

# **WILTSHIRE & SWINDON FIRE AUTHORITY**

## **MINUTES OF A MEETING OF THE ETHICS COMMITTEE HELD AT WILTSHIRE FRS HQ, MANOR HOUSE, POTTERNE, DEVIZES ON THURSDAY 12 MARCH 2015**

**Present :** Cllrs C Newbury, E Clark, M Groom, N Martin.  
Mrs C Baynes (Independent Person)  
Barbara Owen (Brigade Manager)  
Stephen Taylor (Monitoring Officer)

### **01/15. Membership & Attendance**

The Chairman reminded members of the Committee's decision to invite the two Independent Persons to attend meetings of the Committee.

### **02/15 Minutes of Last Meeting**

The minutes of the meeting of the Committee held on 23 October 2014 were approved and signed. There were no matters arising.

### **03/15 Apologies**

Apologies were received from Lindsay Gowland, Clerk and Mr M Cronin, Independent Person.

### **04/15 Members' Interests**

No interests were declared.

### **05/15 Staff Protocol**

- a. The Committee received, discussed and noted the annual report on complaints and compliments and requested that i) a copy of the Complaints Procedure be circulated with the next Annual report; ii) the number of issues initially submitted as complaints that were not taken forward as such is reported in the next report; and iii) details of any complaints taken to the second stage of the process be also included in the report. The Committee expressed pleasure at seeing the number of compliments received and asked for Lisa Smith to be thanked for her work on this report.
- b. The Committee received and discussed the annual report on the Freedom of Information requests.
- c. The Committee received and noted the annual report on gifts and hospitality.
- d. The Committee received the quarterly report on the Regulation of

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Investigatory Powers Act.

## **06/15 Members Register of Interests**

Cllr Clark declared a personal interest in this item.

The Committee discussed the level of information supplied for the register of interests of members, in particular regarding the provision of land registry numbers rather than addresses. It was noted that a member of the public would be charged if they wished to look up a title number.

### Resolved:

The Committee were unanimous in agreeing that

- a. Additional words would be added to the Fire Authority form for the Register of Members Interests. The exact form of words would be agreed by the Monitoring Officer in consultation with the Chairman of the Committee.
- b. It was determined that where there is a postal address the Monitoring Officer shall enter it into the Register of Members Interests.

## **07/15. Urgent Business**

There was no urgent business.

## **08/15. Date of Next Meeting**

The date of the next meeting was suggested as 9 June 2015 at 2pm.

(Duration of meeting: 14.05 p.m. to 15.05 p.m.)