action not already delegated to officers.
21. To set up member /officer working groups, either long standing or temporary to research and consider specific issues affecting the Authority e.g. Equalities and Development Working Group, IRMP working Group etc

### **Constitution**

1. The Committee will comprise 15 Members
2. In accordance with the requirements of the Local Government and Housing Act 1989, political balance will apply
3. The quorum of the Committee will be 5 Members

### **Substitution**

4. A member of the Committee, who is unable to attend a meeting of the Committee, may propose another Member of the Authority to take their place at that meeting and act as their substitute. The substitute may be a Member of any political group.
5. The substitute Member shall remain a Member of the Committee for the duration of the meeting and shall be entitled to vote and assume all of the responsibilities of the named Member.

### **Reporting Arrangements**

6. The Committee will report to the Authority and have clear access to other committees and functions

### **Rules and Procedures**

7. The Committee will meet quarterly
8. The Committee Chair will report proceedings of the Committee to the Authority
9. The minutes and reports of the Committee will be available for public inspection, except those documents classified as exempt
10. The Committee will be advised by the Chief Fire Officer, Treasurer, Monitoring Officer and other officers and advisors as necessary.
11. Meetings will normally be held in public, with the right of attendance for all members, public and press, except during consideration of exempt business.
12. An agenda, together with reports, will be made available at least five clear working days before each formal meeting.

## **6. Governance Review Proposals – changes to the Standards Committee’s Terms of Reference**

### **Purpose of report**

1. To seek the Committee’s views on the Governance working groups proposals to change the Standards Committee’s current terms of reference.
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### **Recommendation**

***The Clerk recommends that the proposed amended Terms of Reference of the Standards Committee be recommended to the Authority for adoption.***

### **Background**

2. In March the Audit Committee agreed the terms of reference and work program of the Governance Review Working Group. The group is chaired by Cllr Prodger.
3. The first element of the work programme was to review the current Committee Structure and terms of reference of Committees. Members will note that a latter report on the agenda deals with the overall proposals for change to the structure. This report deals solely with the proposed change to the Standards Committee’s terms of reference.
4. Very early consideration was given to the formulation of a joint Standards Committee; however, further discussion on this issue has been shelved pending the Government’s announcement on the abolition of Standards for England and the local standards framework. However; changes have been proposed to enable the Standards Committee to appoint various sub committees in the event of a disciplinary matter coming before it. The Standards Committee’s current terms of reference are set out in Appendix 1. The proposed terms of reference are included in Appendix 2. Members will see that the sub committees will perform the functions of assessment, review, consideration and determination.
5. If the changes are adopted it is suggested that at the next meeting of the Standards Committee following the Authority meeting that Members of the Committee determine who the chair of the respective sub committees will be. It is also suggested that the monitoring officer, in consultation with the relevant chair, be given delegated authority to select Members of the Standards Committee to sit on the various sub committees as and when required.

### **Supporting Information**

Appendix 1 Current Committee Terms of Reference  
Appendix 2 Proposed Terms of Reference

### **Contact Officer**

Anne Brown – Deputy Monitoring Officer  
(01432 260266) Email: [annebrown@herefordshire.gov.uk](mailto:annebrown@herefordshire.gov.uk)

## **TERMS OF REFERENCE OF COMMITTEES OF THE FIRE AND RESCUE AUTHORITY**

### **STANDARDS COMMITTEE**

- Promoting and maintaining high standards of conduct by the Members of the Authority;
- Assisting Members to observe the Code of Conduct;
- Advising the Authority on the adoption or revision of the Code of Conduct;
- Monitoring the operation of the Code of Conduct;
- Advising, training or arranging to train the Members of the Authority on matters relating to the Code of Conduct;
- Granting dispensations to Members, in circumstances to be prescribed in Regulations, from requirements relating to interests set out in the Members' Code of Conduct;
- Dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer or any matter which is referred by an ethical standards officer to the Monitoring Officer
- Setting up a sub-committee or making arrangements with an adjoining authority with regard to reviews of initial assessments of investigations
- Conducting assessments of allegations of breaches by Members of the Code of Conduct

