Dorset & Wiltshire Fire and Rescue Authority

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Contact Information

DEMOCRATIC SERVICES

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Democratic Services Officer – David Shaw
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STRATEGIC LEADERSHIP TEAM

Chief Fire Officer and Chief Executive – Ben Ansell
Direct Dial: 01722 691067
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MEDIA AND COMMUNICATIONS

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Website: www.dwfire.org.uk

Twitter: @DWFireRescue

Facebook: www.facebook.com/DWFire

TELEPHONE NUMBERS

General Switchboard	Office hours, 9.00 - 17.00 (Monday -Thursday) 9.00 - 16.30 (Friday)	01722 691000

Fire station or workplace	**Duty**	**Phone number**
Amesbury Fire Station	On-call	01722 691000
Beaminster Fire Station	On-call	01722 691000
Bere Regis Fire Station	On-call	01722 691000
Blandford Fire Station	On-call	01722 691000
Bradford upon Avon Fire Station	On-call	01722 691000
Bridport Fire Station	On-call	01722 691000
Calne Fire Station	On-call	01722 691000
Charmouth Fire Station	On-call	01722 691000
Chippenham Fire Station	Wholetime day crewed + On-call	01722 691000
Christchurch Fire Station	Wholetime	01722 691000
Corsham Fire Station	On-call	01722 691000
Cranborne Fire Station	On-call	01722 691000
Cricklade Fire Station	On-call	01722 691000
Devizes Fire Station	On-call	01722 691000

Dorchester Fire Station	On-call	01722 691000
Ferndown Fire Station	Day crewed weekdays + On-call nights and weekends	01722 691000
Gillingham Fire Station	On-call	01722 691000
Hamworthy Fire Station	On-call	01722 691000
Headquarters - Five Rivers in Salisbury	Office hours, 9.00 - 17.00 (Monday -Thursday) 9.00 - 16.30 (Friday)	01722 691000
Ling Road office, Poole	Office hours, 9.00 - 17.00 (Monday -Thursday) 9.00 - 16.30 (Friday)	01722 691000
Ludgershall Fire Station	On-call	01722 691000
Lyme Regis Fire Station	On-call	01722 691000
Maiden Newton Fire Station	On-call	01722 691000
Malmesbury Fire Station	On-call	01722 691000
Marlborough Fire Station	On-call	01722 691000
Melksham Fire Station	On-call	01722 691000
Mere Fire Station	On-call	01722 691000
Pewsey Fire Station	On-call	01722 691000
Poole Fire Station	Wholetime + On-call	01722 691000
Portland Fire Station	On-call	01722 691000
Potterne	Fire control + corporate staff	01722 691000
Ramsbury Fire Station	On-call	01722 691000
Redhill Park Fire Station	Wholetime	01722 691000
Royal Wootton Bassett Fire Station	On-call	01722 691000
Salisbury Fire Station	Wholetime + On-call	01722 691000
Shaftesbury Fire Station	On-call	01722 691000
Sherborne Fire Station	On-call	01722 691000

Springbourne Fire Station	Wholetime	01722 691000
Stratton St Margaret Fire Station	Wholetime + On-call	01722 691000
Sturminster Fire Station	On-call	01722 691000
Swanage Fire Station	On-call	01722 691000
Swindon Fire Station	Wholetime + On-call	01722 691000
Tisbury Fire Station	On-call	01722 691000
Training Centre - Devizes	Wholetime + corporate staff	01722 691000
Training Centre - West Moors	Wholetime + corporate	01722 691000
Trowbridge Fire Station	Wholetime day crew + On call	01722 691000
Verwood Fire Station	On-call	01722 691000
Wareham Fire Station	On-call	01722 691000
Warminster Fire Station	On-call	01722 691000
Westbourne Fire Station	Wholetime	01722 691000
Westbury Fire Station	On-call	01722 691000
Westlea Fire Station	Wholetime day crew + same crew overnight	01722 691000
Weymouth Fire Station	Wholetime + On-call	01722 691000
Wilton Fire Station	On-call	01722 691000
Wimborne Fire Station	On-call	01722 691000
Workshops - Bowerhill	Corporate staff	01722 691000
Workshops – Charminster	Corporate staff	01722 691000

Authority meeting dates: 2023 - 2024

All meetings		
Date	**Day and time**	**Meeting or Committee**
14 June 2023	Weds 1000-1200 hrs	Fire and Rescue Authority (AGM)
26 July 2023	Weds 1000-1200 hrs	Finance & Audit Committee
23 August 2023	Weds 1000-1200 hrs	Local Performance & Scrutiny - BCP (Bournemouth, Christchurch & Poole)
24 August 2023	Thurs 1000-1200 hrs	Local Performance & Scrutiny - Dorset
30 August 2023	Weds 1000-1200 hrs	Local Performance & Scrutiny - Swindon
31 August 2023	Thurs 1000-1200 hrs	Local Performance & Scrutiny - Wiltshire
13 September 2023	Weds 1000-1200 hrs	Finance & Audit Committee
28 September 2023	Thurs 1000-1200 hrs	Fire and Rescue Authority
21 November 2023	Tues 1000-1200 hrs	Local Performance & Scrutiny - BCP
23 November 2023	Thurs 1000-1200 hrs	Local Performance & Scrutiny - Dorset
29 November 2023	Weds 1000-1200 hrs	Local Performance & Scrutiny - Swindon
30 November 2023	Thurs 1000-1200 hrs	Local Performance & Scrutiny - Wiltshire
6 December 2023	Weds 1000-1200 hrs	Finance & Audit Committee
12 December 2023	Tues 1000-1200 hrs	Fire and Rescue Authority
8 February 2024	Thurs 1000-1200 hrs	Fire and Rescue Authority
21 February 2024	Weds 1000-1200 hrs	Local Performance & Scrutiny - BCP
22 February 2024	Thurs 1000-1200 hrs	Local Performance & Scrutiny - Dorset
28 February 2024	Weds 1000-1200 hrs	Local Performance & Scrutiny - Swindon
29 February 2024	Thurs 1000-1200 hrs	Local Performance & Scrutiny - Wiltshire
7 March 2024	Thurs 1000-1200 hrs	Finance & Audit Committee

Authority meeting dates: 2023 - 2024

22 May 2024	Weds 1000-1200 hrs	Local Performance & Scrutiny - BCP
23 May 2024	Thurs 1000-1200 hrs	Local Performance & Scrutiny - Dorset
29 May 2024	Weds 1000-1200 hrs	Local Performance & Scrutiny - Swindon
5 June 2024	Weds 1000-1200 hrs	Local Performance & Scrutiny - Wiltshire
12 June 2024	Weds 1000-1200 hrs	Fire and Rescue Authority (AGM)
24 July 2024	Weds 1000-1200 hrs	Finance & Audit Committee

Acronyms and mnemonics (prompts):

Abbreviation	Full meaning
7.2.d	Fire & Rescue Services Act 2004 (7.2.d) visits
A/AOR	**Accident/Adverse Occurrence Report (form)**
ACAS	Advisory, Conciliation and Arbitration Service
ACFO	Assistant Chief Fire Officer
ACO	Assistant Chief Officer
ADC	Assessment and Development Centre
ADF	Accidental Dwelling Fire
AFA	Automatic Fire Alarm
AFD	Automatic Fire Detection
AHIS	Additional Hazard or Information Sheet
AM	Area Manager
AMT	Area Management Team
ALP	Aerial Ladder Platform
AONB	Area of Outstanding Natural Beauty
AOR	Adverse Occurrence Report
APL	Accredited Prior Learning
ARA	Additional Responsibility Allowance
ARA	Analytical Risk Assessment
ARTA	Animal Rescue Tactical Advisor
ASB	Anti-Social Behaviour
ARP	Ambulance Response Programme
ATR	Activity and Time Recording
AQA	Assessment and Qualification Alliance
BA	**Breathing Apparatus**
BACS	Banks automated clearing system
BASU	Breathing Apparatus Support Unit
BAFSA	British Automatic Fire Sprinkler Association
BBfA	Better Business for All
BCP	Bournemouth, Christchurch and Poole
BCI	Business Continuity Institute
BCP	Business Continuity Plan
BEM	British Empire Medal
BID	Business Improvement District
BLITZ	Dorset Police Safer Schools Teams project* BLPD
BM	Brigade Manager
BLPD	Blue Light Procurement Database
BOSS	Browser of Operational System Status
BPSAB	B&P Safeguarding Adults' Board
BPWAC	Business Practice Workplace Assessment Course
BPPE	Ballistic Personal Protective Equipment
BRR	Basic Retained Recruits (course)

Acronyms and mnemonics (prompts):

Abbreviation	Full meaning
BSCP	British Standard Code of Practice
BS9991	Fire Safety in Design & Management
BSI	British Standards Institution
BTEC	Business and Technology Education Council
CAFFS	**Compressed Air Firefighting Foam System**
CBE	Commander of the Most Excellent Order of the British Empire
CBRN	Chemical, Biological, Radiological, or Nuclear Incident
CCG	Clinical Commissioning Group
CCS	Crown Commercial Service
CCU	Civil Contingencies Unit
CDA	Crime and Disorder Act 1998
CEO	Chief Executive Officer
CFBT	Compartment Fire Behaviour Training
CFRMIS	Community Fire Risk Management Information System
CFO	Chief Fire Officer
CFOA	Chief Fire Officers' Association
CFSR	Community Fire Safety Resources
CHAPS	Clearing House Automated Payment Scheme
CHARLIE	**C**are and support needs, **H**oarding and mental health issues, **A**lcohol and medication, **R**educed mobility, **L**ives alone, **I**nappropriate smoking and **E**lderly
Chemdata	Chemical hazards database
CIPD	Chartered Institute of Personnel Development
CIPFA	Chartered Institute of Public Finance and Accountancy
CM	Crew Manager
CMHT	Community Mental Health Team
CMT	Community Map Technology
CoC	Code of Conduct
COMAH	Control of Major Accident Hazards regulations
ConOP	Concept of Operation
CONTEST	Counter Terrorism Strategy
COSHH	Control of Substances Hazardous to Health
CPD	Continued Personal Development
CQC	Care Quality Commission
CSE	Child Sexual Exploitation
CSP	Community Safety Plan
CSR	Comprehensive Spending Review
CSU	Command Support Unit
CV	Community Volunteer

Acronyms and mnemonics (prompts):

Abbreviation	Full meaning
DBS	**Disclosure and Barring Service**
DBE	Dame Commander of the Most Excellent Order of the British Empire
DCFO	Deputy Chief Fire Officer
DCLG	Department for Communities and Local Government (**now MHCLG**)
DDA Access	Disability Discrimination Act (2005)
DEFRA	Department for Environment, Food and Rural Affairs
DESPI	Dorset Emergency Services Partnership Initiative
DFRMO	Defence Fire Risk Management Organisation
DFSO	Duty Fire Safety Officer
DIM	Detection, Investigation and Monitoring
DLUCH	Department for Levelling Up, Housing and Communities
DORIC	Deputy Operational Risk Information Contact
DOSE	Dictionary of Substances and their Effects
DPA	Data Protection Act (now GDPR)
DRA	Dynamic Risk Assessment
DSE	Display Screen Equipment
DTC	Devizes Training Centre
DWFRA	Dorset & Wiltshire Fire and Rescue Authority
DWFRS	Dorset & Wiltshire Fire and Rescue Service
EA	**Environment Agency**
EDI	Equality, Diversity and Inclusion
EFAD	Emergency Fire Appliance Driving
EIP	Equal Instalment of Principal
ERD	Emergency Response Driver/Driving
ESMCP	Emergency Service Mobile Communication programme
ESN	Emergency Services Network
ESPO	Eastern Shires Purchasing Organisation
ET	Employment Tribunal
FRA	**Fire and Rescue Authority**
FACS	Fire and Ambulance Clinical Support Programme
FBT	Fire Behaviour Training
FBU	Fire Brigades Union
FDS	Flexi Duty System (relates to officers)
FEMIS	Fleet and Management Information System
FESS	Fire and Emergency Support Service
FF	Firefighter
FFC	Fire Fighters Charity
FFN	Fire Finance Network
FI	Fire Investigation
FINDS	Fire Information National Data Service
FOA	Fire Officers Association

Acronyms and mnemonics (prompts):

Abbreviation	Full meaning
FOI	Freedom of Information
FRA	Fire and Rescue Authority
FRS	Fire and Rescue Service
FRS	Financial Reporting Standards
FRSA	Fire and Rescue Services Association (formally Retained Firefighters Union)
FRSEF	Fire and Rescue Service Equality Framework
FS	Fire Safety
FSC	Fire Service College
FSEC	Fire Service Emergency Cover
FSMC	Fire Services Management Committee (LGA)
FSO	Fire Safety Officer
GAD	**Government Actuary's Department**
GARTAN	Staff availability and attendance software
GDPR	General Data Protection Regulation
GIS	Geographical Information System
GM	Group Manager
grow	eLearning package
GPS	Global Positioning System
GWH	Great Western Hospital
H&S (E)	**Health and Safety (Executive)**
HMEPA	Hazardous Material Environmental Protection Advisor
HMICFRS	His Majesty's Inspectorate of Constabularies and Fire & Rescue Services
HoD	Head of Department
HOMR	Home Office Model Response
HVP	High-Volume Pump
ICT	**Information and Communication Technology**
ICU	Incident Command Unit
IFAMP	Integrated fleet asset management plan
IFE	Institution of Fire Engineers
IPAMP	Integrated property asset management plan
IPCO	Investigatory Powers Commissioner's Office
IRMP	Integrated risk management plan
ISO	International Standards Organisation
ISU	Incident Support Unit
ITEL	Information Technology Infrastructure Library

Acronyms and mnemonics (prompts):

Abbreviation	Full meaning
JESIP	**Joint Emergency Services Interoperability Programme**
JCT	Joint Contract Tribunal
KLOE	**Key Lines of Enquiry**
KBE	Knight Commander of the Most Excellent Order of the British Empire
KFSM	King's Fire Service medal
KPI	Key Performance Indicator
KPM	King's Police Medal
KSI	Killed or Seriously Injured – used in Road Traffic Incident statistics
LABC	**Local Authority Building Control**
LADO	Local Authority Designated Lead (safeguarding)
LGA	Local Government Association
LGPS	Local Government Pension Scheme
LPS	Local Performance & Scrutiny
LRF	Local Resilience Forums
LSARC	Local Search and Rescue Committee
LSCB	Local Safeguarding Children Board
MAGIC	**Multi Agency Gold Incident Command**
MAST	Multi Agency Strategic Training
MATT	Multi-agency Tactical Training
MARMM	Multi Agency Risk Management Meeting
MARAC	Multi-agency Risk Assessment Committee
MBE	Member of the Most Excellent Order of the British Empire
MBLC	Mind Blue Light Champions
MDT	Mobile Data Terminals
MEAT	Most Economically Advantageous Tender
METHANE	Common method for passing incident information between services and their control rooms.
MHCLG	Ministry of Housing Communities and Local Government
MISA	Multi-agency Integrated Services Analytical Hub
MOAT	Multi Agency Operational Training
MOSAIC	Demographics analysis tool (database)
MoU	Memorandum of Understanding
MPC	Monetary Policy Committee
MTFA	Marauding Terrorist Firearms Attack
MTFP	Medium Term Financial Plan
NCAF	**National Coordination and Advisory Framework**
NEET	Not in education, employment or training
NFCC	National Fire Chiefs Council

Acronyms and mnemonics (prompts):

Abbreviation	Full meaning
NPPC	National Police Chiefs Council
NFSP	Networked Fire Services Partnership
NILO	National Inter-agency Liaison Officer
NJC	National Joint Council
NTE	Night time economy (pubs, clubs and fast food outlets)
NOG	National Occupational Guidance
OBE	**Officer of the Most Excellent Order of the British Empire**
OCSO	On-call Support Officer
OED	Operational Effectiveness Database
OiC	Officer in Charge
OHSAS	Occupational Health and Safety Assessment Series
OJEU	Official Journal of the European Union (contracts)
OPE	One Public Estate
PAS	**Primary Authority Scheme**
P&P	Policy & Procedures
PCC (O)	Police & Crime Commissioner ('s Office)
PFCSO	Police Fire Community Support Officer
PCG	Partnership Co-ordinating Groups
PCP	Police & Crime Panels
PESTEL	Political, Economic, Social, Technological, Environmental, Legal (analysis)
PFI	Private Finance Initiative
PHE	Public Health England
Pinpoint	Computer modelling software
PISA	Personal Information Sharing Agreement (safeguarding)
PO	Principal Officers
PORIS	Provision of operational risk information system
PPE	Personal protective equipment
PREVENT	Key element of the counter terrorism strategy
PRINCE	Projects In Controlled Environment (project methodology)
PSAA	Public Sector Audit Appointments
PWLB	Public Works Loan Board
QPM	**Queens Police Medal**
QFSM	Queens Fire Service Medal
RBIP	**Risk based inspection programme**
RDOP	Road Death Overview Panel
RDS	Retained Duty System now On Call
RESA	Regulatory & Emergency Sanctions Act
RESPECT	DWFRS values and behaviour framework

Acronyms and mnemonics (prompts):

Abbreviation	Full meaning
RFID	Radio Frequency Identification
RIBA	Royal Institute of British Architects
RICS	Royal Institution of Chartered Surveyors
RIDDOR	Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (1995)
RIPA	Regulation of Investigative Powers Act 2000
RNLI	Royal National Lifeboat Institution
RRO	Regulatory Reform (Fire safety) Order 2005
RSG	Revenue Support Grant
RTC	Road Traffic Collision
S&W	**Safe & Well**
SaaS	Systems as a Service (ie: O365)
SAIL	Safe and Independent Living
SAR	Safeguarding Adults Review
SARB	Safeguarding Adults Review Board
SBC	Swindon Borough Council
SCG	Strategic Coordinating Group
SCC	Service Control Centre
SEND	Special Educational Needs & Disabilities
SDSA	Safe Drive – Stay Alive
SDP	Service Delivery Plan
SDT	Service Delivery Team
SIRO	Senior Information Risk Owner
SLT	Strategic Leadership Team
SLRF	Swindon Local Resilience Forum
SM	Station Manager
SME	Subject Matter Expert
SMG	Science Museum Group
SOLACE	Society of Local Authority Chief Executives and Senior Managers
SPOC	Senior Point of Contact (safeguarding)
SRA	Special Responsibility Allowance (Members)
SSRI	Site Specific Risk Information
STAC	Scientific and Technical Advisory Cell
STP	Sustainability and Transformation Partnership
SWASFT	South Western Ambulance Service Foundation Trust
SWESCP	South West Emergency Services Collaborative Partnership
TCG	**Tactical Coordinating Group**
TFS	Technical Fire Safety
ToR	Terms of Reference
TUPE	Transfer of Undertakings (Protection of Employment) Regulations 2006

Acronyms and mnemonics (prompts):

Abbreviation	Full meaning
TRCG	Training and Response Coordination Group
TRiM	Trauma risk intervention management
UIN	**Unique Indicator Number**
UPS	Uninterruptable Power Supply
VFM	**Value for Money**
WDS	**Wholetime Duty System**
WILSAR	Wiltshire Search & Rescue
WIM	Water Incident Manager
WM	Watch Manager
WMTC	West Moors Training Centre
WSCB	Wiltshire Safeguarding Children Board
WSRSG	Wiltshire Safeguarding Review Sub Group
WT	Wholetime
WDS	Wholetime Duty System

Dorset & Wiltshire Fire and Rescue Authority

About the Authority

The Dorset & Wiltshire Fire and Rescue Authority (the Authority) is constituted in accordance with The Dorset & Wiltshire Fire and Rescue Authority (Combination Scheme) Order 2015 (Statutory Instrument No 435). The membership of the Authority was varied (with effect from 6 June 2018) by the Fire and Rescue Authority (Membership) Order 2017 (Statutory Instrument 1165).

The Authority consists of 18 Members:

- Bournemouth, Christchurch and Poole Council 5 Members
- Dorset Council 4 Members
- Swindon Borough Council 3 Members
- Wiltshire Council 6 Members

The Authority has three statutory officers:

- Head of Paid Service - Chief Fire Officer, Ben Ansell
- Chief Finance Officer - Head of Financial Services & Treasurer, Ian Cotter
- Clerk & Legal Advisor - Clerk & Monitoring Officer, Jonathan Mair

Meetings will normally be held in June (the annual meeting) September, December, and February each year and will be convened by the Clerk & Monitoring Officer to the Authority.

