



**APPOINTMENT, STANDARDS AND APPEALS COMMITTEE (ASAC) UPDATE  
REPORT - NOVEMBER 2025**

**For DECISION**

**Principal Officer: Simon Tuhill, CFO**

**Report of the Chair of ASA Committee**

**Authored by Chair of ASAC, Interim Clerk and Democratic Services Officer**

**1. PURPOSE**

- 1.1. To provide the Authority an update on the work conducted by the ASAC Committee at its meetings held since the last Fire Authority.

**2. RECOMMENDATIONS**

- 2.1. That members **note** the work of the ASA Committee in the last quarter as outlined in this report.
- 2.2. That members **approve** the minor update made to the Authority Member Code of Conduct outlined in section 5.1 and linked in background papers in section 11.

**3. OBJECTIVES & EXPECTED OUTCOMES**

- 3.1. To support greater transparency and consistency between the work of authority and its committees, Committee Chairs will provide a quarterly update to each Authority meeting, to include an Annual Report at the end of each municipal year.

**4. BACKGROUND**

- 4.1. The Authority has established an Appointments, Standards and Appeals Committee under which allegations of breach of the member

Code of Conduct can be investigated and decisions on allegations can be made. The Appointments, Standards and Appeals Committee also operates as a quasi-judicial body in determining appeals relating to pensions and superannuation matters and the appointment of Brigade Managers.

- 4.2. The committees Terms of Reference (TOR) can be accessed within the WMFRA Constitution as agreed in June 2025. A deep dive review of the TOR and work programme will be undertaken with the Corporate Governance Improvement Board (CGIB). It was originally planned to bring this to Fire Authority in November however, it was acknowledged that until a decision is made on the implementation of an Executive Committee, it was not deemed appropriate. Once a decision has been made the review will commence and be brought to Fire Authority as part of the wider constitutional changes planned in February 2026.

5. **OVERVIEW**

- 5.1. ASAC meetings are ad-hoc and scheduled on an as needed basis. Since the Authority meeting on Monday 29 September, the ASA Committee has held one formal meeting on Monday 3 November 2025. The key agenda items were as follows:

- Members Code of Conduct

As per the committees TOR, the committee undertook its annual review of the Members Code of Conduct for both Members and Co-Opted Members.

The proposed changed below was agreed to the policy:

- A. 'The Monitoring Officer maintains a process for Managing Standards Complaints under the Localism Act 2011 in accordance with the LGA Guidance'.

Training on the Code of Conduct would be taking place at the Members Engagement Forum in November 2025.

- Member Development Strategy

The Committee had the opportunity to review and comment upon the draft strategy and approved its submission to the Fire Authority, as per today's agenda. The strategy aims to provide current and new members joining the Authority with the necessary skills and experience they need to fulfil their roles and responsibilities. The strategy has been brought in line with best practice and delivers on the key recommendations within the authority's improvement plan.

The following amendments were requested:

- A. More clear bespoke training for the Chair of the Authority
- B. Audit template to include life experiences

All training included within the Induction pack would be recorded/via teams where possible to take into account members work/caring commitments. The strategy was fluid and any additional training that members feel would be beneficial can be added ad hoc, including upcoming legislation changes around the Nolan Principals. Roles of member champions would be the responsibility of the new Member Development Steering Group.

5.2. Members in attendance: *Councillor Haq, Cathryn Bayton, Mary Locke (substitute), Ken Ferguson and Peter Hogarth.*

5.3. The full agenda pack and its reports can be accessed: [Here](#)

## 6. **FUTURE WORK**

6.1. The committee will look to schedule a meeting in the near future to determine the appointment of a Deputy Chief Fire Officer.

## 7. **IMPACT ASSESSMENTS**

7.1. No Initial EIA is required as this is an update report.

## 8. **LEGAL IMPLICATIONS**

8.1. There are no legal implications arising from this report or its appendices.

9. **FINANCIAL IMPLICATIONS**

9.1. There are no financial implications arising from the content of this report or its appendices.

10. **ENVIRONMENTAL IMPLICATIONS**

10.1. There are no environmental implications arising from the content of this report or its appendices.

11. **BACKGROUND PAPERS & APPENDICES**

- [Code of Conduct for Members and Co-Opted Members](#) - as agreed by Appointments, Standards and Appeals Committee 3 November 2025.
- [ASA Committee Agenda – 17 July 2025](#)

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