## **STANDARDS COMMITTEE**

### **DRAFT - Terms of Reference, Constitution, Rules and Procedures**

#### **Role**

1. The role of the Standards Committee is:
  - a. promoting and maintaining high standards of conduct and ethical governance by Members and co-opted members of the Authority
  - b. assisting Members and where appropriate co-opted Members to observe the Member Code of Conduct
  - c. advising the Authority on the re-adoption or revision of the Member Code of Conduct
  - d. advising the Authority on the adoption or revision of the code for member-officer relations
  - e. monitoring the operation of the Member Code of Conduct
  - f. advising, training or arranging to train the Members and co-opted members of the Authority on matters relating to the Member Code of Conduct
  - g. granting dispensations to Members, from requirements relating to interests set out in the Member Code of Conduct
  - h. dealing with any reports from the case tribunal or interim case tribunal and any report from the Monitoring Officer or any matter which was referred by Standards for England to the Monitoring Officer
  - i. to assess and review complaints about Members
  - j. to conduct determination hearings
  - k. to receive reports, and comment on complaints procedures and/or reports from Local Government Ombudsman or external auditors, which are relevant to the Standards Committee's responsibilities.
  - l. To advise the Authority on the appointment of independent members of the Standards Committee.
  - m. to consider the compliance of the Constitution with the ethical framework

- n. to consider any application received from any officer of the Authority for exemption from political restriction under sections 1 and 2 of the Local Government and Housing Act 1989 in respect of the post held by that officer and, if it thinks fit, to direct the Authority that the post shall not be considered to be a politically restricted post and that the post be removed from the list maintained by the authority under section 2.2 of that Act; and
- o. upon the application of any person, or otherwise, to consider whether a post should be included in the list maintained by the Authority under section 2.2 of the 1989 Act and, if it thinks fit, to direct the Authority to include a post in that list.

The Standards Committee has established sub-committees to conduct assessments, reviews, consideration of investigation reports and hearings on its behalf.

**A. Assessment Sub-Committee**

- 1. The Assessment Sub-Committee has been established to receive allegations that a member of the authority has failed, or may have failed, to comply with the authority's Member Code of Conduct. Upon receipt of each allegation and any accompanying report by the Monitoring Officer, the Sub-Committee shall make an initial assessment of the allegation and shall then do one of the following:
  - a. refer the allegation to the Monitoring Officer, with an instruction to arrange a formal investigation of the allegation or arrange training, conciliation or such appropriate alternative steps as permitted by Regulations
  - b. refer the allegation to Standards for England, stating the reasons for that decision
  - c. Decide that no action should be taken in respect of the allegation, stating the reasons for that decision.
  - d. where the allegation is in respect of a person who is no longer a member of the authority, but is a member of another relevant authority (as defined in section 49 of the Local Government Act 2000), refer the allegation to the Monitoring Officer of that other relevant authority and
  - e. Shall instruct the Monitoring Officer to take reasonable steps to notify the person making the allegation and the member concerned of that decision.

2. Upon completion of an investigation by the Monitoring Officer, the Sub-Committee shall determine whether –
  - a. it accepts the Monitoring Officer’s findings of no failure to observe the Code of Conduct
  - b. the matter should be referred for consideration at a hearing before the Hearings Sub-Committee; or
  - c. The matter should be referred to the First Tier Tribunal for determination.

**B. Review Sub-Committee**

1. If the Assessment Sub Committee decides that no action should be taken in respect of an allegation that a Member of the Authority has failed, or may have failed, to comply with the Authority’s Member Code of conduct, the person who made the allegation has a right to request a review of the Assessment Sub Committee’s decision. The Review Sub Committee will conduct all such reviews.
2. Upon receipt of each such request and any accompanying report by the Monitoring Officer, the Sub-Committee shall review the decision of the Assessment Sub-Committee and shall then do one of the following:
  - a. refer the allegation to the Monitoring Officer, with an instruction to arrange a formal investigation of the allegation or take an alternative action as permitted by the Regulations
  - b. refer the allegation to Standards for England, stating the reasons for that decision
  - c. decide that no action should be taken in respect of the allegation stating the reasons for that decision; or
  - d. where the allegation is in respect of a person who is no longer a Member of the authority, but is a member of another relevant authority (as defined in section 49 of the Local Government Act 2000), refer the allegation to the Monitoring Officer of that other relevant authority; and
  - e. Shall instruct the Monitoring Officer to take reasonable steps to notify the person making the allegation and the member concerned of that decision.