The Authority has delegated a number of its functions to committees and to statutory officers, but the following have **not** been delegated:

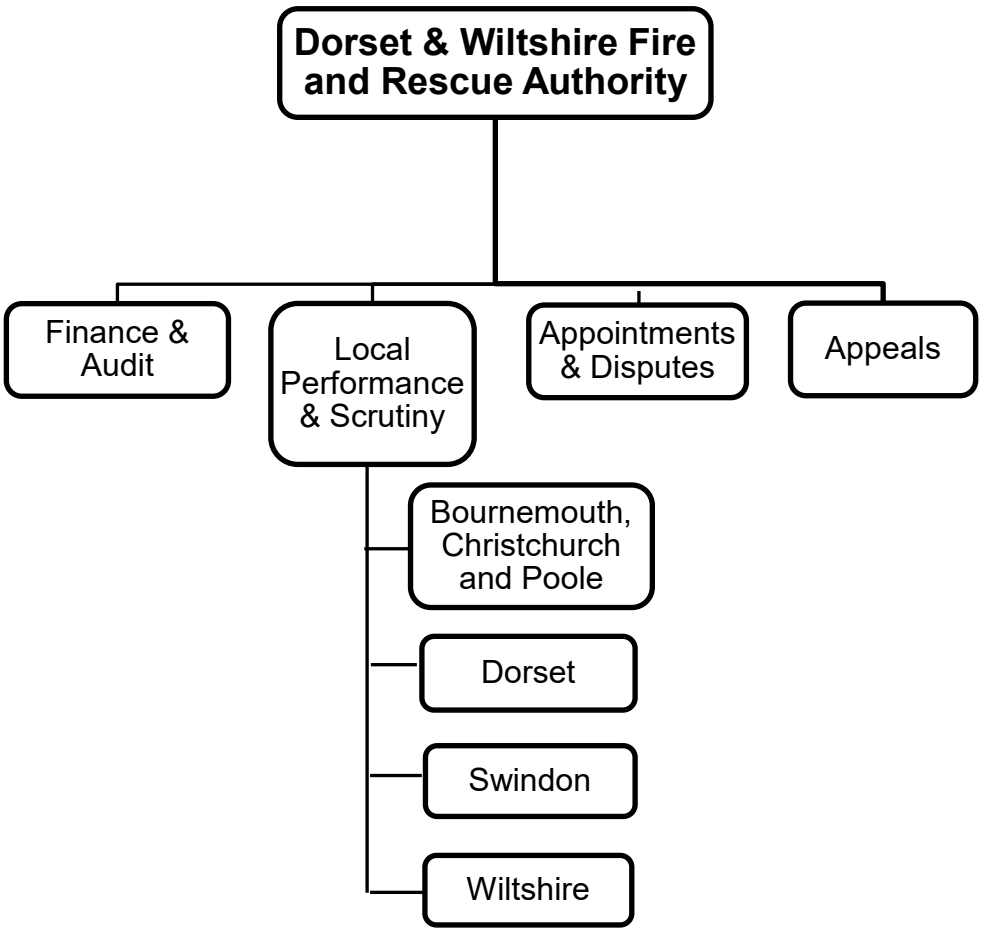
1. Establish and maintain high standards and arrangements to support good governance including approving the annual Statement of Assurance
2. Approve and maintain a scheme of standing orders and financial regulations
3. Approve the Community Safety Plan
4. Approve associated policies and significant changes to service delivery that have policy implications
5. Approve the annual budget and fire precept
6. Approve the Medium-Term Finance Plan
7. Approve significant changes to the agreed revenue and capital programme

8. Approve and monitor the Treasury Management Policy

9. Establish and maintain a comprehensive performance management system to ensure that the Authority's objectives are being met

The Authority has established the following committees:

- Finance & Audit Committee
- Local Performance and Scrutiny Committees (x4)
- Appointments and Disputes Committee
- Appeals Committee



Further information is available from Democratic Services.

Members' contact details

Name	Contact details	Political Group	Nominating Council/ Constituency
Steve Baron 	**Email:** Steve.Baron@bcpcouncil.gov.uk 01202 715212	Poole Engage	**BCP** Parkstone
Pete Barrow 	**Email:** cllrpeter.barrow@dorsetcouncil.gov.uk 07741 252302	Liberal Democrat	**Dorset** Radipole
Richard Biggs 	20 Bridport Road Dorchester Dorset DT1 1RS **Email:** cllrrichard.biggs@dorsetcouncil.gov.uk 01305 260156 07810 503457	Liberal Democrat	**Dorset** Dorchester Poundbury

Members' contact details

Name	Contact details	Political Group	Nominating Council/ Constituency
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Members' contact details

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Russell Holland 	26 Burden Close Stratton St Margaret Swindon SN3 4HE **Email:** rholland@swindon.gov.uk 07914 569256	Conservative	**Swindon** St Margaret & South Marston

Members' contact details

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Kevin Small 	9 Jennings Street Rodbourne Swindon SN2 2BQ **Email:** ksmall@swindon.gov.uk 01793 495220 07979 770130	Labour & Co-operative	**Swindon** Mannington & Western

Dorset & Wiltshire Fire and Rescue Authority

Legislative Framework and Governance & Funding Arrangements

1. The Legislative Framework

1.1 Like all public-sector bodies, fire and rescue authorities (FRAs) and the fire and rescue services (FRSs) for which they are responsible, are required to operate in accordance with a wide range of legislation. Much of the legislation in question applies across all public services, but there are some aspects of the legislative landscape that are particularly relevant to the fire and rescue service.

2. The Fire and Rescue Services Act 2004

2.1 This is the main piece of legislation under which fire and rescue services operate. The 2004 Act (amended in 2018) provides the legal basis establishing fire and rescue authorities, the political bodies responsible for overseeing the work of fire and rescue services. It also sets out details of the statutory community safety-orientated duties that fire authorities have. These are referred to as 'core functions' and can be summarised as follows:

- Promoting fire safety
- Extinguishing fires, and protecting life and property when fires do occur
- Minimising damage to property arising from firefighting operations
- Rescuing people involved in road traffic collisions
- Dealing with other types of emergencies, as specified by the Secretary of State in Statutory Instruments (Orders). Currently, a single Order has been issued, requiring fire authorities to make provision to attend the following types of incidents:
  - Chemical, biological, radiological or nuclear emergencies
  - Emergencies involving the collapse of a building or other structure
  - Emergencies involving trains, trams or aircraft
- Ensuring the provision of the resources necessary to meet all normal requirements (the 2004 Act does not define what constitutes 'normal', it is a matter for local determination)
- Ensuring necessary training for firefighters
- Ensuring that (999) calls for assistance can be dealt with effectively
- Obtaining information needed to respond safely and effectively to emergencies

2.2 As well as the duties outlined above, the 2004 Act provides FRAs with a power to exercise their discretion in responding to other emergencies that constitute a risk to life and/or the environment. It is under this power, for example, that fire and rescue services respond to flooding emergencies.

2.3 Beyond legislating for the duties and powers of fire and rescue authorities, the 2004 Act also introduced the Fire and Rescue National Framework. This framework sets out Government's expectations and requirements for FRAs in England. The Secretary of State must keep the document under review, and reports to parliament every two years on the extent to which it is being complied with.

2.4 Whilst there is no absolute legal requirement to adhere to the contents of the framework, the legislation states that FRAs 'must have regard' to it in carrying out their functions. In practice, this means that a compelling case would need to be made to justify any departure from the requirements laid out in the framework.

The priorities specified for FRAs in the current version of the national framework are to:

- *make appropriate provision for fire prevention and protection activities and response to fire and rescue related incidents;*
- *identify and assess the full range of foreseeable fire and rescue related risks their areas face;*
- *collaborate with emergency services and other local and national partners to increase the efficiency and effectiveness of the service they provide*
- *be accountable to communities for the service they provide; and*
- *develop and maintain a workforce that is professional, resilient, skilled, flexible and diverse.*

2.5 In terms of how FRAs are expected to address these priorities, there are two mechanisms incorporated in the national framework that are central to the process of their doing so. The first is integrated risk management planning (IRMP), and the second involves the preparation of an annual Statement of Assurance.

3. Integrated Risk Management Planning

3.1 Integrated risk management planning is a cyclical process that involves assessing community risk; deciding on steps that need to be taken to manage it efficiently and effectively; implementing the steps in question; and then reviewing their impact before commencing the cycle again. Details associated with each element of this process are required to be published by FRAs in an Integrated Risk Management Plan. Our plan is called the Community Safety Plan.

3.2 The term 'integrated' is used to reflect the fact that community risk is managed by balancing service delivery interventions across three disciplines.

- **Prevention** - the practice of trying to prevent emergencies from happening in the first place
- **Protection** - the practice of ensuring that fire safety standards in buildings are appropriate
- **Response** - the practice of minimising the impact of emergencies through well-trained, well-equipped firefighters responding to them quickly and effectively.

3.3 Where the IRMP process leads FRAs to contemplate making material changes to prevention, protection and/or response service provision, there is a requirement to undertake a public consultation on options. FRA members must then 'conscientiously consider' consultation responses before deciding on any changes that will be made.

4. Statements of Assurance

4.1 Statements of Assurance are produced annually by FRAs and published after having been subject to the authority's scrutiny arrangements. In accordance with the national framework, the statements "…must provide assurance [to government, members of the public and other stakeholders] on financial, governance and operational matters."

5. The Regulatory Reform (Fire Safety) Order 2005

5.1 The Regulatory Reform (Fire Safety) Order 2005 (RRO) is the legislation under which fire safety standards in almost all buildings are controlled. 'Single private dwellings,' i.e., people's homes, are specifically excluded, although the common areas (access corridors, staircases, etc) in blocks of flats do fall within the scope of the RRO.

5.2 The RRO replaced previous legislative fire safety requirements with a 'self-compliant' regime. This is based on the principle that those responsible for the day-to-day management of buildings should also be responsible for ensuring that necessary fire safety arrangements are in place. The 'responsible person' is required to undertake a fire risk assessment. They must then use the findings from the assessment to decide on the steps necessary to manage fire risk down to a reasonable level.

5.3 FRAs are responsible for enforcing the RRO and do so by undertaking risk-based inspection programmes. These involve carrying out audits of fire safety arrangements in premises that fire officers consider to present the greatest risk.

6. The Civil Contingencies Act 2004

6.1 The Civil Contingencies Act (CCA) was introduced to establish a coherent framework within which organisations would work together to plan for dealing effectively with major emergencies.

6.2 Under the CCA, fire and rescue authorities are designated as 'category 1 responders'. As such, they are members of multi-agency groups known as Local Resilience Forums (LRF). These LRFs - which cover geographical areas matching the boundaries of police forces - are required to collaborate in undertaking a range of functions:

- Assessing the risk of emergencies occurring, and using this risk assessment to compile a community risk register, and inform contingency planning activity
- Putting in place emergency plans
- Putting in place business continuity management arrangements
- Putting in place arrangements to make information available to the public about civil protection matters, and maintain arrangements to warn, inform and advise the public in the event of an emergency
- Sharing information with other local responders to enhance co-ordination
- Co-operating with other local responders to enhance co-ordination and efficiency
- Providing advice and assistance to businesses and voluntary organisations about business continuity management (this applies to local authorities only).

7. The Crime and Disorder Act 1998 (CDA)

7.1 Fire and rescue authorities are designated as 'responsible authorities' under the CDA. This means that they are required to work alongside other responsible authorities (police, local authorities, the probation service and clinical commissioning groups) on community safety partnerships (CSP). CSPs are defined as "an alliance of organisations which generate strategies and policies, and implement actions and interventions concerning crime and disorder within their partnership area." In this capacity, they hold a collective, statutory responsibility for reducing crime and disorder, substance misuse and re-offending in each local authority area.

7.2 In exercising their functions under the CDA, responsible authorities must have regard to the police and crime objectives set out in the police and crime plan for the police area which comprises, or includes, that local government area.

8. The Policing and Crime Act 2017

8.1 The Policing and Crime Act 2017 sets out a number of provisions that will impact on the way in which FRSs operate and are governed. The 2017 Act introduced a statutory requirement for fire, police and ambulance services to collaborate if it is in the interests of each of their efficiency and effectiveness to do so. Where a collaboration agreement would negatively impact efficiency, effectiveness or public safety, the duty to enter into it is set aside.

8.2 The Policing and Crime Act also established distinct routes by which Police and Crime Commissioners (PCC) can become directly involved in the governance of FRS:

a) By making a business case demonstrating that it would be in the interests of economy, efficiency and effectiveness, or public safety, for a PCC to replace an existing fire and rescue authority as a 'PCC-style FRA'. These PCC-style FRAs can be constituted using either a 'governance model' (where employment responsibility for FRS and police employees remains separate), or a 'single employer model' (where employment responsibility for all employees is combined). Such changes in governance require approval of the Home Secretary and would lead to PCCs being re-designated as Police, Fire and Crime Commissioners.

b) By PCCs being appointed as voting members of existing fire and rescue authorities. Such appointments will be subject to agreement by FRA Members, in response to a formal request from a PCC.

Governance & funding arrangements

9. Fire and Rescue Authority Structures

9.1 There are currently 45 FRAs in England.

9.2 Where fire and rescue services share a boundary with a single upper tier council, the council is the authority. In this scenario, the FRS is an integral part of that council, alongside other services such as social care, education, public health and highways. There are currently 15 FRAs of this type in England (13 county councils, the unitary authority in Cornwall and the Council of the Isles of Scilly).

9.3 In non-metropolitan areas where the FRS's boundary incorporates more than one upper tier council, a stand-alone combined fire authority (CFA) is responsible for its governance. CFAs are comprised elected councillors appointed by the leaders of each constituent council, with the number of members from each being based on relative electorate population size. The requirement to reflect this, and the need to achieve political balance, informs a

calculation on the overall size of CFAs, with the largest having around 25 members. There are currently 23 CFAs in England.

9.4 In metropolitan areas (with the exception of London and Manchester), arrangements are similar to those in areas where CFAs exist, with members being appointed from constituent metropolitan councils. Five FRAs of this type currently exist in England.

9.5 London has a unique governance structure in comparison to other fire and rescue authorities. The London Fire Commissioner is a corporation sole and the fire and rescue authority for London. It is a functional body of the Greater London Authority. The Mayor of London sets its budget, approves the London Safety Plan, and can direct it to act. There is a Deputy Mayor for Fire and Resilience.

9.6 Greater Manchester fire service also now comes under the control of a mayor, although unlike in London the mayor is the fire and rescue authority. The mayor is responsible for discharging the duties of the fire and rescue authority, and is supported in this role by a Fire Committee, comprising 15 members – all of whom are appointed from the ten local authorities in the Greater Manchester area.

10. The Governance Role of Fire and Rescue Authorities

10.1 The governance role of FRAs generally reflects that found in local authorities. Essentially, FRA members are responsible – with support from their officer colleagues – for determining the policy direction of their FRS; setting a budget to fund delivery of that policy direction; and undertaking scrutiny to ensure that intended outcomes are being achieved economically, efficiently, effectively and in accordance with statutory requirements.

10.2 In contrast to the police service, where both chief constables and PCCs can be responsible for employing staff, FRAs are employing authorities that employ all FRS staff – both uniformed (operational staff) and non-uniformed (support staff).

10.3 In practice, many of the FRAs' legal responsibilities and other functions are assigned to sub-committees of the authority, or to senior officers via formal schemes of delegation.

10.4 FRAs must appoint the following statutory officers who, in combination, are required to ensure that the authority conducts its affairs appropriately:

- A head of paid service, who is responsible for:
  - Overall corporate management and operational activity of the FRS
  - Provision of professional advice to the FRA and its committees

- Ensuring a system for recording and reporting FRA decisions, together with the clerk & monitoring officer.

♦ A chief finance officer, who is responsible for:

- Establishing a framework for the proper administration of the FRA's financial affairs
- Setting and monitoring compliance with financial management standards
- Establishing an adequate and effective system of internal audit
- Advising on the corporate financial position, and key controls necessary for sound financial management
- Giving accurate, impartial advice and information on financial issues to the FRA, and the FRS's senior management team.

♦ A clerk & monitoring officer, who is responsible for:

- Standards of conduct for members of the FRA
- Maintaining the FRA's constitution
- Ensuring a system for recording and reporting FRA decisions, together with the head of paid service
- Together with the chief finance officer, advising the FRA when their decisions are not in accordance with the policy and budget framework
- Ensuring that no action of the FRA contravenes any legislation or code of practice, or may lead to a charge of maladministration
- Preparing a formal report for the FRA, after consultation with the head of paid service and chief finance officer, where they consider that any proposal, decision or omission will give rise to unlawfulness or maladministration.

10.5 Where PCC-style FRAs are formed in the future, in accordance with provisions contained in the Policing and Crime Act 2017, PCCs will also be required to appoint individuals into each of the above statutory roles; however, they can be shared between the PCC style FRA and PCC's office.

11. Handling of Complaints

11.1 Whilst the number of complaints received about FRAs and the FRSs for which they are responsible are, relatively, very low, they do occur and are handled using internal complaints procedures. The procedures in question include levels of appeal that can be pursued by complainants who are dissatisfied with an initial response. They can also refer their complaint to the Local Government Ombudsman, if they remain dissatisfied, having exhausted all levels of appeal in the FRA/FRS's complaints procedure. There is currently no equivalent to the Independent Police Complaints Commission in the fire and rescue sector.

12. National Leadership and Representation for Fire and Rescue Authorities

12.1 The Local Government Association (LGA) PCC plays a central role in co-ordinating the efforts of, and providing representation for, FRAs in England. The LGA's Fire Commission provides a forum to discuss and develop policy positions on matters of common interest and concern to FRAs. The Fire Commission has a Fire Services Management Committee (FSMC) which acts on behalf of the commission.

12.2 Members of the FSMC also represent their Fire Commission colleagues on a recently formed Fire Reform Board (England). This board brings these political leaders from the LGA together with representatives from the Home Office and the National Fire Chiefs Council (formerly known as the Chief Fire Officers' Association) to collectively and strategically shape the national FRS reform agenda.

13. Funding Arrangements

13.1 The vast majority of the financial resources available to FRAs are provided by a combination of council tax and funding from central government. Government funding is provided through the local government finance settlement in the form of revenue support grant (a general grant to meet revenue costs) and business rate retention. Other ring-fenced grants are also provided for specific purposes. Beyond these main sources of funding, FRAs raise funds through charging for some non-emergency services, and a number also generate income from commercial trading activities.

Dorset & Wiltshire Fire and Rescue Authority

Terms of Reference

Main purpose

The main purpose of the Dorset & Wiltshire Fire and Rescue Authority (the Authority) is to oversee the policy and service delivery of the Dorset & Wiltshire Fire and Rescue Service (the Service). The Authority consists of elected members from each of the four constituent Authorities and collectively they ensure we support communities, local partners and comply with a range of statutory requirements and frameworks including:

- Civil Contingencies Act 2004
- Fire and Rescue Services Act 2004
- Fire and Rescue National Framework for England (May 2018)
- Health and Safety at Work Act 1974 and associated regulations
- Policing and Crime Act 2017
- Regulatory Reform (Fire Safety) Order 2005
- The Fire and Rescue Services ((Emergencies) (England) Order 2007)
- The Equality Act 2010
- Climate Change Act 2008
- Data Protection Legislation including:
    - Freedom of Information Act 2000
    - Data Protection Act 2018 and associated regulations

The Authority is the statutory body constituted in accordance with The Dorset & Wiltshire Fire and Rescue Authority (Combination Scheme) Order 2015 (Statutory Instrument No 435). The membership of the Authority was varied (with effect from 6 June 2018) by the Fire and Rescue Authority (Membership) Order 2017 (Statutory Instrument 1165).

The Authority has agreed to establish the following committees:

- Finance & Audit Committee
- Local Performance and Scrutiny Committee (x4)
- Appointments and Disputes Committee
- Appeals Committee

Dorset & Wiltshire Fire and Rescue Authority

Terms of Reference

Terms of Reference

The Authority has delegated a number of its functions to committees and to statutory officers, but the following have **not** been delegated:

1. Establish and maintain high standards and arrangements to support good governance including approving the annual Statement of Assurance

2. Approve and maintain a scheme of standing orders and financial regulations

3. Approve the Community Safety Plan

4. Approve associated policies and significant changes to service delivery that have policy implications

5. Approve the annual budget and fire precept

6. Approve the Medium-Term Finance Plan

7. Approve significant changes to the agreed revenue and capital programme

8. Approve and monitor the Treasury Management Policy

9. Establish and maintain a comprehensive performance management system to ensure that the Authority's objectives are being met

The Authority has appointed three chief officers (Chief Fire Officer, Clerk & Monitoring Officer and Treasurer). Specific delegations have also been given by the Authority to each of these officers.

Membership: 18

Bournemouth, Christchurch and Poole Council (5), Dorset Council (4), Swindon Borough Council (3), Wiltshire Council (6)

Quorum: **6**

Chair: To be elected annually at the June meeting of the Authority.

Meetings: June (annual meeting), September, December and February.

Where urgent decisions are required an extraordinary meeting of the Authority will be called.

