

**Minutes of the Appointments, Standards and Appeals
Committee**

16 October 2023 at 10:00 hours
held at Fire Service Headquarters

Present: Councillors Jalil (Chair), Brackenridge (Vice-Chair), Hogarth, Miks, Kettle, Ward.

Officers: Karen Gowreesunker (Clerk), Tom Embury and Chandni Patel

18/23 To receive apologies for absence (if any)

Apologies were received from Cllr Basharat Mahmood

19/23 Declarations of Interest

There were no declarations of interest received.

**20/23 Minutes of the Appointments, Standards and Appeals
Committee held on 18 July 23**

Resolved:

1. That the minutes of the Appointments, Standards and Appeals Committee held on 18 July 2023 be approved as a correct record.

21/23 Member Code of Conduct – Update 2023

Tom Embury, Deputy Clerk to the Authority advised that the intention is that members approve the updated Member Code of Conduct included in Appendix A for submission to the full Fire Authority for approval.

Such training will also form a part of a refreshed Member Development Strategy to be implemented in the 2024/25 municipal year and will take the form of annual refresher training for all members delivered in July each year.

All recommendations were agreed upon.

22/23 Implementation of Code of Ethics National Fire Standard

Tom Embury provided an update on the report. Fire Standards are developed nationally by the Fire Standards Board and they apply to all Fire Services. This provides consistency across the services.

One of those is the implementation of the Code of Ethics and specifically relevant to members is the governance of the Fire Service and authority.

The members agreed that discussion is required on how as a committee and as a wider authority members deliver against those fire standards.

The authority will also need to decide on how often they are to meet outside of the already ad-hoc meetings to discuss items such as this.

Cllr Brackenridge advised that in order to vote, meetings will now be in-person and not digitally via teams. It was suggested that it may be worth meeting two times a year over the forthcoming year.

Resolved

1. To ensure communication is sent to all members confirming in-person attendance at all committee meetings.
2. It was agreed that these meetings will take place on an ad-hoc basis when needed.

23/23 Training Session- Fire Standard [Verbal Report]

Tristan Dugdale-Pointon, Business Partner for DICE (Diversity, Inclusion, Cohesion, Equality) provided training to members via a presentation.

The session provided information to members about the Fire Standards, the Code of Ethics and how officers are implementing that in the service.

The Code of Ethics differs very slightly from the national guidelines. This is based on feedback from the organisation. Our Values have been adapted to align with the Code of Ethics.

Those responsible for the governance of Fire and Rescue services, whilst complying with their ethical codes must hold the CFO to account for the implementation of the Core Code of Ethics. They must play a proactive role in challenging behaviour inconsistent with the Core code. They must also ensure strategies, policies and performance measures are in place to promote and embed a positive and inclusive culture.

Cllr Brackenridge advised members that he has accepted a position on the Fire Standard Board on behalf of the National Joint Council. This will provide an opportunity to engage with stakeholders and ensure the service remains updated.

Cllr Jalil congratulated Cllr Brackenridge on his appointment.

Following queries, Karen Gowreesunker advised that the Authority have a number of committees that will enable us to monitor the implementation and continual improvement of those standards.

Regarding KPI's (Key Performance Indicators) Tom Embury advised that these points are presented within the DICE reports that go into the Scrutiny Committee. Any timelines of implementation may also be useful for members to understand what progress is being made.

Cllr Miks advised that members have been visiting several stations and interviewing officers and trainee members. Although this is

specifically for the Training and Development review that the Scrutiny committee are undertaking.

Cllr Brackenridge reiterated the importance of attending stations and reminded members that they are required to attend at least two times a year.

It was confirmed that members need to monitor KPI's very closely and there has been an improvement in these areas. Members need to focus on is how they monitor and set KPI's, what areas they are set in and what is the best committee to oversee them. Scrutiny and ASA may be the best forums for this.

Karen Gowreesunker advised members that the service do have a review of how well-embedded our values and Code of Ethics is within the organisation.

The Chair thanked all for attending the meeting

Meeting closed at 10.57am