**C. Consideration Sub Committee**

1. Upon receipt of each such request and any accompanying report by the Monitoring The Consideration Sub-Committee will consider a report of an investigation referred to the Standards Committee by the Monitoring Officer and determine whether:-
  - a. that it accepts the Monitoring Officer's finding of no failure to comply with the Member Code of Conduct; or
  - b. that the matter should be considered at a hearing of the Hearing Sub Committee; or
  - c. that the matter should be referred to the First Tier Tribunal for determination

**D. Hearing Sub Committee**

1. The Hearing Sub Committee will hold a hearing in relation to a matter referred to it by the Consideration Sub Committee and will make one of the following findings
  - a. that the member who was the subject of the hearing had not failed to comply with the Code of Conduct of the Authority;
  - b. that the member who was the subject of the hearing had failed to comply with the Code of Conduct of the Authority but that no action needs to be taken in respect of the matters which were considered at the hearing; or
  - d. that the member who was the subject of the hearing had failed to comply with the Code of Conduct of the Authority and that a sanction should be imposed.

**Constitution**

1. The Standards Committee will comprise 7 Members, 5 independent lay persons and 2 Authority Members (one representative from Herefordshire and one from Worcestershire).
2. In accordance with Section 53(10) of the Local Government Act 2000, political balance will not apply.
3. Group Leaders, the Chair and Vice Chair of the Authority are not eligible to serve on the Standards Committee.
4. The quorum of the Committee will be 3 Members .The Committee will be chaired by a lay member.

5. The Sub-Committees will comprise 3 Members including at least one independent lay member and one Authority representative. The sub committees shall be chaired by a lay member.
6. Members that have served on the Assessment Sub-Committee shall not serve on a Review Sub-Committee in relation to the same matter.

### **Substitution**

7. Each Authority representative on the Committee shall have a named substitute appointed by the Authority.

### **Rules and Procedures**

8. The Chair and Vice-Chair will be elected from amongst the independent lay Committee members.
9. Where possible, the Chair shall alternate each year between a Herefordshire based Independent Member and Worcestershire based Independent Member.
10. The Committee will meet as and when required and in addition hold an annual review meeting.
11. The Committee will submit an annual report to the Authority each June.
12. The Committee Chair will report proceedings of the Committee to the Authority.
13. The minutes and reports of the Committee will be available for public inspection, except those documents classified as exempt
14. The Committee will be advised by the Monitoring Officer and other officers and advisors as necessary.
15. When assessing complaints alleging breaches of the Code of Conduct, the Committee shall have regard to the:
  - the published assessment criteria for deciding whether to refer a complaint for investigation (Appendix 1); and
  - procedure for Local Assessment and Investigation of Complaints that Members have breached their Code of Conduct (Appendix 2)

16. With the exception of assessment and review sub committees meetings will normally be held in public, with the right of attendance for all members, public and press, except during consideration of exempt business.
17. With the exception of assessment and review sub- committees an agenda, together with reports, will be made available at least five clear working days before each formal meeting.

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## **7. The future of Standards for England and the Standards Framework**

### **Purpose of report**

1. To update the Committee on recent Government announcements on the future of Standards for England and the Standards Framework
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### **Recommendations**

*The Clerk recommends that the Report be noted.*

### **Background**

2. The Government's 'Programme for Government' of 20 May 2010 contained the commitment to "abolish the Standards Board regime". Primary legislation is needed to abolish Standards for England, and it is expected that the provisions to do so will be included in the planned Decentralisation and Localism Bill due to be presented in late 2010, with Royal Assent anticipated between July and October 2011. This is likely to lead to final closure of Standards for England sometime between 31 December 2011 and 31 March 2012.
3. No transitional provisions have been published yet but the Committee will be further updated when any such details emerge.