Dorset & Wiltshire Fire and Rescue Authority

Terms of Reference

Finance & Audit Committee

Main purpose

The main purpose of the Committee can be broadly defined in four key areas:

1. ensuring that sound systems of internal control are in place including establishing, developing and overseeing audit programmes and the delivery of key findings

2. providing an oversight of current Service performance in relation to all aspects of Priority 4: Making every penny count and Priority 5: Supporting and developing our people of the Community Safety Plan (CSP) as well as scrutinising any matters referred to it by the Authority

3. ensuring sound day to day financial management arrangements are in place and overseeing financial expenditure

4. ensuring sound risk and business continuity management arrangements are in place

Terms of Reference

1. to oversee the internal and external audit arrangements and to approve the audit plans, strategy, programmes and annual letters/reports, and to secure effective co-ordination between internal and external audit, in consultation with the relevant officers

2. to review proposals made in relation to the appointment of external auditors and internal audit services and to make recommendations as to their appointment

3. to receive the reports of internal and external audit and to ensure that their recommendations and findings are adequately addressed and implemented by the Authority and its officers

4. to consider reports from internal auditors on the internal audit's performance during the year in accordance with public sector internal audit standards

5. to monitor financial spend against budget

6. to oversee financial monitoring and reprogramming of the agreed budget

7. to keep under review, the effectiveness of the internal financial control systems of the Authority. This should include the adequacy of financial policies and practices to ensure compliance with relevant statutes, guidance, policies, standards and codes of corporate governance

8. to consider procedural issues relating to the Accounts and Audit Regulations

9. to monitor the anti-fraud and corruption strategy, bribery policy, actions and resources

10. to scrutinise and approve the Authority's Statement of Accounts, including the Annual Governance Statement required under the National Fire and Rescue Service Framework. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Authority

11. to consider the Authority's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements

12. to consider and recommend to the Authority the annual programme for Member seminars

13. to monitor the risk management and business continuity arrangements and make recommendations to the full Authority as necessary.

Membership: 8

Quorum: 3

Chair: To be appointed/elected annually

Meetings: July, September, December and March

Reporting arrangements: To the Authority

Local Performance and Scrutiny Committees

Main purpose

The main purpose of the area-based committees is to reduce community and firefighter risks by developing, overseeing and assuring the delivery of activities associated with prevention, and response. The key focus of the committee is to scrutinise performance and improvement at a local level against the priorities 1, 2 and 3 set out in the Authority's Community Safety Plan and to make any recommendations to the Authority.

There are four committees associated with the administrative areas of the following Constituent Authorities: Bournemouth, Christchurch and Poole Council, Dorset Council, Swindon Borough Council and Wiltshire Council.

Terms of reference

1. To monitor the effectiveness and use of local information to best target prevention, protection and response activities and resources to the needs of local communities

2. to monitor the effectiveness and improvement of local response emergency arrangements appropriate to its area

3. to monitor the effectiveness of the discharge of fire safety statutory duties and wider fire protection initiatives appropriate to the build environment

4. to monitor and periodically review the effectiveness of the approach and initiatives associated with fire safety education and prevention

5 to monitor the outcomes of partnership working and the effectiveness of engagement with local partners

6. to monitor the effectiveness of planning, preparedness and local community resilience plans appropriate to their area, developed by the Local Resilience Forum

7. to monitor and scrutinise performance reports in respect of the key statutory duties within the administrative area overseen by the Committee

8. to recommend to the Authority proposals for the whole Authority performance monitoring or scrutiny.

Dorset & Wiltshire Fire and Rescue Authority

Terms of Reference

Membership: Varies and aligned to the four administrative areas.

Bournemouth, Christchurch and Poole LPS: 5

Dorset LPS: 4

Swindon LPS: 3

Wiltshire LPS: 6

In addition, any member of a Local Performance and Scrutiny (LPS) Committee may arrange, after consultation with the Chair of that LPS Committee, for a member of another LPS Committee to attend in their place as a substitute. Any substitute's attendance shall count towards achieving quorum for the meeting and they shall be entitled to speak and vote as if they were a full member of the committee.

The majority of those in attendance at the meeting must be Members for the administrative area of that LPS Committee.

Quorum: 3

Chair: A chair for each LPS administrative area is elected at the first LPS committee meeting to be convened after the Authority annual meeting.

Meetings: August/September, November, February/March, May/June

Reporting arrangements: To the Authority

Dorset & Wiltshire Fire and Rescue Authority

Terms of Reference

Appointments and Disputes Committee

Terms of Reference

1. To make the appointments of the Chief Fire Officer/Deputy Chief Fire Officer to determine the terms and conditions on which they hold office, including remuneration, and to deal with any related issues concerning their employment.

2. To deal with the investigation of complaints against the Chief Fire Officer/Deputy Chief Fire Officer and to take action on behalf of the Fire and Rescue Authority (the Authority) under the appropriate discipline regulations prescribed for those officers.

3. To consider and decide on disputes referred to the Authority when there is a recorded 'failure to agree' between the Chief Fire Officer/Deputy Chief Fire Officer and a nationally recognised representative body.

4. To consider and decide on grievances between an employee and the Chief Fire Officer/Deputy Chief Fire Officer.

5. To consider a complaint where the complainant is not satisfied that the complaint has been dealt with satisfactorily.

6. To authorise, following their retirement, the re-appointment of any Brigade Manager or Area Manager to their previous or a similar post, only in exceptional circumstances; when this is necessary in the interests of public safety, having regard to openness, justification and duration of the re-appointment.

Membership: Number of Members: any five members appointed on a politically proportionate basis. The Appointments and Disputes Committee has no standing membership. Instead, members will be appointed from amongst the whole membership of the Authority as the need to meet arises.

Quorum: 3

Chair: To be appointed on each occasion from amongst the membership of the Committee

Meetings: No standing meetings

Reporting arrangements: To the Authority

Appeals Committee

Terms of Reference

Where the policies of the Fire and Rescue Authority (the Authority) provide for an appeal to elected members the role of the Appeals Committee is to hear and determine an appeal against dismissal brought by any member of staff (conditioned to the Grey Book or the Green book), whether the termination is for a disciplinary matter, ill health, redundancy or some other substantial reason.

> **Note:** Issues related to the employment of the Chief Fire Officer/Deputy Chief Fire Officer
>
> Any member of Strategic Leadership Team subject to Gold Book terms and conditions shall be referred in the first instance to the Appointments and Disputes Committee for decision. Where Gold Book conditioned officers are entitled to appeal a decision of the Appointments and Disputes Committee then any such appeal shall be to the Appeals Committee.

Membership: Any five members appointed on a politically proportionate basis. The Appeals Committee has no standing membership, instead members will be appointed from amongst the whole membership of the Authority as the need to meet arises

Quorum: 3

Chair: To be appointed on each occasion from amongst the membership of the Committee

Meetings: No standing meetings

Reporting arrangements: To the Authority

Members' Allowances Scheme

1. General

1.1 The payment of allowances to elected Members of local authorities is governed by the Local Government (Members' Allowances England) Regulations 2003 (the Regulations).

1.2 Following consideration of recommendations made by the local independent remuneration panel, Dorset & Wiltshire Fire and Rescue Authority (the Authority) at their meeting on 30 September 2019 approved the making of a Members' Allowances Scheme, which came into effect on 1 June 2019.

1.3 This revised scheme is for the financial year 2022-23.

2. Entitlement to Allowances

2.1 This scheme provides for the payment of:

- a basic flat rate allowance, payable to each elected Member
- special responsibility allowances, payable to specified office holders with additional significant responsibilities
- travel allowances for duties undertaken within the areas of the four constituent councils
- a dependent carers' allowance
- travel and subsistence allowances for duties undertaken outside the counties of Dorset and Wiltshire.

3. Basic Allowance

3.1 The basic allowance (£4,200) is payable in monthly instalments. It is intended to recognise the time devoted by Members to carry out their work as members of the Authority, including preparation for and attendance at meetings. It is also intended to cover incidental costs such as subsistence and use of Members' homes and ICT devices, including telephones.

3.2 Where a Member is suspended or partially suspended from their duties as a Member, the part of basic allowance, any special responsibility allowance and any other allowance or reimbursement otherwise payable to them in respect of the period for which they may be suspended or partially suspended shall be withheld. Similarly, if as a result of a decision of a Member's constituent council they cease to be a member of the Authority, then the payment of all allowances shall cease from the date of that decision.

4. Special Responsibility Allowances (SRA) (NOTE: No Member may receive more than one SRA)

4.1 SRAs are payable in addition to the basic allowance and are also paid in equal monthly instalments.

4.2 The Authority has authorised the payment of SRAs as follows:

Chair of the Authority	£9,600
Vice-Chair of the Authority	£4,800
Chair of the Finance & Audit Committee	£7,500
Chair of Local Performance and Scrutiny Committees (4 x Committee Chairs)	£1,600

5. Travelling and Subsistence Allowances

5.1 Members may claim a single rate travelling allowance of 45p per mile for undertaking approved duties (in future the rate will be adjusted automatically in line with the HMRC approved minimum).

5.2 The rates for travelling and subsistence allowances are set out on the reverse of the Members' claim forms, a copy of which is available from Democratic Services or can be found on our website under the useful information section in the Members' Handbook.

5.3 Travelling allowance (and subsistence allowances for out of the Authority area duties) is claimable for the following duties:

a) Attendance at meetings of the Authority, and of those committees, sub-committees, panels and working groups of which the claimant is a member, or has a right to attend, under the Authority's Standing Orders
b) Attendance at committees, sub committees, panels and working groups of which the claimant is not a Member, but if expressly invited to attend by the Clerk & Monitoring Officer
c) Duties undertaken by Members appointed by the Authority to serve on outside bodies
d) Attendance at authorised conferences, seminars and training events
e) Attendance at briefing meetings and other events for Members convened by the Chief Fire Officer, or the Clerk & Monitoring Officer
f) Exhibitions, official openings and visits to premises, or similar events, to which Members have been invited by the Chief Fire Officer or the Clerk & Monitoring Officer

g) Attendance at consultation meetings with the public or other organisations arranged by the Chief Fire Officer or Clerk & Monitoring Officer.

5.4 Travelling allowances may not be claimed for political group meetings.

5.5 If any Member is in any doubt about a particular duty, please check with Democratic Services.

5.6 Members who claim subsistence allowances for out of the Authority's area duties are required to certify that the amounts claimed (up to the permitted maximum) have actually been incurred. A declaration to this effect is included on the bottom of the claim form.

6. Dependent Carer's Allowance

6.1 A dependent carers' allowance will be paid for care of dependants, whether children, elderly people or people with disabilities, while a Member is on the Authority's business and where travelling allowances are payable. The allowance will not be payable to a member of the claimant's own household. Members who claim a carers' allowance are required to certify that the amounts claimed (up to the permitted maximum) have actually been incurred by signing the declaration on the reverse of the claim form.

* Notes:

(a) The dependent carers' allowance is set at 110% of the minimum wage and relates to the age of the carer.

- age group 23+ = £10.45 per hour (ph)
- age group 21-22 = £10.10ph
- age group 18-20 = £7.51ph
- under 18 age group = £5.29ph

(b) The national minimum wage is normally increased from 1 April each year and the dependent carers' allowance will therefore increase from that date.

Local Government Association
Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit- for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

a) is a member of any committee or sub-committee of the authority, or;
b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- **a. given to me in confidence by anyone**
- **b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - **i. I have received the consent of a person authorised to give it;**
  - **ii. I am required by law to do so;**
  - **iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - **iv. the disclosure is:**
    1. **reasonable and in the public interest; and**
    2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
    3. **I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

a. act in accordance with the local authority's requirements; and

b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1** (**Disclosable Pecuniary Interests**) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2** (**Other Registerable Interests**).

"**Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.

3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which ***directly relates*** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which ***affects*** –
    a. your own financial interest or well-being;
    b. a financial interest or well-being of a relative or close associate; or
    c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

    you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above*)* ***affects*** the financial interest or well-being:
    a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
    b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

    You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

    If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body
- (i) exercising functions of a public nature
- (ii) directed to charitable purposes or
- (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on Local Government Ethical Standards. If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

Member Development

1 Introduction

1.1 The Authority's Member Development arrangements provide opportunities to further support Members in their fundamental role in shaping and delivering fire and rescue services across the area covered by the Authority.

1.2 It is a personalised opportunity for individual Members to raise any specific areas of clarity; additional support; or thoughts about strengthening the workings of the Authority.

1.3 The arrangements are complementary to Member roles in respective local Authorities and will be both an individual and collective experience.

1.4 Where appropriate, development will be individually targeted to Members who have so requested, but where it is beneficial to do so, these needs may influence the content of wider seminars or training events.

2 Member Induction

2.1 All new Members to the Authority will be offered core induction development specific to their role. Thereafter induction is tailored according to the committees and groups on which they serve. The induction will include the following:

- Duties under the Fire and Rescue Service Act 2004
- Composition, powers and duties of committees
- Standing Orders, procurement rules, financial regulations & delegations
- Member/Officer protocol
- Code of conduct

3 Member development meetings

3.1 Every two years all Members should attend a development meeting, held on an individual basis.

3.2 Member development meetings are not aligned to any form of appraisal or performance process and is not a test.

3.3 Member development meetings are an informal conversation, providing an opportunity for Members to meet individually and in confidence, with the Members Group Leader or the Chair and a representative of the Strategic Leadership Team to raise any issues of concern; areas where further clarity might be discussed; or areas of personal development.

3.4 The conversation at the meeting may be framed by questions aligned to the Chartered Institute of Public Finance and Accountancy (CIPFRA) Good Governance Standard for Public Services, which the Authority has agreed to follow.

3.5 Typical questions to help guide the informal conversation might include:

Are there specific areas where you would like to provide more information; or have better support; or an improved approach towards:

- *what the Service is trying to achieve or the values that it has adopted*
- *the workings of the Authority or role and responsibilities of Members and Senior Officers*
- *the code of conduct and the Member/Officer protocol*
- *the sufficiency of information provided to enable Members to make informed decisions and manage risk*
- *the effectiveness of communications with Members and with the public*
- *support in partnership working*
- *the value of seminars and learning events provided and suggestions for future seminars*
- *any other particular areas of frustration or improvement to support your role*
- *any personal development ambitions*

3.6 In order to capture the key points and actions, a brief note will be agreed with each Member and kept confidential. This note will be used to reflect development needs and ensure progress has been made for addressing these needs.

3.7 The Head of Democratic Services & Corporate Assurance will develop a consolidated action plan and seminar schedule that seeks to address common themes, which will be formally discussed at the Finance & Audit Committee. In this way a more efficient process of Authority wide learning may take place.

4 Additional Member Development Opportunities

4.1 From time to time Members are encouraged to attend and observe the other committees and working groups that ordinarily they are not members of.

4.2 *Specific training or awareness*

4.2.1 Committee Chairs will consider the development needs of new and existing Members and, where appropriate, hold specific training events for the committees for which they are responsible to steer, providing Members with training specific to their role.

4.2.2 These events will be put on by the Service or their constituent Authorities through external meetings, seminar and conference attendance. In some cases this is a requirement of the Authority (e.g. Appeals) and in other cases, is a demonstration of good governance.

4.2.3 Where role appropriate conferences/seminars are identified, Members can request attendance via the Democratic Service Officer who, in consultation with the Chair will confirm approval.

4.3 ***Seminars and workshops***

4.3.1 In certain circumstances, it is necessary to include items of specific interest within the annual seminar schedule. These may be in response to changing pressures or expectations and can include:

- National policy changes specific to public services
- Local issues associated to key partners
- Legislative change specifically aimed at the Fire and Rescue Service
- Awareness raising of key consultation issues
- Emerging issues identified within the strategic assessment

4.3.2 Where appropriate, relevant partners are invited and encouraged to attend development seminars to both learn from and contribute to the discussions.

5 Training and Development records

5.1 The Service's Democratic Services Officer will capture, and hold centrally, a record of training and development undertaken individually for each Member of the Authority.

Member - Officer Protocol

1. Introduction

1.1 An effective and professional relationship between Members and Officers in which both understand the other's role is essential to the success of the Dorset & Wiltshire Fire and Rescue Authority (the Authority). The purpose of this Protocol is to assist by giving guidance on that relationship so as to ensure the smooth running of the Authority.

1.2 The Protocol has been approved by the Authority which will review it as part of a wider review of governance arrangements.

1.3 This Protocol is not prescriptive, and it does not cover every situation. The intention is to give guidance on some of the issues which most commonly arise. It is hoped that the approach adopted will serve as a guide to dealing with other issues and will be a useful reference point in maintaining and promoting high standards of conduct.

1.4 Members and Officers must at all times observe this Protocol.

1.5 There are approved codes of conduct for both Members and Officers. The Members' code requires Members to have regard to the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Breaches of this protocol by a Member may result in a complaint if it appears the Members' code of conduct has also been breached. Breaches by an Officer may lead to disciplinary action.

2. Definitions

2.1 Unless the context indicates otherwise, references to the term *Authority* include committees, panels and joint committees.

2.2 The terms *Member* and *Members* include co-opted members, unless the context indicates otherwise.

2.3 *Officers* and *staff* mean all persons in the employment of the Authority and the Dorset & Wiltshire Fire and Rescue Service (the Service).

2.4 *Senior Officer* means the Chief Fire Officer, Clerk & Monitoring Officer, Treasurer, together with those Officers comprising the Strategic Leadership Team.

2.5 The term *constituent authorities* mean the local authorities which have the right to appoint members to the Authority.

3. The Role of Members and Officers

3.1 This Protocol seeks to reflect the principles underlying the respective codes of conduct which apply to Members and Officers. The shared objective of these codes is to enhance and maintain the integrity of local government and they therefore demand very high standards of personal conduct.

3.2 The conduct of Members and Officers should be such as to instil mutual confidence, trust and respect. Dealings between Members and Officers should observe high standards of courtesy. Neither party should seek to take unfair advantage of their position. Members should not do anything which compromises, or is likely to compromise, the impartiality of Officers.

3.3 Whilst Members and Officers are indispensable to one another, their responsibilities are distinct. Through their membership of the constituent authorities, Members are accountable to the electorate and can serve only as long as their term of office lasts in their constituent authority. The role of Members includes developing and setting policies that will then be implemented by Officers and monitor how those policies are implemented.

3.4 Officers are responsible for giving advice to Members to enable them to fulfil their roles. In doing so, Officers will take into account all available relevant factors. Informal and collaborative two-way contact between Members and Officers is encouraged but close personal familiarity can damage the relationship, as might a family or business connection.

3.5 Members and Officers should inform the Clerk & Monitoring Officer of any relationship which might be seen as unduly influencing their work in their respective roles.

3.6 It is not enough to avoid actual impropriety. Members and Officers should always be open about their relationships to avoid any reason for suspicion and any appearance of improper conduct. Where a close personal relationship has been disclosed, those concerned should avoid a situation where conflict could be perceived. Specifically, a Member should not sit on a body or participate in any decision which directly affects the Officer on a personal basis.

3.7 Officers serve the Authority as a whole. They have a duty to advise Members collectively and individually and implement the properly authorised decisions of the Authority. Senior Officers in particular will be responsible for instructing staff to implement the Authority's decisions.

3.8 Officers taking decisions under their delegated powers must consider the advisability of informing the Authority of their intentions in advance when the

matter to which the decisions relates is likely to be sensitive or contentious or has wider policy implications.

3.9 In any event, Senior Officers will establish regular informal contact at mutually convenient times with the Chair and Vice-Chair and with the workstreams as a means of Officers briefing Members on sensitive or otherwise important issues, and vice versa.

3.10 Officers work to the instructions of their Senior Officers, not individual Members. It follows that, whilst such Officers will always seek to assist a Member, they must not be asked to exceed the bounds of authority they have been given by their managers. Except when the purpose of an enquiry is purely to seek factual information, Members should normally direct their requests and concerns to a Senior Officer, at least in the first instance.

3.11 At a meeting of the Authority, a resolution may be passed which authorises a named Officer to take action between meetings in consultation with the Chair. In these circumstances it is the Officer, not the Chair, who takes the action and is responsible for it. The Chair has no legal power to take decisions on behalf of the Authority.

3.12 Members and Officers should respect each other's free (i.e., non-Authority) time.

4. Dual Role

4.1 As councillors, Members may express the values and aspirations of the party political groups to which they belong, recognising that in their role as Members they have a duty always to act in the public interest.

4.2 Similarly, Members may express the values and aspirations of the constituent authorities, though they are not delegates and cannot be mandated by those authorities.

4.3 Members have a number of roles: collectively, they are the ultimate policy-makers determining the core values of the Authority and approving its budget and strategic plans. They also monitor service delivery against approved plans and targets.

4.4 Members represent their community and promote the social, economic and environmental well-being of the community often in partnership with other agencies.

4.5 Members concerned about a possible conflict of interest should always take advice from the Clerk & Monitoring Officer.

5. The Authority as an Employer

5.1 Officers are employed by the Authority as a whole.

5.2 Members' roles in relation to the Authority as an employer are limited to:

- the appointment of specified senior posts
- determining human resources policies and conditions of employment, and
- hearing and determining appeals.

Members shall not act outside these roles.

5.3 If participating in the appointment of Officers, Members should:

- remember that the sole criterion is merit
- never canvass support for a particular candidate
- not take part where one of the candidates is a close friend or relative
- not be influenced by personal preferences, and
- not favour a candidate by giving them information not available to the other candidates.

5.4 A Member should not sit on an appeal hearing if the appellant is a friend, a relative, or an Officer with whom the Member has had a close working relationship.

6. Officer/Chair/Lead Member Relationships

6.1 The Chief Fire Officer, Clerk & Monitoring Officer and Treasurer will always be fully responsible for the contents of any report submitted in their names. Even if the Chair or Lead Member is unhappy with its contents a report should never be amended other than with the approval of the relevant responsible Officer.

