

WEST MIDLANDS FIRE AND RESCUE AUTHORITY

STANDARDS COMMITTEE

ACTIONS IDENTIFIED FROM REVIEW OF SBE ANNUAL RETURN QUESTIONS AND GOOD PRACTICE

Action	Responsible Officer
Work programme for the Standards Committee to be drawn up	Monitoring Officer
Involve Standards Committee in reviewing amendments to the Authority's constitution/standing orders	Monitoring Officer
Annual Report to be produced for submission to the Authority, circulated to senior officers and publicised to the general public	Monitoring Officer
Article on standards matters to be included in a future edition of Firepower including reference to role of independent members	Monitoring Officer/ Chief Fire Officer
Annual training and development questionnaire for members to be undertaken/preparation for Member Development Charter to be undertaken	Clerk/Monitoring Officer
Arrangements to be made for the Chair of the Authority and the Chief Fire Officer to meet with the Standards Committee or the Chair of the Standards Committee, twice per year to discuss ethical issues	Clerk
Arrangements to be made for political group leaders to meet with the Standards Committee, or the Chair of the Standards Committee, to discuss ethical issues, during the year	Clerk
Arrangements to be made for the Monitoring Officer to attend the Corporate Board on an occasional basis	Clerk

Action	Responsible Officer
Arrangements to be made for an executive member to have portfolio responsibility for standards matters	Clerk
Information on WMFS web site on making a complaint about a member to be reviewed for ease of access	Monitoring Officer/Chief Fire Officer
Leaflet to be produced for the public on making a complaint about a member	Monitoring Officer
Member/officer relations protocol to be produced	Monitoring Officer/ Chief Fire Officer
Report to next meeting on core value training given as induction for new employees	Chief Fire Officer
Roll out of inclusion of member declaration of interest forms being available on the WMFS web site to be continued and that members be informed of this at the annual induction event	Clerk/ Monitoring Officer
Register of gifts and hospitality to be made available on the WMFS web site	Clerk/Chief Fire Officer
Consideration to be given to making the register of senior officers' interests and gifts and hospitality available on the web site	Chief Fire Officer
Standards Committee to inspect the registers of interests on a regular basis	Clerk/ Monitoring Officer
SBE/IDEA/Audit Commission ethical governance toolkit exercise to be scheduled for the Standards Committee	Monitoring Officer

Action	Responsible Officer
Consider how to raise the profile of standards matters with employees – suggestions for appropriate strapline to be brought to next meeting	All members/ Monitoring Officer/ Chief Fire Officer
Report on ethical standards with regard to partnership working to be brought to a future meeting	Chief Fire Officer