### **The Current Position**

4. In the light of these circumstances the Standards Board has reviewed its business plan for this year and next. Their current priorities are to fulfil their statutory duties, to support local authorities in maintaining standards and to assist the government in developing and implementing any new arrangements it may choose to put in place.
5. In the meantime, the local Standards framework still exists and standards committees and monitoring officers have an obligation to keep the system operating.
6. For the moment, Standards for England will continue to:
  - a. Provide advice and information to those who phone or write
  - b. Update guidance on the Standards framework.
  - c. Produce an updated case review.
  - d. Carry out investigations referred by standards committees.

- e. Maintain existing relationships with key stakeholder organisations.
- f. Meet requests for staff to give presentations or attend training events.
- g. Maintain the Standards website as a resource to support standards committees.

### **Immediate Implications for Monitoring Officers and Standards Committees**

- 7. Since the Government's announcement there have been two changes of note:
  - i. Standards for England no longer require quarterly or annual returns to be submitted; and
  - ii. The Standards for England 2010 Annual Assembly, due to take place at the International Convention Centre (ICC), Birmingham, on October 18 and 19, has now been cancelled.

### **Supporting Information**

Appendix 1 – Standards for England Bulletin No. 48

### **Contact Officer**

Anne Brown – Deputy Monitoring Officer  
(01432 260266)

**Email:** [annebrown@herefordshire.gov.uk](mailto:annebrown@herefordshire.gov.uk)

# Hereford & Worcester Fire and Rescue Authority

## GLOSSARY OF TERMS

<b>ACAS</b>	Advisory Conciliation and Arbitration Service
<b>ACFO</b>	Assistant Chief Fire Officer
<b>AFA</b>	Automatic Fire Alarm
<b>AFD</b>	Automatic Fire Detection
<b>ALP</b>	Aerial Ladder Platform
<b>AM</b>	Area Manager
<b>AMP</b>	Asset Management Plan
<b>ARCC</b>	Aeronautical Rescue Co-ordination Centre
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<b>BA</b>	Breathing Apparatus
<b>BACS</b>	Bankers' Automated Clearance System
<b>BCM</b>	Business Continuity Management
<b>BCP</b>	Business Continuity Plan
<b>BME</b>	Black and Minority Ethnic
<b>BVPI</b>	Best Value Performance Indicator
<b>BVPP</b>	Best Value Performance Plan
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<b>CAA</b>	Combined Area Assessment
<b>CAFS</b>	Compressed Air Foam Systems
<b>CARP</b>	Combined Aerial Rescue Pump
<b>CBRN</b>	Chemical Biological Radiological Nuclear
<b>CCA</b>	Civil Contingencies Act
<b>CDRP</b>	Crime and Disorder Reduction Partnership
<b>CERMIG</b>	County Emergency Response to Major Incidents Group
<b>CFA</b>	Combined Fire Authority
<b>CFO</b>	Chief Fire Officer
<b>CFOA</b>	Chief Fire Officers Association
<b>CFRMIS</b>	Community Fire Risk Management System
<b>CFS</b>	Community Fire Safety
<b>CIMAH</b>	Control of Industrial Major Accident Hazards
<b>CIPFA</b>	The Chartered Institute of Public Finance and Accountancy
<b>CLG</b>	Department for Communities and Local Government
<b>CM</b>	Crew Manager
<b>COSHH</b>	Control of Substances Hazardous to Health
<b>CPA</b>	Comprehensive Performance Assessment
<b>CPS</b>	Chemical Protection Suits
<b>CRE</b>	Commission for Racial Equality
<b>CRR</b>	Community Risk Register
<b>CS</b>	Community Safety
<b>CSR</b>	Current Spending Review
<b>CSU</b>	Command Support Unit
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<b>DC</b>	District Commander
<b>DCFO</b>	Deputy Chief Fire Officer
<b>DDA</b>	Disability Discrimination Act
<b>DIM</b>	Detection, Identification and Monitoring
<b>DOF</b>	Director of Finance
<b>DoH</b>	Department of Health
<b>DoT</b>	Direction of Travel
<b>DPA</b>	Data Protection Act