6.2 It is important to remember that the law only allows for decisions on Fire & Rescue Authority business to be taken by the Authority itself, a Committee or an Officer with delegated powers. The law does not allow for decisions to be taken by individual members of the Authority or party groups.

6.3 Members must not take any actions which are unlawful, financially improper or likely to give rise to maladministration.

6.4 Members are not authorised to initiate or certify financial transactions, or to enter into a contract on behalf of the Authority.

6.5 Members are not authorised to instruct Officers other than:

- through the formal decision-making process

- to request the provision of consumable resources provided by the Authority for Members' use; or
- where staff have been specifically allocated to give support to a Member or group of Members.

6.6 Within the approved plans and policies of the Authority (including as appropriate, the committees, panels and joint committees), Officers manage and provide the services for which the Authority has a statutory duty within the framework of responsibilities delegated to them. Specifically, the Chief Fire Officer is responsible for all operational issues and for the management of all resources including staff.

6.7 Officers have a duty to implement decisions of the Authority which are lawful, and which have been properly approved in accordance with the requirements of the law and the Authority's Standing Orders, Financial Regulations, etc, and duly minuted.

6.8 Officers have a contractual and legal duty to be impartial. They must not allow their professional judgement and advice to be influenced by their own personal views.

6.9 Officers must be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for Members, the media or other sections of the public.

7. Officer Advice to Party Groups

7.1 It must be recognised that Officers serve the whole Authority and not exclusively any one political group, combination of groups or individual Member.

7.2 Party group meetings are not empowered to make decisions on behalf of the Authority, and conclusions reached at such meetings do not rank as formal decisions. The presence of an Officer confers no formal status on such meetings in terms of Authority business and must not be interpreted as doing so.

7.3 In their dealings with party groups, Officers must treat each group in a fair and even handed manner. Senior Officers may properly be asked to contribute to deliberations of matters concerning Authority business by party groups, whether meeting separately or jointly.

7.4 Officers have the right to refuse such requests and will normally not attend a meeting of a party group where some of those attending are not members of the Authority.

7.5 An Officer, who is not a Senior Officer, shall not be invited to attend a party group meeting, but a Senior Officer may nominate another Officer to attend on their behalf.

7.6 An Officer should be given the opportunity of verifying comments and advice attributed to them in any written record of a party group meeting.

7.7 Certain key points must be clearly understood by Members and Officers when advice is being given to a political group:

- Officers must not be involved in advising on party business
- Party group meetings are not empowered to make decisions on behalf of the Authority
- Advising a group meeting is not a substitute for providing all necessary information and advice to the Authority or relevant committee
- Officers must not attend group meetings where those involved include persons who are not members of the Authority (such persons are not bound by the Member code of conduct, in particular as to confidentiality)
- Officers must respect party group confidentiality and not repeat the content of any discussion to any other party group.

7.8 Any particular cases of difficulty or uncertainty in relation to this part of the protocol should be raised with the Clerk & Monitoring Officer and the relevant party group leader.

8. Resources for Members

8.1 The only basis upon which the Authority may lawfully provide resources by way of support services (e.g., stationery and photocopying) to Members is to assist them in discharging their role as Members of the Authority, as set out in any Member Role Profile or Job Description. Such support should not be used to support Members in their roles as Members of other authorities and bodies. They should never be used in connection with party political or campaigning activity, or for private purposes.

8.2 Members should ensure they understand and comply with the Authority's own rules about the use of such resources, particularly:

- in relation to any locally agreed arrangements, e.g., payment for private photocopying; and
- regarding ICT security.

9. Members' Access to Information

9.1 Members are free to approach the Authority to provide them with such information, explanation and advice as they may reasonably need to assist

them in discharging their role as Members of the Authority. Such approaches should normally be directed to the appropriate Senior Officer or, in cases of doubt, to the Chief Fire Officer. Members should not put undue pressure on Officers to release information and documents to which they are not entitled to have access.

9.2 Where information is requested on behalf of a third party, it will only be provided if:

- it is in the public domain, and
- it is not barred by the General Data Protection Regulation or the Freedom of Information Act 2000 from being given.

9.3 Every Member of a committee, panel or joint committee has a right to inspect documents about the business of that committee, panel or joint committee. A Member who is not a Member of a specific committee, panel or joint committee, may have access to any document about the business of that specific part of the Authority provided:

- they can demonstrate a reasonable need to see the documents in order to carry out their role as a Member (the “need to know” principle), and
- the documents do not contain “confidential” or “exempt” information as defined by the law.

9.4 Disputes as to the validity of a Member’s request to see a document on a need to know basis will be determined by the Clerk & Monitoring Officer. Officers should seek their advice if in any doubt about the reasonableness of a Member’s request.

9.5 A Member should obtain advice from the Clerk & Monitoring Officer in circumstances where their wishes to have access to documents or information:

- where to do so is likely to be in breach of the General Data Protection Regulation or
- where the subject matter is one in which they have a disclosable pecuniary or other interest as defined in the Members’ Code of Conduct.

10. Access to Premises

10.1 Officers have the right to enter Authority land and premises to carry out their work. Some Officers have the legal power to enter property in the ownership of others.

10.2 Members have a right of access to Authority land and premises to fulfil their duties.

10.3 When making visits as individual Members, Members should:

- whenever practicable, notify and make advance arrangements with the appropriate manager or Officer in charge
- comply with health and safety, security and other workplace rules; and
- not interfere with the services or activities being provided at the time of the visit.

11. Correspondence

11.1 Correspondence between an individual Member and an Officer should not be copied to another Member unless the author expressly intends and states that this is the case or consents. Where correspondence is copied, this should always be made explicit, i.e., there should be no 'blind' copies.

11.2 Official letters written on behalf of the Authority should normally be in the name of the relevant Officer, however, the Chair may initiate correspondence in their own name.

11.3 Letters which convene meetings, create obligations or give instructions on behalf of the Authority should never be sent in the name of a Member.

12. Public Relations and Press Releases

12.1 All formal relations with the media must be conducted in accordance with the Authority's agreed procedures and the law on local authority publicity.

12.2. Press releases or statements made by Officers must promote or give information on Authority policy or services. They will be factual and consistent with Authority policy. They cannot be used to promote a party group.

12.3 Officers will keep relevant Members informed of media interest in the Authority's activities, especially regarding strategic or contentious matters.

12.4 Before responding to enquiries from the media, Officers shall ensure they are authorised to do so.

12.5 If a Member is contacted by, or contacts, the media on an issue, they should:

- indicate in what capacity they are speaking (e.g., in a personal capacity, on behalf of the Authority, or on behalf of a party group)
- be sure of what they want to say or not to say
- consider the likely consequences for the Authority of their statement (e.g., commitment to a particular course of action, image, allegations of jumping to conclusions)

- never give a commitment in relation to matters which may be subject to claims from third parties and/or are likely to be an insurance matter
- consider whether to consult other relevant members; and
- take particular care in what they say in the run-up to local or national elections to avoid giving the impression of electioneering, unless they have been contacted as an election candidate or political party activist.

13. Adherence to this Protocol

13.1 The key elements of this protocol are recognition of and a respect for each other's roles and responsibilities. These should be reflected in the behaviour and attitude of each to the other, both publicly and privately.

13.2 A Member who is unhappy about the actions taken by, or conduct of, an Officer should:

- avoid personal attacks on, or abuse of, the Officer at all times
- ensure that any criticism is well founded and constructive
- never make a criticism in public, and
- take up the concern with the Officer privately.

13.3 If direct discussion with the Officer is inappropriate (e.g., because of the seriousness of the concern) or fails to resolve the matter, the Member should raise the issue with the Officer's manager or the relevant senior Officer.

13.4 Members or Officers with questions about the implementation or interpretation of any part of this protocol should seek the guidance of the Clerk & Monitoring Officer.

13.5 An Officer who believes a Member may have acted other than in accordance with this protocol should raise their concern with the Clerk & Monitoring Officer. The Clerk & Monitoring Officer is the Officer responsible for the operation of this protocol and they will consider how the complaint or allegation should be dealt with by the Clerk & Monitoring Officer as necessary.

13.6 Officers with complaints of alleged unethical conduct by Members should, through their line manager, refer such matters to the Chief Fire Officer. The Chief Fire Officer will raise such matters with the Clerk & Monitoring Officer.

Role of Clerk & Monitoring Officer

The Clerk and Legal Advisor as statutory Monitoring Officer under Section 5 of the Local Government and Housing Act 1989 is appointed by and is accountable to the Dorset & Wiltshire Fire and Rescue Authority (the Authority).

As designated Clerk & Monitoring Officer, under section 5 of the 1989 Act, the post-holder has a duty to ensure that the Authority and the Dorset & Wiltshire Fire and Rescue Service (the Service) act within and through the law. They have a duty to intervene if they become aware that any act or omission would result in the Authority or the Service acting unlawfully or being likely to act unlawfully.

As Clerk & Monitoring Officer, the post-holder also has responsibilities under the Localism Act to assist the Authority in promoting high standards of conduct amongst Members. They hold further responsibilities as proper officer in relation to the Authority's governance arrangements.

As Legal Advisor to the Authority and to the Service the post-holder is responsible for providing or for arranging for the provision of an independent, timely and reliable legal service which includes guidance on corporate governance, public service policy and procedural matters relating to the Authority and the Service. This is in addition to a specialised legal service and advice in relation to employment and workforce, commercial contracts and procurement, property, health and safety, data protection and freedom of information and other relevant areas of law.

An agreement with Dorset County Council provides for the post-holder and such of their staff within the County Council as are necessary for the purpose to be released in order for the Clerk & Monitoring Officer and legal advisory roles to be discharged effectively.

Main Responsibilities

1. Provide legal direction and procedural corporate and ethical advice on which the Authority/Service can base strategic plans and focus on key priorities within the resources available; in line with the vision, aims and values.

2. Act as the designated Clerk & Monitoring Officer providing assurance that the Authority carry out functions and address issues lawfully within codes of practice, dealing with standards and code of conduct issues including any learning and development needs.

3. Manage, oversee and be involved in the decision-making processes to assist the Members and Officers to discharge the Authority's strategic and operational responsibilities and ensuring good corporate governance that attains lawfulness and the highest standards of ethical behaviour, probity and propriety.

4. Advise the Authority on duties, powers and procedures giving independent, timely and reliable information on matters which are not the responsibility of the Chief Fire Officer, Head of Financial Services & Treasurer and Deputy Chief Fire Officer.

5. Liaise with the Chief Fire Officer, Head of Financial Services & Treasurer and Deputy Chief Fire Officer to ensure they are kept up to date with matters relating to governance, public service policy and operation of the Service and that any areas of concern are reported.

6. Deliver horizon scanning and research critically interpreting relevant legislation and associated documents preparing reports on the potential impact, possible legal consequences and appropriate reflection in policies and plans.

7. Provide independent, timely and reliable legal guidance on matters relating to corporate and governance, employment and workforce, commercial, contracts and procurement, property and estates, health and safety, and other areas such as data protection and freedom of information.

8. Advise on formation of contracts and post contracts issues as directed by the Chief Fire Officer liaising with other appropriate Senior Officers.

9. Advise and deal with the conveyance of freehold and leasehold land as directed by the Authority and the Chief Fire Officer.

10. Advise the Independent Remuneration Panel/s and implement the agreed scheme of Members' allowances.

11. Prepare for and attend meetings as the Legal Advisor/Clerk & Monitoring Officer to provide advice, undertake matters, oversee procedures and take follow up action as required by the Authority and Chief Fire Officer including involvement in corporate work programmes.

12. Be responsible for the production, maintenance, approval and monitoring of key corporate constitution and legal documents in association with the Authority, Chief Fire Officer, Deputy Chief Fire Officer and Directors.

13. Work with the Director of Service Support - Assistant Chief Officer in the production of the annual review of corporate governance and the Authority's Statement of Assurance.

14. In consultation with the Head of Financial Services & Treasurer ensure the production of the Annual Governance Statement for the Authority.

15. Ensure timely and reliable legal advice is provided as required by the Chief Fire Officer in preparation for negotiation meetings with representative bodies.

16. Report to the Authority if at any time there is a likelihood of contravention of any law by a proposal, decision or omission by the Authority or by any person employed by them.

17. Prepare cases from inception and represent the Authority where appropriate in court, at public inquiries, hearing, arbitrations, medical panels and employment tribunals, etc.

18. Report to the Authority if at any time the Ombudsman investigates a complaint of maladministration or failure to provide a service or failure in a service, which it is the Authority's function to provide.

19. Deal with the prosecution and defence of both civil and criminal litigation in liaison with the Authority and the Chief Fire Officer.

20. Ensure, in agreement with the Chief Fire Officer, the required resources to support the Legal Advisor/Clerk & Monitoring Officer functions including nomination of a Deputy when the post-holder is unable to fulfil the role due to conflict of interest or planned absence.

21. Commission work, negotiate and agree terms of employment of counsel and external solicitors when required to do so by the Chief Fire Officer acting as an interface between the Service and external providers.

22. Act as the legal representative for the Authority on national, regional and local bodies as appropriate and as agreed with the Chief Fire Officer.

23. Carry out any other activities which fall within the broad purpose and scope of the responsibilities of the role and which are commensurate with the grade of the post.

Policies

The Dorset & Wiltshire Fire and Rescue Authority's high level policies are listed below.

These are not included in this handbook, however, they can be found in the electronic Members' Handbook on our website via https://www.dwfire.org.uk/about-us/who-we-are/service-plans-and-policies/

1. Asset Management Policy
2. Corporate Governance Policy
3. Financial Management Policy
4. Health and Safety Policy
5. People Policy
6. Prevention policy
7. Protection policy
8. Response and resilience

Standing Orders

(including extracts from legislation printed in italics)

1. Definitions

1.1 In these Standing Orders:

"**Dorset & Wiltshire Fire and Rescue Authority**", hereinafter referred to as "the Authority", is a fire authority constituted in accordance with Statutory Instrument 2015 No. 435, The Dorset and Wiltshire Fire and Rescue Authority (Combination Scheme) Order. Membership of the Authority was varied (with effect from 6 June 2018) by the Fire and Rescue Authority (Membership) Order 2017 (Statutory Instrument 1165).

"**Constituent authorities**" shall mean Bournemouth, Christchurch and Poole Council, Dorset Council, Swindon Borough Council and Wiltshire Council.

"**Elected Member**" shall mean a councillor from the constituent authorities serving on the Authority.

"**Chief Fire Officer and Chief Executive**" hereafter known as the Chief Fire Officer shall mean the person duly appointed by the Authority with responsibility for the command and general administration of the Dorset & Wiltshire Fire and Rescue Service and shall include such officers of the Dorset & Wiltshire Fire and Rescue Service as the Chief Fire Officer specifically authorises for the purposes of these Standing Orders.

"**Clerk & Monitoring Officer**" shall mean the designated officer responsible for performing the duties imposed by Section 5 of the Local Government and Housing Act 1989, the Localism Act 2011 and related legislation and with responsibility for the proper conduct of the Authority.

"**Treasurer**" shall mean the person duly appointed by the Authority with responsibility for the administration of the Authority's financial affairs. Treasurer shall include such persons as the Treasurer specifically authorises for the purpose of these Standing Orders.

"**Officer**" shall mean all employees of the Authority, including uniformed and non-uniformed staff.

"**Chair**" shall mean the person elected annually from amongst the Members to chair Authority meetings.

Meetings of the Dorset & Wiltshire Fire and Rescue Authority

2. Annual meeting

2.1 Subject to the provisos in Standing Order 3, the annual meeting of the Authority shall normally be held in June.

3. Meetings

3.1 The remaining meetings of the Authority shall normally be held in September, December, February, and June.

3.2 Provided that:

3.2.1 Meetings shall not take place on the date of the quadrennial elections of any of the constituent authorities.

3.2.2 In the event of severe weather conditions or some other unforeseen circumstance, which in the Chair's opinion warrants the postponement of the meeting, the Chair may postpone for a period of not more than 14 days the date fixed for a meeting of the Authority.

4. Place of meetings

4.1 The Authority will meet at such venues as the Authority may provide.

5. Quorum

5.1 The quorum shall be one third of the total number of Members of the Authority, or such greater number of Members as the Authority may determine.

6. Adjournment - no quorum

6.1 If, during any meeting of the Authority, the Chair, after counting the numbers present, declares that there is not a quorum, the meeting shall be adjourned.

6.2 The consideration of any business not transacted shall be adjourned to a date and time fixed by the Chair at the time the meeting is adjourned or, if they do not fix a date and a time, to the next ordinary general meeting of the Authority.

7. Cancellation of meeting - no quorum

7.1 If at the expiration of 30 minutes from the time at which the meeting has been appointed to be held a quorum is not present, the meeting shall not take place, and consideration of any business on the agenda for the meeting shall be adjourned to a date and time fixed by the Chair or, if they do not fix a date and time, to the next ordinary meeting of the Authority.

8. Notice of meeting

8.1 In accordance with the Access to Information Rules and, at least five clear days before any meeting of the Authority, notice of its time and place, signed by the Clerk & Monitoring Officer or the Chief Fire Officer, shall be published at the venue of the meeting and at the offices of the constituent authorities.

8.2 When the meeting is called for by Members, the notice shall specify the business proposed to be transacted.

8.3 Meetings of the Authority shall be called by the Clerk and Monitoring Officer who shall be responsible for the preparation of the agenda and the order of the business thereon.

8.4 An extraordinary meeting of the Authority (to be called by the Clerk and Monitoring Officer) may be required by:

- The Authority by resolution
- The Chair of the Authority
- The Clerk & Monitoring Officer
- Any six Members of the Authority if they have signed a requisition presented to the Chair of the Authority and he or she has refused to call a meeting or has failed to call a meeting within seven days of presentation of the requisition.

9. Delivery of summons

9.1 At least five clear days (eight calendar days) before any meeting of the Authority, a summons to attend specifying the business to be transacted and signed by the Clerk & Monitoring Officer or the Chief Fire Officer shall be sent to the secure email address provided by the Member.

9.2 PROVIDED that want of service of the summons or agenda on any Member shall not affect the validity of the meeting.

10. Papers to accompany summons

10.1 Minutes of the last meeting of the Authority, together with reports of committees and any other reports for Members, unless already forwarded to Members, shall accompany the summons referred to in Standing Order 8.

10.2 This Standing Order shall only apply to the meetings prescribed by Standing Orders 2 and 3 above.

11. Record of attendances

11.1 The names of the Members present at a meeting shall be recorded in the minutes.

12. Chair and Vice-Chair

12.1 The Dorset and Wiltshire Fire and Rescue Authority (Combination Scheme) Order 2015, Schedule:

"Paragraph 13:

(1) The Authority shall elect a Chair, and may elect a Vice-Chair, from among the Members of the Authority.

(2) If a Vice-Chair is elected, that Vice-Chair must not be from the same constituent authority as the Chair.

(3) The Chair, and Vice-Chair if elected shall, subject to paragraphs 8 to 11, hold office for a period not exceeding one year as the Authority shall determine and shall remain in office until a successor becomes entitled to act as Chair or Vice-Chair, as the case may be.

(4) Sub-paragraph (3) above shall not prevent a person who holds or has held office as Chair or Vice-Chair, as the case may be, from being elected or re-elected to either of those offices.

(5) On a casual vacancy occurring in the office of Chair or the Vice-Chair, the Authority shall elect from its members a person to replace the Chair and may elect a person to replace the Vice-Chair.

(6) The election of a Chair under sub-paragraph (5) shall take place not later than the next ordinary meeting of the Authority following the occurrence of the casual vacancy."

13. Chair of meeting

13.1 At a meeting of the Authority the Chair, if present, shall preside.

- If the Chair is absent from a meeting of the Authority, then the Vice-Chair of the Authority, if present, shall preside
- If both the Chair and Vice-Chair are absent from a meeting of the Authority, then another Member of the Authority chosen by the Members of the Authority shall preside.

14. Powers and duties of Chair

14.1 Any power or duty of the Chair in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

15. Order of business

15.1 The order of business at every meeting of the Authority shall be:

15.1.1 to choose a person to preside if the Chair and Vice-Chair are absent.

15.1.2 to receive any apologies for absence.

15.1.3 to deal with any business required by statute to be done before any other business.

15.1.4 to approve as a correct record and sign the minutes of the last meeting of the Authority.

15.1.5 to receive declarations by Members of pecuniary interest from Members.

15.1.6 to deal with any business expressly required by statute to be done.

15.1.7 to deal with any correspondence, communications or other business brought forward by direction of the Chair.

15.1.8 to dispose of business (if any) remaining from the last meeting.

15.1.9 to receive and consider reports by committees and to answer questions under Standing Order 15 and 16.

15.1.10 to receive and consider reports by officers.

15.1.11 to answer questions under Standing Order 15.

15.1.12 other business, if any, specified in the summons.

15.2 Business falling under 13.1.1 to 13.1.5 of paragraph 13.1 shall not be displaced but subject thereto the order of business may be varied:

15.2.1 by the Chair at the Chair's discretion; or

15.2.2 by a resolution passed on a motion (which need not be in writing) duly moved and seconded, which shall be moved and put without discussion.

16. Presentations of reports to committees

16.1 On a report of a committee being presented the Chair, Vice-Chair or some other Member of the Committee shall move its adoption.

