

NOT PROTECTIVELY MARKED
WILTSHIRE & SWINDON FIRE AUTHORITY

MINUTES of a MEETING of the ETHICS COMMITTEE
held at WILTSHIRE FRS HEADQUARTERS, MANOR HOUSE,
POTTERNE, SN10 5PP
on THURSDAY 13 MARCH 2014

Attendance: Cllrs C Newbury, E Clark, M Groom, and G Perkins.
Mr R McMillan (Independent Person).
Barbara Owen (Brigade Manager).
Lisa Smith (Corporate Information Manager).
Lindsay Gowland (Clerk).

1/14	MEMBERSHIP & ATTENDANCE The composition of the Committee was noted and the Clerk highlighted the role of the Independent Persons.
2/14	APPROVAL OF PREVIOUS MINUTES The Minutes of the meeting of 15 October 2013 were approved and signed. There were no matters arising.
3/14	WELCOME & APOLOGIES Apologies were received from Cllr N Martin and Mr M Cronin, Independent Person.
4/14	MEMBERS' INTERESTS The Chairman reminded members of the need to declare any personal interests which the Authority's Code of Conduct required to be disclosed, and dispensations granted by the Clerk to the Authority or this Committee. None was received.
5/14	STAFF PROTOCOLS & CODES <ol style="list-style-type: none">a. The Committee received and noted the annual report on Complaints and Compliments and congratulated all the Staff on the record presented.b. The Committee received the annual report on the Freedom of Information requests and congratulated the Corporate Information Officer on dealing with the requests within the statutory time limits.c. The Committee received and noted the annual report on gifts and hospitality. The Brigade Manager reported that reminders to staff would be published twice yearly.d. The Committee received the quarterly report on the Regulation of Investigative Powers Act and noted the Home Office consultation on changes to the codes of practice.

NOT PROTECTIVELY MARKED

	e. The Committee received and noted the review timetable for codes and protocols.
6/14	URGENT BUSINESS There was no urgent business.
7/14	DATE OF NEXT MEETING It was agreed that the date of the next meeting would be held on Thursday 23 October 2014 at 2pm at Potterne.

Duration of Meeting: 2.31pm – 3.00pm

S L GOWLAND
Clerk to the Authority
Manor House, Potterne, Devizes, SN10 5PP
Tel: 01380-737243
E-Mail: lindsay.gowland@wiltsfire.gov.uk

March 2014

NOT PROTECTIVELY MARKED