## Hereford & Worcester Fire and Rescue Authority

### GLOSSARY OF TERMS

<b>EA</b>	Environment Agency
<b>EAS</b>	Electronic Availability System
<b>ECS</b>	Enhanced Command Support
<b>EIR</b>	Environmental Information Regulations
<b>EPU</b>	Environmental Protection Unit
<b>ESLG</b>	Equality Standard for Local Government
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<b>FBU</b>	Fire Brigades Union
<b>FDR</b>	Fire Damage Report
<b>FDS</b>	Flexible Duty System
<b>FireLink</b>	The National Project for the introduction of a National Fire Service Radio System
<b>FOIA</b>	Freedom of Information Act
<b>FRA</b>	Fire and Rescue Authority
<b>FRD</b>	Fire Resilience Directorate
<b>FRS</b>	Fire and Rescue Service
<b>FRSNCC</b>	Fire and Rescue Service National Co-ordination Centre
<b>FSC</b>	Fire Service College
<b>FSCA</b>	Fire Service Consultation Association
<b>FSEC</b>	Fire Services Emergency Cover
<b>FSNBF</b>	Fire Service National Benevolent Fund
<b>FSPA</b>	Fire Service Procurement Association
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<b>GM</b>	Group Manager
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<b>HAZMAT</b>	Hazardous Materials
<b>HERMIT</b>	Herefordshire Emergency Response to Major Incidents Team
<b>HFSC</b>	Home Fire Safety Check
<b>HMFSI</b>	Her Majesty's Fire Service Inspectorate
<b>HMI</b>	Her Majesty's Inspector or Inspectorate
<b>HPA</b>	Health Protection Agency
<b>HR</b>	Human Resources
<b>HRIS</b>	Human Resources Information System
<b>HSE</b>	Health & Safety Executive
<b>HWFRS</b>	Hereford & Worcester Fire and Rescue Service
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<b>ICP</b>	Integrated Clothing Project
<b>ICS</b>	Incident Command System
<b>ICT</b>	Information and Communications Technology
<b>IEG</b>	Implementing Electronic Government
<b>IIP</b>	Investors in People
<b>IOSH</b>	Institute of Occupation Safety and Health
<b>IPDR</b>	Individual Performance and Development Review
<b>IPDS</b>	Integrated Personal Development System
<b>IRMP</b>	Integrated Risk Management Plan
<b>IRS</b>	Incident Recording System
<b>IRU</b>	Incident Response Unit
<b>ISU</b>	Incident Support Unit
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<b>JERA</b>	Joint Emergency Response Arrangements
<b>JFS</b>	Juvenile Fire-setters Scheme
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<b>KPI</b>	Key Performance Indicator
<b>KLOE</b>	Key Lines of Enquiry
<b>LASER</b>	Learning about Safety by Experiencing Risk