17. Question arising on report of committee

17.1 A Member may ask the Chair of a committee any question upon any matter before the Authority, or relevant to the functions of the Authority, provided that the decision of the Chair as to the relevance of the method of dealing with such questions shall be final.

17.2 PROVIDED that, in respect of matters which have been determined under delegated powers, the question has been given in writing to the Clerk & Monitoring Officer not later than 10.00 am on the working day before the meeting of the Authority.

18. Questions on any business

18.1 A Member present at the meeting may, if the question has been given to the Clerk & Monitoring Officer in writing by 10.00 am three working days before the meeting of the Authority, ask the Chair of the Authority or the Chair of any committee any question on any matter in relation to which the Authority has powers or duties or which relates to the business of the Authority.

18.2 Members who have submitted written questions may ask relevant supplementary oral questions, subject to a limit of two such questions.

19. No discussion on questions asked

19.1 Every question shall be put and answered without discussion.

20. Minutes

Local Government Act 1972

Schedule 12: part V1

(1) Minutes of the proceedings of a meeting of a local authority shall, subject to sub paragraph (2) below, be drawn up and entered in a book kept for that purpose and shall be signed at the same time or next suitable meeting of the authority by the person presiding thereat, and any minute purporting to be signed shall be received in evidence without further proof.

(2) Notwithstanding anything in any enactment or rule of law to the contrary, the minutes of the proceedings of meeting of a local authority may be recorded on loose leaves consecutively numbered, the minutes of the proceedings of any meeting being signed, and each leaf comprising those minutes being initialled, at the same or next suitable meeting of the Authority, by the person presiding thereat, and any minutes purporting to be so signed shall be received in evidence without further proof.

(3) Until the contrary is proved, a meeting of a local authority a minute of whose proceedings has been made and signed in accordance with this paragraph shall be deemed to have been duly convened and held, and all the members present at the meeting shall be deemed to have been duly qualified.

(4) For the purpose of sub-paragraphs (1) and (2) above the next suitable meeting of a local authority is their next following meeting or, where standing orders made by the Authority in accordance with regulations under section 20 of the Local Government and Housing Act 1989 provide for another meeting of the Authority to be regarded as suitable, either the next following meeting or that other meeting.

21. Signing of minutes

21.1 As soon as the minutes of the Authority have been read, or taken as read, the Chair shall put the question that the minutes be signed as a correct record.

22. Signing of minutes - extraordinary meetings

22.1 Where in relation to any meeting of the Authority the next such meeting is a meeting called under paragraph 3 (extraordinary meetings) of schedule 12 to the Local Government Act 1972, the next following meeting of the Authority (being a meeting called otherwise than under that paragraph) shall be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) (signing minutes) of that Schedule.

23. Accuracy of minutes

23.1 Minutes will contain all motions and amendments in the exact form and order the Chair put them. No motion or discussion shall take place upon the minutes, except upon their accuracy, and any question of their accuracy shall be raised by motion. If no such question is raised, or if it is raised then as soon as it has been disposed of, the Chair shall sign the minutes.

Rules of debate

24. Motions and amendments which may be moved without notice

24.1 The following motions may be moved without notice:

24.1.1 appointment of a Chair of the meeting at which the motion is moved.

24.1.2 accuracy of the minutes.

24.1.3 the question be now put:

- the debate be now adjourned
- the Authority do now adjourn
- the Authority proceed to the next business.

24.1.4 reference to a committee

24.1.5 adoption of reports and recommendations of committees or officers and any consequent resolutions

24.1.6 leave to withdraw a motion

24.1.7 amendment to a motion

24.1.8 extension of time limit for speeches

24.1.9 precedence for an item of business specified in the summons

24.1.10 suspension of a Standing Order in accordance with the provision of Standing Order 59

24.1.11 a Member named under Standing Order 43 be not further heard or do leave the meeting

24.1.12 giving consent of the Authority where required by these Standing Orders

24.1.13 exclusion of the public and press in accordance with the Access to Information rules.

25. Motions and amendments

25.1 A motion or amendment shall not be discussed unless it has been proposed and seconded. Unless notice has already been given in accordance with Standing Order 22, it shall, if required by the Chair, be put in writing, and handed to the Chair before it is further discussed or put to the meeting.

26. Limit to number of speeches

26.1 A Member shall be entitled to speak once on any motion, but shall not be entitled to speak more than once except:

- To speak once on an amendment moved by another Member
- If the motion has been amended since he last spoke, to move a further amendment
- In exercise of a right of reply given by Standing Order 29
- On a point of order
- By way of personal explanation
- To ask a question.

27. Seconder of motion reserving speech

27.1 A Member when seconding a motion or amendment may, if they then declare the intention to do so, reserve their speech until later in the debate.

28. Withdrawal of motion or amendment

28.1 A motion or amendment may be withdrawn or amended by the mover with the consent of his seconder and of the Authority, which shall be signified without discussion. No Member may speak upon it after the mover has asked permission for its withdrawal unless permission has been refused.

29. Amendments to motions

29.1 An amendment shall be relevant to the motion and shall be either:

- to leave out words;
- to leave out words and insert or add others;
- to insert or add words.

29.2 An amendment shall not be admitted if it has the effect of negating the motion before the Authority.

30. Order in which amendments to be taken

30.1 Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been dealt with.

30.2 If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.

31. Right of reply

31.1 The mover of a motion has a right of reply at the close of the debate on the motion, immediately before it is put to the vote. In their reply they shall strictly confine themselves to answer previous speakers and shall not introduce any new matter into the debate.

31.2 If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment. The mover of the amendment shall have no right of reply to the debate on their amendment.

31.3 A Member may, however:

- explain any material part of his speech which they believe to have been misunderstood
- if the Member is the Chair or other Member who has presented the report of a committee, they may, with the Chair's consent, make a statement of the facts at the outset of the debate and also reply generally to the debate; and
- if they are the mover of a motion, speak with the leave of the Chair on the motion or on any amendment thereto at any time during the debate.

32. Right to speak on a point of order

32.1 A Member may speak on a point of order or in personal explanation and shall be entitled to be heard forthwith.

32.2 A point of order shall only relate to an alleged breach of Standing Order or statutory provision and the Member shall specify the Standing Order or statutory provision and the way in which he considers it has been broken.

32.3 A personal explanation shall be confined to some material part of the speech which they consider have been misunderstood.

32.4 The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

33. Motions which may be moved during debate

33.1 When a motion is under debate no other motion shall be moved except:

- to amend the motion
- to postpone consideration of the motion
- to adjourn the meeting
- to adjourn the debate
- to proceed to the next business
- that the question be now put
- that a Member be not further heard
- that a Member do leave the meeting
- that the subject of debate be referred back to a committee
- to extend the time limit for speeches
- to suspend Standing Orders under Standing Order 59.

34. Closure motions

34.1 A Member who has not spoken in the debate may move without comment at the conclusion of a speech by another Member:

- "That the Authority proceed to the next business"
- "That the question be now put"
- "That the debate now be adjourned"
- "That the Authority do now adjourn".

on the seconding of which the Chair shall proceed as follows:

34.2 **On a motion to proceed to next business**

34.2.1 Unless in the Chair's opinion the matter before the meeting has been insufficiently discussed, they shall first give the mover of the original motion a right to reply, and then put to the vote the motion to proceed to the next business

34.3 **On a motion that the question be now put**

34.3.1 Unless in the Chair's opinion the matter before the meeting has been insufficiently discussed, they shall first put to the vote the motion that the question be now put, and if it is passed then give the mover of the original motion their right of reply before putting the matter before the meeting to vote.

34.4 **On a motion to adjourn the debate or meeting**

34.4.1 If in his opinion the matter before the meeting has been insufficiently discussed and cannot reasonably be sufficiently discussed on that occasion the Chair shall put the adjournment motion to the vote without giving the mover of the original motion his right to reply on that occasion.

34.5 A second motion that "the Authority proceed to the next business" or "the Authority do now adjourn" shall not be made within a period of one hour unless moved by the Chair.

35. Rescission of preceding Authority resolution

35.1 No motion to rescind any resolution passed by the Authority within the preceding six months, and no motion or amendment to the same effect as one which has been defeated within the preceding six months, shall be moved unless notice thereof signed by at least five Members of the Authority, is delivered to the office of the Clerk at least ten days before the meeting at which it is to be considered.

35.2 When any such motion has been disposed of by the Authority, no Member shall move a similar motion within a further period of six months.

35.3 This order shall not apply to motions moved in or in respect of the report or recommendation of a committee.

36. Review of decisions made under delegated powers

36.1 The Authority, at its annual meeting will agree the delegations as set out in the Members' Handbook.

36.2 Where a matter before the Authority is the subject of a decision taken in the exercise of delegated powers any motion, relating either to the matter or to the decision, to be moved at a meeting of the Authority or of the committee at which such powers were delegated, shall be in writing, shall be signed by at least five Members of the Authority, and shall be delivered to the office of the Clerk & Monitoring Officer not later than 10.00 am three working days before the meeting of the Authority at which it is to be considered. The Chair of the relevant committee shall move the proposal for the review of the decision by the Authority.

36.3 No motion shall be admitted for consideration by the Authority for the review or the rescission of a decision taken under delegated powers:

- where an officer or committee has taken the decision after hearing representation from persons other than Members of the Authority; and those
- where the decision concerns the appointment, grading, discipline, or dismissal of a member of the Authority's staff.

37. Respect for Chair to include conduct at meetings

37.1 Whenever the Chair speaks during a debate, a Member then speaking, and the Authority or committee, shall be silent.

38. Addressing the meeting

38.1 A Member when speaking shall address the Chair. If two or more Members speak simultaneously the Chair shall call on one to speak and the others shall then remain silent. While a Member is speaking the other Members shall remain silent, unless speaking on a point of order or in personal explanation.

39. Relevance and time limit

39.1 A Member shall direct his speech to the question under discussion or to a personal explanation or to a point of order. Except in the case of a Chair or Member of a committee in either case presenting a report, no speech shall exceed five minutes without the consent of the Authority.

39.2 Provided that a:

- Member moving a motion may speak for up to ten minutes;
- Member moving an amendment may speak for up to seven minutes.

40. Admission of the public and press to meetings

40.1 Meetings of the Fire Authority and any of its Committees or Sub-Committees shall be open to the public except to the extent that they are excluded (whether during the whole or part of the proceedings) under section 100A and part II of schedule 12A Local Government Act 1972 during the consideration of confidential items of business.

40.2 An item of business shall only be considered at a public meeting:

- where a copy of the agenda or part of the agenda, including the item, has been available for inspection by the public for at least five clear days before the meeting; or
- where the meeting is convened at shorter notice a copy of the agenda including the item has been available for inspection by the public from the time that the meeting was convened.

40.3 A copy of the agenda and every report for a public meeting shall be available for inspection by the public at the offices of the Authority and at the offices of each of the constituent authorities.

40.4 If the Clerk & Monitoring Officer as proper officer thinks fit, there may be excluded from the copy of any report made available in accordance with paragraph 38.3 above the whole or any part of the report which relates only to the transaction of business during which, in the opinion of the Clerk & Monitoring, the meeting is likely not to be open to the public.

40.5 Any document which is required to be available for inspection by the public shall be available for inspection at least five clear working days before the meeting except that:

- where the meeting if convened on shorter notice a copy of the agenda and associated reports shall be available for inspection at the time when the meeting is convened.

- where an item which would be available for inspection is added to the agenda (as an item of urgency) a copy of the revised agenda and of any report relating to that item shall be available for inspection by the public when the item is added to the agenda.

40.6 Nothing in these standing orders shall require a copy of the agenda, any item or report to be available for inspection by the public until a copy has been made available to Members of the Authority.

40.7 Where the whole or any part of a report is not to be available for inspection by the public every copy of the whole report or where relevant any part thereof shall be marked "not for publication" and that it contains confidential information by reference to the descriptions of one or more categories of exempt information contained in Part II of schedule 12A Local Government Act 1972.

40.8 Except during any part of a meeting during which the public are excluded the Authority shall make available for the use of members of the public present at the meeting a reasonable number of copies of the agenda and reports.

41. Matters affecting staff employed by the Authority

41.1 If any question arises at a meeting of the Authority as to the appointment, promotion, dismissal, salary, superannuation or conditions of service or as to the conduct of any person employed or formerly employed by the Authority, a motion to exclude the public (including the press) from the meeting shall be made forthwith by the Chair under Standing Order 22.1.13, identifying the description of exempt information giving rise to the exclusion of the public (under Schedule 12 (A) of the Local Government Act 1972).

42. Public Participation

42.1 Questions from members of the public and deputations wishing to be received by the Authority, a Committee or Sub-Committee shall submit a request in writing to the Clerk & Monitoring Officer three clear working days prior to the meeting.

42.2 A deputation invited to a meeting shall not exceed five in number and only two of its members shall be at liberty to address the meeting. At any one meeting no person or organisation may present or participate in more than one deputation.

42.3 The time allowed to all questions or deputations to the Authority, Committee or Sub-Committee shall not exceed 15 minutes in total unless the Chair agrees a longer period.

42.4 At any one meeting, no person or organisation may ask more than two questions in total during public participation time.

42.5 The Chair will consult with the Clerk & Monitoring Officer to decide the most appropriate Member to reply to any public question or deputation.

Disorderly Conduct

43. Disorderly conduct by Members

43.1 If at a meeting any Member of the Authority, in the opinion of the Chair notified to the Authority, misconducts themselves by persistently disregarding the Chair's ruling, by continuous irrelevance or tedious repetition, or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the Authority, the Chair or any other Member may move "That the Member named be not further heard", and the motion if seconded shall be put and determined without discussion.

43.2 If the Member named continues their misconduct after a motion under the foregoing paragraph has been carried, the Chair shall:

either (a) move "That the Member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion)

or (b) adjourn the meeting of the Authority for such a period as the Chair in their discretion shall consider expedient.

43.3 In the event of general disturbance which in the opinion of the Chair renders the orderly dispatch of business impossible, the Chair in addition to any power vested in them may, without any question put, adjourn the meeting of the Authority for such period as they in their discretion shall consider expedient.

44. Disturbance by the public

44.1 If a member of the public interrupts the proceedings at any meeting, the Chair shall warn them. If they continue the interruption, the Chair shall order their removal from the meeting. In the case of general disturbance to the meeting, the Chair shall order that the offending members of the public be removed from the meeting.

If a member of the public interrupt's proceedings, the Chair will warn the person concerned. If they continue to interrupt, the Chair may order his/her/their removal from the remote access.

45. Voting

Local Government Act, 1972
Meetings and proceedings of local authorities
Section 99

The provision of Schedule 12 to this Act shall have effect with respect to the meetings and proceedings of local Authorities and their committees.

Schedule 12: Part VI

(1) Subject to the provisions of any enactment (including any enactment in the Act) all questions coming or rising before a local authority shall be decided by a majority of the members of the Authority present and voting thereon at a meeting of the Authority.

(2) Subject to those provision in the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote.

46. Method of recording votes

46.1 Every question shall be decided by a show of hands.

46.2 PROVIDED that, if six Members present at the meeting so require before the vote is taken, the names of Members shall be called out and their votes recorded in the minutes.

47. Recording of individual votes

47.1 Immediately after a vote is taken at a meeting of the Authority, or a committee, any Member who requires, may have recorded in the minutes of the proceedings of that meeting whether they cast their vote for the question or against the question or whether they abstained from voting.

47.2 [This standing order is prescribed by law]

48. Voting on appointments

48.1 Where more than two persons are nominated for any appointment and of the votes given there is not a majority in favour of one of them, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken, and so on until a majority of votes is given in favour of one person.

48.2 In the case of an equality of votes on an appointment, the Clerk & Monitoring Officer shall draw lots.

48.3 Voting shall be by show of hands unless a majority of those present decide the voting shall be by secret ballot.

49. Inspection of documents

49.1 A Member of the Authority may inspect, by application to the Clerk & Monitoring Officer, any document in the possession or under control of the Authority which contains material relating to any business to be transacted at a meeting of the Authority, or a committee unless it appears to the Clerk & Monitoring Officer that the document discloses confidential or exempt information (within the meaning of the Local Government Act 1972). A Member of the Authority may inspect any other documents in the possession or under the control of the Authority insofar as such

inspection is reasonably necessary to enable them to properly perform their duties as a Member of the Authority.

50. Minutes open to inspection of Members

50.1 The minutes of the Authority and committees shall be open for the inspection of any member of the Authority.

51. Appointment of committees

51.1 The Authority shall appoint the committees at the annual meeting and may at any time alter the membership of a committee.

51.2 If in the year of any election to any of the four constituent authorities any Member of the Authority is re-elected to his or her constituent authority, then they shall remain a Member of the Authority and they shall remain a Member of any committee of the Authority to which they have been appointed until the constituent authority appoints their successor in May/June.

52. Appointment of Chair and Vice-Chair of a committee

52.1 Each committee may appoint, at their first meeting following the annual meeting of the Authority, a Chair and Vice-Chair.

53. Absence of Chair or Vice-Chair

53.1 In the absence from a meeting of a committee of both the Chair and Vice-Chair, a Chair for the meeting shall be appointed from among the Members of the committee who are present.

54. Attendance at meetings

54.1 The Chair, or in their absence the Vice-Chair, of the Authority shall be entitled to attend all meetings of committees of which they are not Members, and to speak (but not vote) at such meetings.

54.2 A Member may be invited to attend a Local Performance & Scrutiny committee to represent a committee member who is unable to attend. In this circumstance the invited Member will have both speaking and voting rights and will be entitled to paid attendance, travel and subsistence.

54.3 Any Member of the Authority may attend the meeting of any committee of which they are not a Member but may not speak without the approval of the Chair of the meeting and may not vote. Such a Member shall not be entitled to be paid attendance, travelling or subsistence allowances unless invited to attend the meeting.

55. Special meetings of committees

55.1 The Chair of a committee may call on the Clerk & Monitoring Officer to summon a special meeting of the committee at any time.

55.2 A special meeting shall also be summoned on the requisition in writing of a half of the whole number of the Members of the committee.

55.3 The summons shall set out the business to be considered at the special meeting and no other business than that set out shall be considered at that meeting.

56. Quorum of committees

56.1 Except where authorised by statute or ordered by the Authority, business shall not be transacted at a meeting of a committee exercising delegated powers unless at least three Members who are entitled to vote are present.

57. Confidential matters

57.1 A Member shall not disclose without permission of the Authority or of the appropriate committee:

- The content of any document marked "Not for Publication" by virtue of being confidential or exempt, under the relevant provision of the Local Government Act of 1972;
- Any item dealt with as a confidential or exempt matter, unless or until it has been made public by the Authority or the committee.

58. Attendance of the Clerk & Monitoring Officer

58.1 The Clerk & Monitoring Officer or his representative shall attend the meetings of every committee.

59. Minutes of committees

59.1 Minutes shall be made of every meeting.

General provisions with regard to standing orders

60. Variations and revocation

Any motion, not being a recommendation of a committee, to vary or revoke these Standing Orders shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Authority.

61. Suspension

61.1 Any of the preceding Standing Orders (except for Standing Order 45 (right to require individual vote)) may be suspended by the Authority for any item of business at the meeting where its suspension is moved.

62. Issue to Members

62.1 A copy of these Standing Orders shall be issued to each Member.

63. Interpretation of Standing Orders

63.1 The ruling of the Chair of the Authority or, where appropriate, the Chair of a committee, having taken the advice of the Clerk & Monitoring Officer or their representative, as to the construction or application of any of these Standing Orders, or as to any proceedings at the meeting shall be final.

64. Disciplinary action against the Chief Fire Officer

64.1 In the case of allegations against the Chief Fire Officer the matter shall be referred to the Authority who shall cause it to be investigated in accordance with the Advisory, Conciliation and Arbitration Service (ACAS) Model Scheme of Delegation.

65. Declarations of Interest

65.1 If any Member of the Authority or of any committee of the Authority has disclosed a disclosable pecuniary interest under the Localism Act and the Code of Conduct for Members, the Member shall specify fully the nature of the interest, which shall be recorded in the minutes of the meeting. A Member with such an interest must withdraw from the room whenever it becomes apparent that the matter is being considered, unless they have obtained prior consent in accordance with Standing Order 40 (Deputations), in which case they shall withdraw from the room or chamber immediately after making representations, answering questions or giving evidence.

(Note: It is the individual responsibility of each Member to decide whether an interest exists and, where appropriate, to declare it fully. Members should pay careful regard to the Code of Conduct.)

66. Matters of urgency

66.1 Subject to 66.2 below, no item of business may be considered at a meeting of the Authority or a committee unless the agenda including the item and any accompanying report(s) have been open to inspection by the public for at least three clear working days before the meeting.

66.2 An item of urgency may however be brought before the Authority or a committee with the approval of the Chair of the Authority, or a committee provided the Chair is satisfied that there are special circumstances which justify consideration of the item.

66.3 Where an item is deemed to be a matter of urgency a minute specifying the special circumstances shall be included in the minutes of the meeting.

Introduction and overview

1. Status of financial regulations

What are financial regulations?

These regulations identify the financial responsibilities of Dorset and Wiltshire Fire and Rescue Authority (the Authority), its Committees, the Chief Fire Officer, the Clerk & Monitoring Officer, the Treasurer and other officers.

Who should read this document?

The regulations and procedures apply to all staff and Members of the Authority. The prime audience for financial regulations consist of:

- Members
- Chief Fire Officer
- Finance Officers
- Staff with financial responsibilities

More detailed guidance on how the regulations should be implemented in practice is contained in financial procedures, which apply to all Members and all staff.

Why have financial regulations?

Financial regulations form part of the means by which the Authority manages its business. They clarify responsibilities and provide a framework for decision making. Where there are specific statutory powers and duties, the financial regulations seek to ensure that these are duly complied with, as well as setting out best professional practices and processes for all activities and decisions of the Authority, its committees and the Service. Members and officers are required to maintain a written record of any decision-making that has been delegated to members of their staff, including seconded staff. When decisions have been delegated or been devolved to other bodies or responsible officers, references to Members or officers in the regulations should be read as referring to them.

In summary the financial regulations are the regulatory framework within which the financial affairs of the Authority operate.

Corporate governance and financial regulations

All staff and Members must comply with the three fundamental principles of public life, namely openness, integrity and accountability. These regulations reinforce the corporate governance standards governing organisational structures, financial reporting and internal controls and standards of behaviour. The Treasurer is responsible for reporting, where appropriate, breaches of the financial regulations to the Authority. They are also responsible for issuing advice and guidance to underpin the financial regulations that Members, officers and others acting on behalf of the Authority are required to follow.

What do financial regulations cover?

The regulations apply to all the Authority's activities. In practice this means all budgets, money and funds administered by officers and Members in carrying out their duties across all the Authority's services and activities. This includes:

- Funds managed on behalf of third parties
- Partnership arrangements where the Authority is the Accountable Body
- External providers, such as outsourced services, contractors and consultants managed through the contract process. These include, for example, compliance with key controls procedures; performance standards and statistics; attendance at service client meetings and access to accounts.

Awareness and access

The Chief Fire Officer is responsible for ensuring that all employees with financial responsibilities are made aware of and have access to these regulations and the accompanying financial procedures that set out in more detail how they should implement and comply with the regulations.

Review of financial regulations

The Treasurer is responsible for maintaining a continuous review of these regulations.

Other rules

Apart from these regulations, all officers and Members must comply with certain other rules. These include:

The law

- General and specific local government law
- General civic and criminal law
- The combination order

Other Authority rules

- Standing Orders
- Scheme of Delegation
- Contract Standing Orders
- Human Resources policies and procedures
- Service Orders
- Financial procedures and guidance

Failure to comply with financial regulations or the instructions issued under them will constitute misconduct.

2. Definitions

In these Financial Regulations:

- "Dorset & Wiltshire Fire and Rescue Authority", ("the Authority",) is the Authority constituted in accordance with Statutory Instrument 2015 No. 435, The Dorset & Wiltshire Fire and Rescue Authority (Combination Scheme) Order 2015 and the amendments contained within The Fire and Rescue Authority (Membership) Order 2017
- "Constituent authorities" are Bournemouth, Christchurch and Poole Council, Dorset Council, Swindon Borough Council and Wiltshire Council
- "Member" shall mean a person appointed to be a Member, or co-opted Member of the Authority by the constituent authorities
- "Chief Fire Officer" - the person appointed as Chief Fire Officer by the Authority, and any person to whom the Chief Fire Officer has delegated any duties in respect of these Regulations, except where the regulations use the term 'personally', in which case only the Chief Fire Officer is referred to
- "Treasurer" - the person appointed by the Authority with responsibility for the administration of the Authority's financial affairs, in accordance with Section 151 of the Local Government Act 1972 and Section 112 of the Local Government Finance Act 1988. Treasurer shall include such persons as the Treasurer specifically authorises in writing for the purpose of these Regulations
- "Officer" shall mean all persons appointed by the Authority, including uniformed and non-uniformed staff.

3. Changes to financial regulations

Any changes to Financial Regulations shall be drawn up jointly by the Chief Fire Officer, Treasurer and Clerk & Monitoring Officer and be approved by the Authority.

4. Suspension of financial regulations

If the Chief Fire Officer is of the opinion that any of these Regulations are inappropriate in particular circumstances, the Clerk & Monitoring Officer shall be informed in writing. The Clerk & Monitoring Officer may, after consultation with the Treasurer, authorise departure from these Regulations if satisfied that exceptionally, such departure is in the interests of the Authority. The Clerk & Monitoring Officer shall maintain a register of any such authorisations, which shall be available for inspection by any Member of the Authority, and will report such departures to the Authority.

Financial Regulation A: Financial Accountabilities and Management

Introduction
This section covers all the financial accountabilities in relation to running the Service, including the policy framework and the budget.

The Authority

A1 The Authority is responsible for approving the overall policy framework and budget within which it operates. It is also responsible for approving and monitoring compliance with an overall framework of accountability and control. The Authority does not operate executive arrangements but has agreed that all key decisions are to be made by the full Authority.

The Authority is required to:

- Agree the revenue and capital budget requirements and set a council tax precept for the forthcoming year, on advice from the Treasurer
- Approve the Chief Fire Officer's proposed allocation of resources
- Monitor and approve the treasury management strategy
- Monitor and approve the medium-term finance plan
- Decide on the level of general balances it wishes to maintain

The Finance and Audit committee

A2 The Authority has delegated to this Committee, amongst other things overall responsibility for Audit. The Treasurer has day to day responsibility for this Committee, and will consult with the Committee as necessary on the content of the annual audit plans of both internal and external audit. The Committee is responsible for monitoring the delivery of both plans and additional work undertaken during the year. It also reviews internal audit reports and external audit statutory management letters and makes recommendations for appropriate action, and is responsible for providing independent assurance to the Authority on the effectiveness of the Authority's risk management, governance and control arrangements.

Statutory Officers

Head of Paid Service (Chief Fire Officer) and his staff

A3 The Chief Fire Officer, as Head of Paid Service, is responsible for the corporate and overall management of the Fire and Rescue Service. He or she must report to and provide information for the Authority, its committees, and any joint committee of which the Authority is a constituent. He or she is responsible for establishing a framework for management direction, style and standards and for monitoring the performance of the organisation.

A4 The Chief Fire Officer is also responsible for, together with the Clerk & Monitoring Officer, for the system of record keeping in relation to all the Authority's decisions.

A5 The Chief Fire Officer and his staff should have as much day to day responsibility for financial management of the Service as is possible within the framework of the agreed budget and rules of virement.

A6 The Chief Fire Officer shall control expenditure and income, monitor performance, and take necessary action to avoid exceeding any financial allocation.

A7 The Chief Fire Officer may authorise other officers to act on his behalf in sanctioning orders for payment, but such delegation does not in any way reduce the overall responsibilities of the Chief Fire Officer.

A8 Where expenditure or income involves a contract with a third party, the Chief Fire Officer must follow the procedures laid down in Contract Standing Orders.

A9 The Chief Fire Officer is authorised to incur expenditure for the purpose identified and up to the amount specified in such estimates as approved, including unspent balances from the previous year, within arrangements agreed by the Treasurer and reported to the Authority.

The Treasurer

A10 The Treasurer as proper financial officer, has statutory responsibilities in relation to the financial administration and stewardship of the Authority. This statutory responsibility cannot be overridden and arises from:

- The Local Government Act 1972
- The Local Government Finance Act 2012
- The Local Government and Housing Act 1989 and
- The Accounts and Audit Regulations 2015

A11 The Treasurer is responsible for:

- The proper administration of the Authority's financial affairs
- Setting and monitoring compliance with financial management standards
- Advising on the corporate financial position and on key financial controls necessary to secure sound financial management
- Providing financial information
- Preparing the revenue and capital programme
- The maintenance of an adequate and effective internal audit
- Treasury Management

A12 In accordance with Section 114 of the Local Government Finance act 1988, the Treasurer must report to the Authority if it or one of its officers:

- has made, or is about to make, a decision which involves incurring unlawful expenditure
- has taken, or is about to take, an unlawful action which has resulted or would result in a loss or deficiency to the Authority
- Is about to make an unlawful entry in the Authority's accounts.

A13 Section 114 of the 1988 Act also requires the Treasurer to nominate a properly qualified member of staff to deputise should he or she be unable to perform the duties under section 114 personally.

Clerk & Monitoring Officer

A14 The Monitoring Officer has responsibility for reporting any illegal action, actual or potential beach of any law, code of practice or maladministration or injustice, by:

- The Authority or any of its Committees or Sub-Committees
- Any officer of the Service
- Any employee of the Service, including any fire officer, or local authority or organisation providing services to the Authority

A15 Specifically the Clerk & Monitoring Officer role entails:

- advising all Members and officers about who has the authority to take a particular decision; and,
- advising the Authority about whether a decision is likely to be considered contrary or not wholly in accordance with the policy framework.
- together with the Treasurer, is responsible for advising the Authority about whether a decision is likely to be considered contrary or not wholly in accordance with the budget.

Other financial accountabilities and management

A16 Virement

Once the annual revenue and capital budgets are approved, and subject to provisions within these Financial Regulations and Standing Orders, the Chief Fire Officer has authority to incur expenditure without the need to obtain further approval from the Authority, except where:

- the Chief Fire Officer proposes a change in policy and/or objectives in corporate plans and/or
- there is a proposed virement in excess of £250,000.

Virement is defined as the movement of resources from one budget head to another.

A17 Money may then be spent on any item and at any time in the financial year concerned, provided that either:

- enough money has been earmarked for the item in the budget; or
- enough money can be transferred from another budget head (virement), and for amounts in excess of £50,000 the transfer is given prior written approval by the Treasurer.

A18 Virement shall not be from a capital budget to a revenue budget except where the Authority has approved an amendment of direct revenue funding or the use of balances.

Year-end balances

A19 The Authority is responsible for agreeing procedures for carrying forward under and overspendings on budget headings on the advice of the Treasurer.

Accounting policies, records, statements and returns

A20 The Treasurer is responsible for:

- determining accounting policies and financial systems and ensuring they are applied consistently
- determining the accounting procedures and financial records for the Authority
- ensuring that the annual statement of accounts is prepared and certified in accordance with the *Code of Practice on Local Authority Accounting in the UK: A statement of Recommended Practice* (CIPFA/ LASAAC)

Debt write-off, write-off of redundant stock and stock adjustments

A21 The Chief Fire Officer is personally authorised to write off debts, redundant stock and stock adjustments up to and including the value of £10,000.

A22 Debts and/or redundant stock and/or stock adjustments in excess of £10,000 but not exceeding £25,000 can be written off by the Chief Fire Officer subject to written approval of the Treasurer and the Clerk & Monitoring Officer.

A23 Debts and/or redundant stock and/or stock adjustments in excess of £25,000 require the approval of the Authority to be written off.

Financial Regulation B: Financial Planning

Introduction

The Authority is responsible for agreeing the Service's policy framework and budget, which will be proposed by the Chief Fire Officer. In terms of financial planning, the key elements are the:

- Community Safety Plan
- Revenue budget
- Capital programme
- Reserves and balances

Budgeting

B1 The general format of the budget will be approved by the Fire Authority and proposed by the Chief Fire Officer on the advice of the Treasurer. The draft budget should include allocation to different services and projects, proposed taxation levels and contingency funds.

Budget preparation

B2 The Treasurer is responsible for ensuring that a budget and a long-term budget plan or forward financial forecast (Medium-Term Financial Plan) is prepared on an annual basis for consideration by Members. The Authority may amend the budget or ask Members to reconsider it before approving it.

B3 Members in consultation with the Treasurer are responsible for issuing guidance on the general content of the budget as soon as possible following approval by the Authority.

B4 The Chief Fire Officer is responsible for ensuring that budget estimates reflecting agreed service plans are submitted to the Members, and that the estimates are prepared in line with Members' guidance.

Budget monitoring and control

B5 The Treasurer is responsible for providing appropriate financial information and systems to enable budgets to be monitored effectively. The Treasurer must monitor and control expenditure against budget allocations and report regularly to the members on the overall financial position.

B6 The Chief Fire Officer is responsible for controlling income and expenditure on his or her budgets and for monitoring performance, taking account of financial information provided by the Chief Financial Officer. Variances shall be reported to the appropriate committee and officers should take any necessary action to avoid exceeding their budget allocation and alert the Chief Financial Officer to any problems.

B7 The Treasurer is responsible for issuing guidelines on budget preparation to Members and senior officers, taking into account the policy framework determined by the Authority.

Capital programme

B8 The Treasurer is responsible for ensuring that a capital programme is prepared each year for consideration by the Members, before submission to the Authority.

B9 The Chief Fire Officer is responsible for the control of expenditure against the approved capital programme and for the provision of timely, complete and accurate financial information as required by the Authority and the Treasurer.

B10 The Chief Fire Officer and the Treasurer may approve an increase in the capital programme of up to £50,000, and the Chief Fire Officer and Treasurer in consultation with the Chair of the Authority may approve an increase of up to £250,000. In both cases the approved expenditure must be reported to the Authority.

Reserves and balances

B11 The Treasurer is responsible for advising the Authority on prudent levels of reserves.

Urgent Decisions

B12 Where an urgent financial decision is required that falls outside of the defined process or limits within Financial Regulations, but is felt to be in the wider interests of the Authority, the Treasurer in consultation with the Chief Fire Officer, Clerk & Monitoring Officer and Chair of the Authority can make the decision subject to it being reported back to the Authority.

Financial Regulation C: Risk Management and Control of Resources

Introduction

It is essential that robust systems are developed and maintained for identifying and evaluating all significant financial and operational risks to the Authority on an integrated basis. This should include the proactive participation of all staff associated with planning and delivering services.

Risk management

C1 The Authority is responsible for approving the risk management policy and strategy and for reviewing the effectiveness of risk management.

C2 The Chief Fire Officer is responsible for ensuring that proper insurance exists where appropriate.

C3 The Chief Fire Officer is responsible for preparing the Authority's risk management policy statement and for promoting it throughout the Service, and for advising the Members on proper insurance cover where appropriate.

Internal control

C4 Internal control refers to the systems of control to ensure that the Authority's objectives are achieved in a manner that promotes economical, efficient and effective use of resources and that the Authority's assets and interests are safeguarded.

C5 The Treasurer is responsible for advising on effective systems of internal control. These arrangements need to ensure compliance with all applicable statutes and regulations and other relevant statements and best practice. They should ensure that public funds are properly safeguarded and used economically, efficiently and in accordance with the statutory and other authorities that govern their use.

C6 The Chief Fire Officer is responsible for establishing sound arrangements for planning, appraising, authorising and controlling operations to achieve continuous improvement, economy, efficiency and effectiveness and for achieving financial performance targets.

C7 The Authority is required to approve on an annual basis an Annual Statement of Assurance containing, amongst other things:

- a statement, in accordance with the Accounts and Audit Regulations, on measures (including a system of internal control) taken by the Authority to ensure appropriate business practice high standards of conduct and sound governance; and,

- in accordance with the Fire and Rescue Service National framework requirements, an annual assurance statement on financial governance and operational matters and showing how the Authority has had due regard to the expectations set out in their Community Safety Plan and the requirements included in the Framework.

Audit requirements

C8 The Account and Audit Regulations 2015 require all relevant authorities to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance process.

C9 The Authority is also required to comply with the relevant legislative requirements in relation to external audit.

C10 The Authority may, from time to time, be subject to audit, inspection or investigation by external bodies which have statutory rights of access, e.g. His Majesty's' Inspectorate of Constabulary and Fire and Rescue Service (HMICFRS) and HM Revenue and Customs (HRMC).

Preventing fraud, corruption and bribery

C11 The Chief Fire Officer and Treasurer are jointly responsible for the development and maintenance of an anti-fraud and corruption, and anti-bribery and whistleblowing policies, and for maintaining procedures to prevent fraud, corruption and bribery.

C12 Any officer or Member who suspects that these Regulations have been or may be breached, or that resources of the Authority have been or may be stolen, must immediately notify the Treasurer personally, or any specific officer designated by the Treasurer. The Treasurer will as appropriate, in consultation with the Chief Fire Officer and the Clerk & Monitoring Officer, decide on an appropriate course of action.

C13 The Treasurer and the Clerk & Monitoring Officer shall report to the Authority any circumstances which could involve the Authority in:

- unlawful expenditure;
- an unlawful action which could result in a potential loss or deficiency to the Authority: or
- an unlawful entry in the accounts.

C14 The Authority is required to approve a policy on gifts, loans and sponsorship.

C15 The Chief Fire Officer is responsible for administering the policy agreed by the Authority on the acceptance of gifts, loans and sponsorship, and for ensuring that the prior approval of the Authority is obtained before accepting gifts, loans and sponsorship over the value of £10,000.

C16 The Chief Fire Officer is responsible for maintaining a register of offers of gifts, loans or sponsorship, which shall be open to inspection by any Member of the Authority.

Assets

C17 The Chief Fire Officer should ensure that all records and assets are properly maintained and securely held. The Chief Fire Officer should also ensure that contingency plans for the security of assets and continuity of service in the event of disaster or system failure are in place.

C18 The Chief Fire Officer shall keep an asset register of all property and such inventories and stores records as are necessary, under arrangements approved by the Treasurer which will be subject to periodic checks.

C19 The Authority will be required to approve:

- the acquisition of land or buildings or disposal of land or buildings considered to be surplus
- the disposal of any material asset valued in excess of £100,000
- the write off of redundant stock and/or stock adjustments in excess of £25,000 (see A23 above).

C20 The relevant procedures as set out or referred to in the Authority's Contract Standing Orders will apply to the acquisition and disposal of land and buildings and the disposal of material assets as provided for at C19(a) and (b) above.

C21 Any proposals to enter into leasing arrangements must be agreed in advance with the Treasurer and in accordance with any requirements laid down by the Authority. The agreement of any terms for the leasing of any property or the taking of any interest in property must be undertaken only after suitable professional advice has been taken.

Banking arrangements

C22 The Treasurer is responsible for making such arrangements as are appropriate and necessary with the Authority's bankers relating to all financial transactions and the setting up and closing of subsidiary accounts.

C23 The Chief Fire Officer is responsible for the daily management and operation of the bank accounts under arrangements agreed by the Treasurer.

C24 The Chief Fire Officer should arrange for imprest (petty cash) accounts in accordance with arrangements agreed by the Treasurer.

Treasury management

C25 The Treasurer, as the officer designated for the purposes of Section 112 of the Local Government Act 1988, controls all money in the hands of the Authority.

C26 The Treasurer has delegated responsibility for implementing and monitoring the Treasury Management Policy Statement and is responsible for making all decisions on borrowing, investment, and financing for monies under their control, in accordance with CIPFA's 'Code of Practice for Treasury Management in Local Authorities'.

C27 The Treasurer must report at least annually to the Authority on treasury management activities and decisions implemented, each annual report being made not later than 30 June in the year following the financial year reported on.

C28 The Authority is required to approve the Treasury Management Policy Statement setting out the matters detailed in CIPFA's 'Code of Practice for Treasury Management in Local Authorities'.

Staffing

C29 The Chief Fire Officer (as Head of Paid Service) is responsible for providing overall management of staff, and under the advice from the Director of People Services, is also responsible for determining and monitoring adherence to staffing policies and procedures and for ensuring that there is proper use of the evaluation or other agreed systems for determining the pay for all staff.

C30 The Chief Fire Officer is responsible for controlling staff numbers by:

- advising the Members on budget necessary in any given year to cover estimated staffing levels
- the proper use of appointment procedures in line with advice from the Director of People Services
- adjusting the staffing numbers within approved budget provision, varying the provision as necessary within the constraint to meet changing operational needs

Financial Regulation D: Financial Systems and Procedures

Introduction

Sound systems and procedures are essential to an effective framework of accountability and control.

General

D1 The Treasurer is responsible for the operation of the Authority's accounting systems, the form of accounts and the supporting financial records. The Service leadership team officers are responsible for the proper operation of financial processes in their own departments in line with advice issued by the Treasurer. Any changes made by officers to the existing agreed financial procedures to meet their own specific service needs, should be agreed with the Treasurer.

D2 The Chief Fire Officer should ensure all staff receive relevant financial training which has been approved by the Treasurer.

D3 The Chief Fire Officer must ensure that, where appropriate, computer and other systems are registered in accordance with data protection legislation. Officers must ensure that staff are aware of their responsibilities under the freedom of information legislation.

Income and expenditure

D4 The Chief Fire Officer is responsible for ensuring that a proper scheme of delegation has been established and is operating effectively. The scheme of delegation should identify staff authorised to act on behalf of the Chief Fire Officer in respect of payments, income collection and placing orders together with the limits of their authority. As part of the overall control framework of accountability and control, the Treasurer is responsible for specifying procedures for ordering, making payments and for collecting income, and for approving procedures for writing off debts.

D5 It is the responsibility of the Treasurer to advise on the establishment and operation of trading accounts and business units and determine the financial arrangements under which these are operated.

Payments to employees and Members

D6 The Treasurer is responsible for all payments of salaries, wages and allowances to all staff, Members and pensioners.