## Hereford & Worcester Fire and Rescue Authority

### GLOSSARY OF TERMS

<b>LEA</b>	Local Education Authority
<b>LFF</b>	Leading Fire Fighter
<b>LGA</b>	Local Government Association
<b>LGV</b>	Light Goods Vehicle
<b>LIBID</b>	London Interbank Bid Rate
<b>LPG</b>	Liquid Petroleum Gas
<b>LPSA</b>	Local Public Service Agreement
<b>LRF</b>	Local Resilience Forum
<b>LRI</b>	Learning Resource International
<b>LSGCM</b>	Long Service and Good Conduct Medal
<b>LSP</b>	Local Strategic Partnership
<b>LTCM</b>	Long Term Capability Management
<b>LTF</b>	Local Training Facilities
<b>MARP</b>	Midlands Area Radio Project
<b>MIS</b>	Management Information Systems
<b>MISAR</b>	Mercia Inshore Search and Rescue
<b>MMFE</b>	Management of Major Flood Emergencies
<b>MoU</b>	Memorandum of Understanding
<b>MTFP</b>	Medium Term Financial Plan
<b>NCFSC</b>	National Community Fire Safety Campaign
<b>NEBOSH</b>	National Examination Board in Occupational Safety and Health
<b>NEET</b>	Not in Education, Employment or Training
<b>NFST</b>	National Flood Support Team
<b>NJC</b>	National Joint Council for Local Authorities' Fire Brigades
<b>NOS</b>	National Occupational Standard
<b>NVQ</b>	National Vocational Qualification
<b>OASD</b>	Operational Assessment of Service Delivery
<b>ODPM</b>	Office of the Deputy Prime Minister
<b>OJEU</b>	Official Journal of the European Union
<b>ORS</b>	Opinion Research Services
<b>PDR</b>	Personal Development Review
<b>PFI</b>	Private Finance Initiative
<b>PI</b>	Performance Indicator
<b>PMM</b>	Principal Management Members
<b>PMSO</b>	Project Management Support Office
<b>PO</b>	Principal Officer
<b>PPE</b>	Personal Protective Equipment
<b>PPP</b>	Policy, Planning and Performance
<b>PSA</b>	Public Service Agreement
<b>PSHE</b>	Personal, Social, Health Education
<b>PSRP</b>	Public Services Radio Project
<b>PWLB</b>	Public Works Loans Board
<b>QSA</b>	Quality Systems Audit
<b>R2R</b>	Rank to Role
<b>RBIP</b>	Risk Based Inspection Programme
<b>RCC</b>	Regional Control Centre
<b>RCCC</b>	Regional Civil Contingencies Committee
<b>RDS</b>	Retained Duty System

## Hereford & Worcester Fire and Rescue Authority

### GLOSSARY OF TERMS

<b>RHSCG</b>	Regional Health and Safety Collaboration Group
<b>RIDDOR</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulation
<b>RMB</b>	Regional Management Board
<b>RoSPA</b>	Royal Society for the Prevention of Accidents
<b>RPE</b>	Respiratory Protective Equipment
<b>RRF</b>	Regional Resilience Forum
<b>RRO</b>	Regulatory Reform Order
<b>RRT</b>	Regional Resilience Team
<b>RSIG</b>	Road Safety Implementation Group
<b>RTA</b>	Road Traffic Accident
<b>RTC</b>	Road Traffic Collision
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<b>SAP</b>	Systems Application and Products
<b>SARA</b>	Severn Area Rescue Association
<b>SBE</b>	Standards Board for England
<b>SCC</b>	Strategic Command Centre
<b>SCE</b>	Supported Capital Expenditure
<b>SCG</b>	Strategic Command Group
<b>SDA</b>	Service Delivery Agreement
<b>SFSO</b>	Senior Fire Safety Officer
<b>SHA</b>	Strategic Holding Area
<b>SHEBA</b>	Safety in the Home and Electric Under Blanket Assessment
<b>SLA</b>	Service Level Agreement
<b>SM</b>	Station Manager
<b>SOLACE</b>	Society of Local Authority Chief Executives
<b>SoRP</b>	Statement of Recommended Practice
<b>SPI</b>	Service Policy Instruction
<b>SRT</b>	Swift Water Rescue Team
<b>SSI</b>	Special Service Incidents
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<b>T&amp;DC</b>	Training and Development Centre
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<b>UoR</b>	Use of Resources
<b>USAR</b>	Urban Search and Rescue
<b>UWFS</b>	Unwanted Fire Signal
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<b>VMDS</b>	Vehicle Mounted Data System
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<b>WAN</b>	Wide Area Network
<b>WM</b>	Watch Manager
<b>WMRMB</b>	West Midlands Regional Management Board
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<b>YFA</b>	Young Firefighters' Association