D7 At the Chief Fire Officer's discretion, ex-gratia payments may be awarded to members of the Fire & Rescue Service for personal injury, damage and loss of property, but only up to the actual loss incurred after insurance pay outs are taken into account. Payment is restricted to £500 and only if the injury, damage and/or loss occurred while the person was on duty except that no pay out will be made for any loss which could reasonably be expected to have been insured but was not insured.

Unofficial funds

D8 Unofficial Funds shall be operated in accordance with instructions issued by the Chief Fire Officer and the Treasurer. All such funds are to be properly audited.

Legal proceedings and public inquiries

D9 The Clerk & Monitoring Officer shall be empowered to institute legal proceedings for recovery of sums due to the Authority and for the possession of Authority property, to lay information, to make complaints, to institute defend or settle proceedings, to take legal action to enforce rights or obligations, to appear at public inquiries where in his or her opinion it is in the Authority's interest, and to engage counsel.

Contracts

D10 Those responsible for procuring work, goods or services on behalf of the Authority must adhere to the requirements both of contract procedure rules and financial regulations. They must also ensure that the most commercially advantageous terms are obtained and that acquisitions can be justified and clearly linked to approved service objectives. In addition, the Public Services (Social Value) Act 2012 requires that the Fire Authority also consider economic, social and environmental wellbeing, as well as value for money, when procuring services on behalf of the Authority which exceed the procurement thresholds provided for in UK regulations.

Taxation

D11 The Treasurer is responsible for advising officers on all taxation issues that affect the Service in the light of guidance issued by appropriate bodies and relevant legislation.

D12 The Treasurer is responsible for maintaining the Service's tax records, making all tax payments, receiving tax credits and submitting tax returns by their due date.

Financial Regulation E: External Arrangements

Introduction

The Authority contributes to a distinctive role to the community and is involved in various partnership/joint working initiatives aimed at improving the social and environmental well-being of the area it services.

Partnerships

E1 The Fire Authority is responsible for approving a partnerships policy which sets out the framework for ensuring that partnership arrangements are effective and efficient.

E2 The policy should cover the levels of approval for participation in a partnership, assessment of risk, liability and financial commitment, clarity of purpose, reporting arrangements and accountability, access to records and audit arrangements, conflict resolution and dissolution procedures.

E3 The Treasurer and Clerk & Monitoring Officer are responsible for promoting and maintaining within all partnerships, the same high standards of conduct with regard to legal, corporate governance and financial affairs as apply throughout the Authority.

External funding

E4 The Treasurer is responsible for the Authority's arrangements for the pursuit, receipt and recording of external income.

Work for third parties

E5 The Treasurer and Clerk & Monitoring Officer are responsible for approving the contractual framework for the provision of services to third parties or external bodies.

Introduction and overview

1. Status of contract standing orders

1.1 What are contract standing orders?

These procurement and contract rules are the standing orders which apply to the acquisition of all supplies, services and works by or on behalf of the Dorset & Wiltshire Fire and Rescue Authority (the Authority). This includes where the Authority acts as the lead commissioner on behalf of a third party using external funds.

These rules do not apply to:

- Contracts of Employment; or
- Contracts that relate solely to the purchase or acquisition of land

These procurement and contract rules shall apply to all contracts entered into by or on behalf of the Authority with any other person or body.

1.2 Who should read this document?

The standing orders (procurement and contract rules) apply to all staff and members of the Authority.

More detailed guidance on how the regulations should be implemented in practice is contained in procurement and contract procedures, which apply to all Members and all staff.

1.3 Why have contract standing orders?

By law, the Authority must make standing orders with respect to contracts for the supply of goods or materials or for the execution of works which provide for:

- securing competition
- regulating the manner in which tenders are invited.

The main objectives of Contract Standing Orders are to:

- ensure the Authority obtains Best Value in the way it spends money, so in turn it offers Best Value services to the public;
- ensure that the manner in which contracts are handled complies with UK Regulations and all relevant legislation that govern the spending of public money;

- protect individuals from undue criticism or allegation of wrongdoing; and,
- facilitate partnership working.

1.4 Awareness and access

The Treasurer is responsible for ensuring that all employees with financial responsibilities are made aware of and have access to these regulations, and the accompanying procurement and contract procedures that set out in more detail how they should implement and comply with these standing orders.

1.5 Review of contract standing orders

The Treasurer has overall responsibility for procurement and as such is the custodian of these standing orders and is responsible for keeping them under review. The Treasurer is responsible for maintaining a continuous review of these standing orders.

1.6 Other rules

Apart from these regulations, all officers and Members must comply with certain other rules. These include:

The law:

- General and specific local government law
- General civic and criminal law
- The combination order

Other Authority rules:

- Financial regulations
- Scheme of delegation
- Contract standing orders
- Human Resources policies and procedures
- Service orders
- Financial procedures and guidance

2. Definitions

2.1 “Best Tender” – the most economically advantageous tender (MEAT), usually the lowest tender when the Authority is buying, and the highest tender when the Authority is selling.

2.2 “Chief Fire Officer” - the person appointed as Chief Fire Officer by the Authority, and any person to whom the Chief Fire Officer has delegated any duties in respect of these Regulations, except where the Regulations use the term ‘personally’, in which case only the Chief Fire Officer is referred to.

2.3 “Constituent authorities” are Bournemouth, Christchurch and Poole Council, Dorset Council, Swindon Borough Council, and Wiltshire Council.

2.4 "Contract" shall mean any agreement for the supply/disposal of goods, materials or services and the execution of works.

2.5 "Contractor" shall mean any person, company or other organisation that is engaged to provide goods, materials, services or works to the Authority.

2.6 “Dorset & Wiltshire Fire and Rescue Authority”, (“the Authority”) is the Authority constituted in accordance with Statutory Instrument 2015 No. 435 - The Dorset & Wiltshire Fire and Rescue Authority (Combination Scheme) Order 2015. The membership of the Authority was varied (with effect from 6 June 2018) by the Fire and Rescue Authority (Membership) Order 2017 (Statutory Instrument 1165).

2.7 “Member” shall mean a person appointed to be a Member, or co-opted Member of the Authority by the constituent authorities.

2.8 “Officer” shall mean all persons appointed by the Authority, including uniformed and non-uniformed staff.

2.9 “Threshold(s)” shall mean the thresholds that apply to the public advertisement of goods, works or service contracts for the purposes of UK Regulations.

2.10 “Treasurer” - the person appointed by the Authority with responsibility for the administration of the Authority’s financial affairs, in accordance with Section 151 of the Local Government Act 1972 and Section 112 of the Local Government Finance Act 1988. Treasurer shall include such persons as the Treasurer specifically authorises in writing for the purpose of these Regulations.

2.11 “UK Regulations” – shall mean the Public Contracts Regulations 2015, as amended under Public Procurement (Amendment etc.) (EU Exit) Regulations 2020 SI 1319 (“PP Amendment Regulations 2020).

3. Changes to contract standing orders

3.1 Any changes to Contract Standing Orders shall be drawn up jointly by the Chief Fire Officer, Treasurer and Clerk & Monitoring Officer and be approved by the Authority.

4. Suspension of contract standing orders

4.1 If the Chief Fire Officer is of the opinion that any of these Regulations are inappropriate in particular circumstances the Clerk & Monitoring Officer shall be informed in writing. The Clerk & Monitoring Officer may, after consultation with the Treasurer, authorise departure from these Regulations if satisfied that, exceptionally, such departure is in the interests of the Authority. The Clerk & Monitoring Officer shall maintain a register of any such authorisations, which shall be available for inspection by any Member of the Authority and will report such departures to the Authority.

Contract Standing Orders

5. Compliance with the law

5.1 All contracts, and the procedures for entering into them, shall comply with all relevant United Kingdom law, including all relevant European law in force for the time being in the United Kingdom. In the event of any conflict between these standing orders and the law, the law shall prevail.

5.2 Buyers can enter into any contract under these Contract Standing Orders as long as:

- value for money is obtained
- UK Regulations, and all other applicable domestic legal requirements, CSOs and Financial Regulations are always observed; and
- the principles of Best Value are complied with.

5.3 Buyers must have regard to any legal advice on the form and content of the contract from the Clerk & Monitoring Officer or other legal adviser.

6. Contracts to be in writing

6.1 Wherever practical, all contracts shall be in writing. All relevant contracts over £100,000 should be in writing in a form agreed by the Clerk & Monitoring Officer and the Authority's Standard Terms and Conditions, or those issued by a relevant professional body (e.g. Joint Contracts Tribunal), must be used where possible.

7. Exemptions

7.1 The Chief Fire Officer is authorised to enter into contracts which have been established under collaborative arrangements and/or framework agreements between authorities, regions, emergency services, consortia and other public sector agencies and, where applicable, have been subjected to UK

Regulations or where this is not applicable, have been subject to the lead authority's contract procedure rules. The Chief Fire Officer will notify the Clerk & Monitoring Officer of such arrangements for inclusion within a register, which shall be kept by the Clerk & Monitoring Officer and available for by all Members of the Authority.

7.2 There shall otherwise be no exemptions from these contract procedure rules for contract extensions for values above £100,000 except on the written authority of the Clerk & Monitoring Officer which shall be given only when, after consultation with the Treasurer, they are satisfied that the exemption is justified in the interests of the Authority in special circumstances. For contracts extensions below £100,000 written approval of the Treasurer is required.

7.3 The Clerk & Monitoring Officer shall maintain registers of all authorisations for exemption from these standing orders, which shall be available for inspection by all Members of the Authority.

7.4 The authority of the Clerk & Monitoring Officer/Treasurer to authorise an exemption from these contract procedure rules, shall include the giving of authority to negotiate and conclude a contract with a single contractor if the Clerk & Monitoring Officer/Treasurer considers that the exemption is justified in the interests of the Authority by special circumstances. Any such exemptions over £100,000 authorised by the Clerk & Monitoring officer must be reported to the Authority.

8. Conformity with financial regulations

8.1 No contract shall be entered into unless the expenditure involved may be properly incurred under the Authority's Financial Regulations in force for the time being.

9. Personal and prejudicial interests of Members

9.1 If any Member of the Authority or a Committee has a disclosable and pecuniary interest, as defined in the Code of Conduct for Members, arising from any contract, proposed contract or other matter and is present at a meeting of the Authority, or a Committee at which the contract or other matter is the subject of consideration, then the Member must act in accordance with the requirements of the Code of Conduct. This means that a Member with a pecuniary interest must disclose to the meeting the existence and the nature of that interest when consideration of that business begins, or when the interest becomes apparent.

9.2 If the pecuniary interest is also a prejudicial one, then the Member must withdraw from the room in which the meeting is being held, not exercise any functions in relation to that contract and not seek improperly to influence a

decision about the contract. A Member with a disclosable pecuniary interest should only remain and take part to the extent of any dispensation granted by the Clerk & Monitoring Officer, after consultation with the Chair.

9.3 These obligations extend to consultants employed to act for the Authority.

10. Interests of officers in contracts

10.1 The Clerk & Monitoring Officer shall maintain a record of any notice given by an officer of any interest in a contract and the record shall be available for inspection by any Member of the Authority.

11. Compliance

11.1 It is an implied condition of employment of all staff of the Authority involved in the letting of contracts that they shall at all times observe the provisions of these Standing Orders and the procurement and contract procedures issued by the Treasurer.

11.2 The Chief Fire Officer may contract with any suitably qualified person to carry out this work; or may seek assistance from any person with the necessary expertise, including the appointment of consultants, provided that the Treasurer's standards are met. The Chief Fire Officer's personal written authority must be obtained before any action is taken under the terms of this paragraph.

11.3 Failure to comply with Contract Standing Orders or the instructions issued under them will constitute misconduct.

12. Land and property

12.1 In relation to these Procedure Rules:

12.1.1 Land has the meaning provided in Section 205 of the Law of Property Act 1925. In particular, but without in any way limiting that meaning, land includes buildings and easements.

12.1.2 Any purchase, lease or sale of property that involves a receipt or payment exceeding £100,000 must be given the prior approval of the Authority, subject to any purchase, lease or sale of property below £100,000 being reported to the next meeting of the Authority following completion.

12.1.3 References to the acquisition of land include the acceptance of gifts of land and the taking of leases, licences and easements of or over any land (including buildings) whether by way of valuable consideration or exchange but not the appropriation of land.

12.2 Contract Procedure Rules 1 to 11 inclusive and Contract Procedure Rule 16 and 17 shall apply to contracts for the sale and purchase of interests in land.

12.3 In all other respects, arrangements for the sale and purchase of interests in land and property shall be undertaken by a suitably qualified and experienced person and comply with procedures approved by the Authority.

12.4 The Authority shall only acquire land after having first considered a suitably qualified and experienced person's estimate of the value of the land in question and any recommendation made as to the maximum sum appropriate for such acquisition; and even then for a sum no greater than the maximum recommended.

12.5 Disposal of land shall be for the best price reasonably obtainable unless the Authority resolve specifically to the contrary.

13. Contract value and principles

13.1 As a general principle the value of a contract shall be deemed to be the total of all payments made to the contractor in respect of that contract regardless of the period of time over which those payments are made. In the case of recurrent transactions for the same type of item the contact value will be the aggregate total of transactions for the duration of the contract, not the aggregate value in a single year (unless this is the period of the contract) and not the value of a single transaction.

13.2 The Authority may decide to require the Chief Fire Officer to advise them in advance over certain contracts because of their sensitivity or size.

13.3 All contracts subject to the procedure set out in section 16 and 17 above must be included in the Register of Contracts maintained by the Procurement Manager.

13.4 All relevant contracts must refer to the Authority's Whistleblowing policy and Freedom of Information requirements.

14. Extensions to existing contracts

14.1 Buyers may negotiate to extend an existing contract:

IF the total value of the existing contract is less than £50,000 - otherwise the Chief Fire Officer personally or his delegated officer must be consulted first,

AND extending provides better value for money than re-tendering, and is allowed by UK Regulations, and buyers should be able to justify this,

PROVIDED THAT the prior approval of the Authority is required if:

a) the contract has already been extended,

OR

b) the extension exceeds the contract's original length.

15. Pre-tender market research and consultation

15.1 Staff engaged in purchasing decisions may, in association with Financial Services review the market for a proposed purchase by discussion with suppliers and other research but must not:

- base any specification on one supplier's offering such as to distort competition
- make any indication or commitment to suppliers that their offering may be preferred
- suggest any procurement route which is not consistent with these orders; or
- enter into negotiations about price where a competitive procurement process has yet to take place.

16. Procedure for contracts for which no formal tendering exercise is required

16.1 For contracts expected to be below £100,000, buyers have discretion as to the method to be used for seeking a price and entering into a contract, and may obtain goods from any supplier, subject to the Services' procurement and contract procedures issued by the Treasurer, but must be able to demonstrate that all actions were reasonable, and in the best interests of the Authority, and were not improperly influenced, and that best value has been obtained, as judged on price, quality, and compliance with legislation.

17. Procedure for contracts which do require a formal tendering exercise

17.1 If the estimated or actual annual or total value of a contract exceeds £100,000, buyers must, before entering into a contract seek the advice of the Clerk & Monitoring Officer, unless the Authority has given prior approval either specifically or as part of an approved project, and the actual contract price is no more than 15% higher than the estimate on which the approval was based.

17.2 The remainder of this section describes the formal procedure for entering into a contract, and is compulsory for contracts expected to exceed £100,000. The Threshold refers to the value of a contract for that contract's total duration.

17.3 Where applicable, a contract notice shall be published on Find a Tender. The notice shall describe the object of the contract, state the latest date and time for the receipt of tenders, the award criteria and invite other submissions expressing interest in tendering where a pre-qualification process is proposed or applications for tender forms where an open tender process is proposed. It shall comply with any relevant UK Regulations. Public notice shall be given in appropriate media, including local and other newspapers or journals, which, in the opinion of the Chief Fire Officer, are most suitable for publicising the invitation to tender and also on the Authority's website.

17.4 Unless a corporate contract/framework is in place, tenders shall be invited. However, subject to Contract Procedure Rule 7.1, tenders may be invited without the necessity of giving public notice from contractors in the appropriate list maintained under Contract Procedure Rule 18, or if the contract is of a type for which contractors in the list are not appropriate, from contractors, who, in the opinion of the Chief Fire Officer, are best fitted to meet the Authority's requirements.

17.5 Where the value of a contract is estimated to exceed a relevant Threshold, then tendering procedures shall be in accordance with such UK Regulations or statutory provision. These Thresholds are externally determined every two years and are included in the procurement and contract procedures issued by the Treasurer.

17.6 All public contract notices and tender invitation notices will be processed through the Bluelight e-tendering system or alternative approved e- tendering system.

17.7 The Chief Fire Officer, having complied with applicable UK Regulations, may withhold tender forms from any applicant, if, having regard to the number of applications received or their enquiries concerning the applicant, the written approval of the Clerk & Monitoring Officer is obtained.

17.8 Wherever practical the Chief Fire Officer shall ensure that, if the estimated amount of the contract exceeds £100,000, but is less than the Threshold, at least six contractors are invited to submit tenders.

EXCEPT THAT a) if a contract is required urgently this may be with any party,

but this must be reported to the next meeting of the Authority

AND

b) the Chief Fire Officer may personally negotiate at any time;

c) other buyers may only negotiate with the express written permission of the Chief Fire Officer personally

d) the result of any negotiation under this section and the reasons for the decision must be reported to the next meeting of the Authority

BEARING IN MIND THAT

e) a single supplier situation must be treated as a negotiation.

The Chief Fire Officer may confine the invitation to tender to three contractors or less than six if he considers that this gives the best value for money to the Authority. The Chief Fire Officer will maintain a record of such approvals.

17.9 The Chief Fire Officer shall ensure that the requirements of the Public Services (Social Value) Act 2012 are complied with by giving consideration to economic, social and environmental well-being, as well as value for money, in relation to the procurement of services.

17.10 Subject to statutory Thresholds, competitive tenders need not be invited for a proposed contract for any building, civil engineering or other works contract which forms part of or (in the opinion of the Chief Fire Officer, Treasurer and Clerk & Monitoring Officer) could, to the benefit of the Authority, form part of a serial or continuation programme, the terms of which have been negotiated with the contractor on the basis of the rates and prices contained in the initial contract awarded competitively following the invitation of tenders.

17.11 Where appropriate, the Authority's approved e-tendering system must be used for conducting the formal tender process for all procurements valued above £100,000, unless approval to do otherwise has been given by the Chief Fire Officer.

18. List of contractors

18.1 Where appropriate the Authority may maintain lists of contractors who have the necessary skills, expertise and financial credibility required to provide goods, services, consultancy and works. These lists will be operated in accordance with UK Regulations, seeking expressions from interested

companies to be included on the lists. The lists are to be used to invite tenders or quotations, as appropriate, in relation to opportunities for individual requirements for goods, services, consultancy or works.

18.2 The list shall be maintained by or under arrangements approved by the Clerk & Monitoring Officer.

18.3 Where the Chief Fire Officer, Treasurer or Clerk & Monitoring Officer (as appropriate) remove a name from the list, then the reasons for removal shall be recorded.

18.4 The list shall indicate in respect of a person or body whose name is included on it, the categories of contract, and the values or amounts in respect of those categories for which approval has been given.

18.5 The list shall be reviewed periodically and no less frequently than every three years.

18.6 Contractors shall be entitled to apply to be included on the list at any time, whether or not an advertisement has recently been issued, and shall have their application dealt with reasonably promptly.

19. Submissions and opening of tenders

19.1 The Clerk & Monitoring Officer is responsible for the receipt and opening of tenders, except where under agreement with the Treasurer, this is carried out on the Services behalf through a third party approved IT based electronic system/process.

19.2 Tenders submitted in accordance with this Rule shall remain in the custody of the Clerk & Monitoring Officer until the time appointed for their opening.

19.3 An officer designated by the Clerk & Monitoring Officer to receive tenders shall indicate on the envelope the date and time of receipt by him or her.

19.4 Tender opening sessions should be arranged to suit the buyer's requirements, provided that sufficient notice is given, and must be conducted according to any procedure required and approved by the Clerk & Monitoring Officer. Tenders shall be opened at one and the same time, in the presence of an officer designated by the Clerk & Monitoring Officer and an officer designated by the Chief Fire Officer for the purpose. A record shall be maintained showing the number of tenders received and all tenders shall be kept for two years.

19.5 Late or otherwise invalid tenders must be opened to enable the contractor to be advised of the reason for disqualification. Any such tender shall not be considered unless it is the only tender which has been received at the time when it is opened, except where permitted by any procedures issued by the Clerk & Monitoring Officer or by the Treasurer. In the case of contracts for the sale of land, those administering a tendering exercise must also have regard to the over-riding requirement of Section 123 of The Local Government Act 1972 to obtain the best price reasonably available which will require the investigation of a late tender, if it appears likely to provide the best consideration, and if no contract has yet been entered into.

20. Acceptance of tenders

20.1 A contract may be awarded by the Chief Fire Officer to the contractor whose tender is judged to provide the best value to the Authority.

20.2 The Chief Fire Officer may award a contract on the following basis:

(a) The best tender judged to provide the best value to the Authority on the basis of the application of an appropriate Tender Evaluation Model which has been approved in advance by the Chief Fire Officer before any tender is opened.

(b) The lowest tender if payment is to be made or the highest if payment is to be received, which meets the tender specification and/or performance targets and can demonstrate best value.

20.3 Advice should be sought from the Treasurer on the development and application of tender evaluation models which can assess tenders on the basis of price and quality

21. Post-tender negotiation

21.1 Post-tender discussions

For the purposes of tender evaluation, it is acknowledged that from time to time it is necessary for discussions with tenderers to take place in order to clarify any aspect of the information provided including price. Such post-tender discussions are to be undertaken solely by an officer designated by the Chief Fire Officer in a controlled manner that affords all valid tenderers an equitable opportunity to clarify their tender submissions. It expressly does **not** extend to encompass negotiations on price.

21.2 Post-tender negotiations

Post-tender negotiations shall only be permitted with the express written approval of the Chief Fire Officer in respect of which the following procedures are applicable:

a) The officer designated by the Chief Fire Officer is responsible for preparing any application to the Chief Fire Officer seeking permission to conduct post-tender negotiations on price, contract specification or contract conditions. In the event that it is proposed that post-tender negotiations should exclude the lowest compliant tender, the necessary written agreement shall first be obtained in accordance with the provisions of Contract Procedure Rule 20.

b) The application to conduct post-tender negotiations to be submitted to the Chief Fire Officer in accordance with this paragraph shall include the following details:

- Copies of all tenders received by the due date
- A report documenting the process to date with full details of the initial tender evaluation that has been carried out
- A report detailing fully the reasons why post-tender negotiations are proposed and the purposes/objectives to be achieved
- A report specifying the criteria used to select the preferred tenderer, or preferred tenderers, as the case may be, to be subject to the proposed post-tender negotiations.

c) Applications approved by the Chief Fire Officer shall be endorsed accordingly.

d) All approved post-tender negotiations shall be supervised by the officer designated by the Chief Fire Officer. In conducting post-tender negotiations, the officer designated by the Chief Fire Officer shall be accompanied at all times by a second officer duly authorised by the Chief Fire Officer for the purpose.

e) All post-tender negotiations must be recorded formally either in writing (including fax and e-mail) or by minuted meetings. Such written records or minutes are required to be endorsed as a correct record by the officer designated by the Chief Fire Officer, the second officer duly authorised in accordance with paragraph 21.2(d) and the designated representative of the tenderer.

f) When post-tender negotiations have been concluded, the officer designated by the Chief Fire Officer shall submit a tender acceptance report to the Chief Fire Officer for approval which shall be supported by the full documentary evidence specified in paragraph 21.2(e).

g) The tender file shall include the documentary evidence specified in this paragraph and shall be held for future reference and audit scrutiny.

22. Alternative procurement provisions

22.1 On application from the Chief Fire Officer, the Clerk & Monitoring Officer and the Treasurer may approve in writing from time to time alternative methods of tendering and procurement within the scope and purpose of these rules.

22.2 As an alternative to the provisions of sections 16 and 17, buyers may procure supplies and services through a framework agreement or through arrangements with consortia, brokers or other agents provided that the buyer can demonstrate that procurement through such an agreement or arrangement is the most economically advantageous way of procuring the supplies or services, or that there are special factors which justify such an agreement or arrangement (e.g., the specialist expertise of brokers).

22.3 Buyers procuring supplies or services under the provisions of this Regulation must be satisfied that full, open and fair competition in respect of the creation of framework agreements or contracts entered into by consortia, brokers and other agents have taken or will take place in accordance with relevant UK Regulations and other applicable legislation.

23. Contract performance

23.1 Irrespective of value, contracts for building, engineering or other works shall always seek to safeguard due performance and in appropriate cases provide for liquidated damages to be paid by the contractor in the event of the contract not being duly performed.

23.2 During the life of a relevant contract, the officer or other person appointed for the purpose of contract monitoring and evaluation must monitor its operation in respect of:

- Performance
- Compliance with specification and contract
- Cost
- Any best value requirements
- User satisfaction and risk management

24. Assignment or sub-letting

24.1 A clause shall, where appropriate, be inserted in every written contract for the execution of work or supplies or services, prohibiting the assigning or sub-letting of the contract without the previous written consent of the Chief Fire Officer.

24.2 Where under the terms of a contract a sub-contractor or supplier is to be nominated by the Authority to a main contractor, the Chief Fire Officer shall, wherever practical, comply with these rules as though the sub-contract were a contract with the Authority.

25. Compliance with standards

25.1 Where an appropriate International, European or British Standard specification, British Standard Code of Practice issued by the British Standards Institution or Public Authority Standard is current at the date of the tender, then unless there is, in the opinion of the Chief Fire Officer, good and sufficient reason to the contrary, every written contract shall require that all goods and materials used or supplied and all workmanship shall be in accordance with that standard. However, in accordance with UK Regulations, no contract shall require the indication of a particular trademark, patent, type or specific origin unless this is essential and is qualified by the words "or equivalent".

26. Corruption and anti-competitive practice

26.1 Every contract shall provide that the Authority may cancel the contract and recover from the contractor the amount of any loss resulting from such cancellation, if:

- the contractor shall have offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do anything in relation to the contract or any other contract with the Authority, or for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Authority; or
- if the like acts shall have been done by any person employed by the contractor or any person employed by it or acting on its behalf (whether with or without the knowledge of the contractor); or
- if in relation to any contract with the Authority the contractor or any person employed by him or acting on his behalf shall have committed any offence under the Prevention of Corruption Acts 1889 to 1916, or shall have given any fee or reward the receipt of which is an offence under sub-section (2) of section 117 of the Local Government Act 1972.

26.2 Similarly all tender and contract documents must contain the appropriate clause and a Collusive and Bona Fide Certificate requiring a signature from each contractor submitting a tender document that provides protection to the Authority and the right to terminate the contract and reclaim costs in the event of a contractor proven to have acted in an anti-competitive manner and/or have colluded with others in their tender or contract submission or proposal.

26.3 In contracting with suppliers and contractors, officers must comply with the Bribery Act 2010.

27. Amendments to contract procedure rules

27.1 Any amendments to these Contract Standing Orders are to be drawn up jointly by the Chief Fire Officer, Treasurer and Clerk & Monitoring Officer and be approved by the Authority.

28. Financial thresholds

28.1 The Treasurer may amend the financial thresholds from time to time reflecting changes in national price indices, statutory provisions or guidance from other bodies. Any such change shall be reported for information to all Members of the Authority.

Current financial thresholds as at January 2022

Value for contract above which six tenders are required to be invited	£213,477
Threshold value for contracts for Services and Supplies	£213,477
Threshold value for contracts for Works	£5,336,937

Scheme of Delegation to Officers

1. Foreword

1.1 In order to be able to operate efficiently and effectively the Fire and Rescue Service (the Service) needs a scheme of delegation which where necessary enables decisions to be made quickly and by the right person without the need for referral through tiers of managers.

1.2 As in other types of local authority, combined Dorset & Wiltshire Fire and Rescue Authority (the Authority) decision making takes place within a sometimes complex legal framework within which staff are accountable to Members appointed to the Authority by its four constituent councils.

1.3 This document describes how within a legal framework the Authority has been able to move away from a very detailed scheme of delegation to one which is more flexible and gives officers greater freedom to make decisions within a framework set by Members.

Scheme of Delegation

1.4 In place of a scheme of delegation listing very specific things that the Chief Fire Officer, Clerk & Monitoring Officer and Treasurer are permitted to, and are permitted to authorise others to do on their behalf, this new scheme of delegation takes as its starting point:

- a presumption that officers have delegated authority to exercise functions and make decisions about the service areas for which they are responsible;
- that senior managers will delegate functions and decision making to the most appropriate levels within their services so that staff are free to do their jobs without having to needlessly refer questions through tiers of management;
- a requirement that all staff will operate within the overall policies approved by the Authority and the limitations described in this scheme of delegation.

1.5 Reviewing the scheme of delegation has also provided an opportunity to be clear about the respective roles of Members and officers. Through the introduction of local performance committees this has included defining the role of local performance committee Members as the representatives of their communities and the introduction of requirements on officers to engage and consult with local performance committees before exercising any delegated authority which would have particular local impact.

2. How decisions are made

2.1 The Authority's decision-making arrangements operate in accordance with section 101 of the Local Government Act 1972 under which decisions are made:

- by the full Authority; or by a committee of the Authority; or
- by an officer exercising delegated authority.

2.2 Unlike the constituent councils the Authority does not operate executive/Cabinet style decision-making arrangements. Instead, all decisions are made by the full Authority or by a committee or an officer acting on behalf of the Authority.

2.3 Although not an executive/Cabinet type arrangement the Authority has reserved to itself the responsibility for setting overall policy direction.

2.4 The decisions which the full Authority has reserved to itself are:

1. approval of the Community Safety Plan and any significant amendments to it or the Integrated Risk Management Programme (Communities Programme);
2. approval of any significant reports and proposals issued for public consultation;
3. approval of the annual budget and agreement as to the precept to give effect to the budget;
4. approval of the Medium-Term Finance Plan;
5. maintaining a comprehensive performance management system to ensure that the Authority's objectives are being met;
6. Treasury management strategy and policies;
7. approve and adopt a scheme of standing orders

3. Delegations to officers

3.1 Local authority and combined Authority decisions are made by elected members but in order for an authority to be able to function on a day to day basis the law enables the full Authority to delegate certain of its functions to officers to exercise on behalf of the Authority. In addition, there are some functions which the law says must be exercised by specific officers.

3.2 The Authority's statutory officers are the Chief Fire Officer who is also the head of paid service, the Treasurer and the Clerk & Monitoring Officer. The Chief Fire Officer, the other brigade managers and the Clerk & Monitoring Officer are the "senior managers" for the purposes of this scheme and are accountable to the Authority for how functions are exercised and how decisions are made within the areas for which they are responsible.

3.3 Each of the old authorities' schemes of delegation were very detailed, listing functions delegated to officers, sometimes by reference to individual acts and regulations. These schemes were difficult to maintain and keep up to date and it was sometimes found that there were gaps, meaning that action could not be taken when it was needed because officers lacked specific authority.

3.4 The Localism Act gave local authorities a general power of competence (a power to do anything that an ordinary individual may do, unless the law contains some prohibition or limitation on acting). At the same time, the Localism Act extended the powers of fire and rescue authorities by enabling them to do anything considered appropriate for the purposes of carrying out their functions and anything considered appropriate for purposes incidental to their functions.

3.5 This scheme of delegation is modelled on the Localism Act approach in the sense that its starting point is a presumption that officers have delegated authority to exercise functions and make decisions in relation to the service areas for which they are responsible. This ability to act will give staff greater freedom and flexibility to act and is subject only to the requirements and limitations set out in this scheme.

3.6 Although the general approach in this scheme is a presumption that all officers have authority to exercise functions and make decisions in relation to the service areas for which they are responsible it is still important that this scheme should describe the roles and duties of the three statutory officers; and the powers delegated to them in order to perform their duties. In addition, there are some specific delegations to the statutory officers which need to be set out in the scheme. These delegations may only be exercised by them personally or by an officer authorised by them in writing for that purpose. These delegations are set out at the end of this scheme.

4. Conditions and limitations on the exercise of delegated authority by officers

4.1 These conditions and limitations apply not only to senior managers but also to any other officer exercising delegated authority under this scheme. Senior managers must draw attention to the requirements of these conditions and limitations and through line management ensure that they are complied with.

4.2 Any action by an officer under delegated powers shall be in accordance with the overall policies approved by the full Authority any relevant decision of a committee of the Authority. Officers will also comply with principles for good decision making, described below.

4.3 If authority to act has been reserved to the full Authority or a committee then no officer may exercise delegated authority in relation to that matter without the

approval of the Authority or committee. This limitation includes the ability to make key decisions. A key decision is one which has financial implications in excess of current provision, for the Authority of more than £250,000. Key decisions will be made by the full Authority only.

4.4 Before exercising any delegated power, officers must consider whether the decision to be made is of such a nature that it ought to be referred for a collective decision by the full Authority. Through the Chief Fire Officer clear communication must be maintained with the Chair of the Authority. To help decide if this decision may require referral to the full Authority, the Chair of the Authority may liaise with the appropriate Chair of the Local Performance and Scrutiny Committee in making this determination.

4.5 The other brigade managers have a responsibility for advising the Chief Fire Officer and elected members on strategic issues and they have an overall responsibility for the groups of services they lead and are accountable to Members for the performance of those services. Service managers and their staff when considering the exercise of delegated authority must be alert to this accountability and should consult the appropriate brigade manager if a delegated decision is likely to be as sensitive or significant (such that the Director might need to consult with the Chief Fire Officer or Members).

4.6 Delegated decisions must not involve the adoption of a new policy or major extension of an existing policy and shall exclude any instance where the magnitude or controversial nature of a proposal is such that responsibility for the decision should be taken by the full Authority. Key decisions must be referred to Members for a collective decision.

4.7 All decisions, whether by the full Authority/a committee or by officers acting under delegated powers must be in accordance with the principles for good decision making. These are:

1. Proportionality (i.e. the action should be proportionate to the desired outcome)
2. Due consultation and taking account of professional advice
3. Respect for human rights and equalities law
4. Presumption in favour of openness
5. Clarity of aims and desired outcomes
6. The decision reflects a balance of evidence or legal or financial position
7. The requirement to be able to provide reasons for decisions.

4.8 Increasingly there are circumstances where the Authority may enter into partnership arrangements with other local authorities, health bodies or other organisations for the shared delivery of services. These arrangements may involve shared budgets, delegations of roles across organisations, shared staffing and management structures. Under any such arrangements it may be

necessary for a senior manager to give delegated authority to act to someone employed by a partner body and not by the Authority. In such cases particular care must be taken to describe in writing the limits of the extent of delegated authority to act on behalf of the Authority.

4.9 Where a proposed exercise of delegated authority is such that the Chair should be consulted and the Chair is absent or otherwise unavailable then the Vice Chair should be consulted. Similarly, in the absence of the Chair of a committee or group leader a Vice Chair or Deputy should be consulted.

5. General indemnity

5.1 All Members and officers involved in decision making on behalf of the Authority are protected by a general indemnity which protects each of them from personal liability for the consequences of action taken in good faith on behalf of the Authority.

6. Specific delegations

6.1 The starting point for the delegated authority to staff to act is the general authorisation in section 3 above, given to all officers to act within their roles. There are instances where the Chief Fire Officer, Treasurer and Clerk & Monitoring Officer retain very specific powers to act and these are listed below:

6.1.2 Chief Fire Officer Role

The Chief Fire Officer is the Head of Paid Service responsible for operational leadership of the Service and is also the Authority's professional adviser on all matters which are not the responsibility of either the Treasurer or the Clerk & Monitoring Officer.

In summary the Chief Fire Officer's duties are to:

- advise the Authority on the discharge of its statutory responsibilities, its powers and duties
- provide professional leadership of the service and be responsible for operational service delivery
- ensure a cohesive policy in planning for all emergencies within the responsibility of the Authority and to take command of incidents as necessary
- develop and deliver key strategies for discharging the Authority's statutory responsibilities
- recommend the resources necessary for the efficient and effective operation of the Fire and Rescue Service
- monitor the overall expenditure of the Fire and Rescue Service budget to meet approved objectives and standards of service

- develop and recommend to the Authority's key organisational reports and plans including the Community Safety Plan and Integrated Risk Management Plan
- maintain effective working relationships and liaise with local and national partners on Fire and Rescue Service related issues including but not limited to the other emergency services
- provide the Authority with professional advice on all matters relating to the future of the Service
- to liaise with the Treasurer and the Clerk & Monitoring Officer on matters relating to the operation of the Authority.

6.1.3 Powers Delegated to the Chief Fire Officer

To exercise all powers necessary to fulfil the role and duties of Chief Fire Officer including but not limited to the following powers:

a) Operational

The power to take all operational decisions in relation to the Service.

b) Asset Management

To authorise, in cases of urgency, the acquisition or disposal of land or any other transactions which he considers to be in the best interests of the Authority, after consultation with the Chair and the Vice-Chair and after having taken advice from the Treasurer and the Clerk & Monitoring Officer.

To make applications for planning permission.

c) Partnership arrangements

To enter, manage and invest in partnership arrangements with such other bodies (both public and private) where they directly contribute to the aims, objectives and statutory functions of the Authority

d) Fire Safety

To exercise all the powers of the Authority under fire safety legislation including as an enforcement authority, statutory consultee or adviser to other agencies.

e) Personnel

To deal with all matters relating to the paid employment of persons by the Authority other than the Deputy Chief Fire Officer role.

To approve in the re-appointments of Group Managers and below (and their corporate staff equivalents). This should be only exercised in

exceptional circumstances when such a decision is necessary in the interests of public safety. Any such appointment must be transparent, justifiable and time limited.

f) Health and Safety

To discharge the responsibilities and duties of the Authority under health and safety legislation.

g) General

After consultation with the Chair, Vice-Chair and group leaders, to respond to consultation documents on behalf of the Authority.

After consultation with the Chair and in exceptional circumstances only to authorise surveillance for all purposes under the Regulation of Investigatory Powers Act 2000, including where there is a likelihood of acquiring confidential information (note the authorisation of surveillance where there is a likelihood of acquiring confidential information is personal to the Chief Fire Officer and the Clerk & Monitoring Officer and may not be delegated by them to others to act on their behalf).

In consultation with the Chair and Clerk & Monitoring Officer, the Chief Fire Officer may sign up to external charters provided it is within the general scope of delegations associated with this role. Where this is not within scope of his delegations, the Chair in consultation with the Clerk & Monitoring Officer may decide the appropriateness of tabling this as a matter for consideration by the Authority.

6.1.4 Treasurer Role

The Treasurer is the Authority's professional adviser on financial matters.

In summary the Treasurer's duties are to:

- provide financial advice on all aspects of the Authority's activity, including strategic planning and policy making
- advise on financial propriety
- ensure that accurate, timely and complete financial management information is provided to the Authority and the Chief Fire Officer
- secure the preparation of statutory and other accounts
- secure the provision of an effective audit service and provide assurance of safe and efficient financial arrangements
- secure treasury management, including loans and investments
- advise in consultation with the Clerk & Monitoring Officer on the safeguarding of assets, including risk management and insurance
- arrange for the determination, issue and transfer of the precept; and

- advise on budgetary matters including any consequent long term implications
- to liaise with the Chief Fire Officer and the Clerk & Monitoring Officer on matters relating to the operation of the Authority.

6.1.5 Powers Delegated to the Treasurer

To exercise all powers necessary to fulfil the role and duties of Treasurer including but not limited to the following powers:

a) As "Proper Officer" in relation to the following provision of the Local Government Act 1972:

- In Section 115(2) as the officer who shall receive all money due from every officer employed by the Authority
- In Section 146(1) as the officer in relation to transfers of securities on alteration of area, etc
- In Section 151 as the officer responsible for the proper administration of the Authority's financial affairs.

b) "Chief Financial Officer" for the purposes of Section 6 of the Local Government and Housing Act 1989.

c) To incur overdraft on the Authority's bank accounts, the net pooled balance not to exceed £50,000 overdrawn at any one time.

d) In relation to the Local Government Pension Scheme be responsible for:

- admission to scheme
- application of interchange rules
- surrender of allowances
- reintroduction of child's pension.

6.1.6 Clerk & Monitoring Officer Role

The Clerk & Monitoring Officer is the Authority’s professional adviser on legal, procedural and conduct matters.

In summary the Clerk & Monitoring Officer’s duties are to:

- ensure that the Authority acts within and through the law, acting as the designated Clerk & Monitoring Officer under the Local Government and Housing Act 1989
- oversee the Authority’s decision-making processes, support the Chair at Authority and Committee meetings and to ensure that decisions are recorded and implemented
- be responsible for the safekeeping of the Authority’s Common Seal

- provide independent, timely and reliable advice and information on those matters which are not the responsibility of the Chief Fire Officer or the Treasurer
- advise the Authority on its duties, powers and procedures
- to advise the Authority and the Chief Fire Officer on issues of governance and public service policy
- advise the Independent Remuneration Panel and implement the agreed scheme of members' allowances
- keep the register of members' disclosable pecuniary interests and to respond to members' requests for advice about their interests
- liaise with the constituent councils about appointments to the Authority
- liaise with the Chief Fire Officer and the Treasurer on matters relating to the operation of the Authority.

6.1.7 Powers Delegated to the Clerk & Monitoring Officer

To exercise all powers necessary to fulfil the role and duties of Clerk & Monitoring Officer including but not limited to the following powers:

a) To be "Proper Officer" in relation to all provisions in the Local Government Act 1972 concerning:

- receipt of any Members declaration of acceptance of office or written notice of resignation
- the summoning of meetings
- receipt of notice and recording of any councillor's interest in contracts with or tenancies of premises owned by the Authority (Section 96(1))
- in Section 225 - the officer with whom documents shall be deposited and in Sections 229 and 234 - the officer who shall certify and authenticate documents on behalf of the Authority.

b) To be "Proper Officer" in relation to the provisions of the Local Government and Housing Act 1989 regarding political groups and the allocation of seats to political groups.

c) To be "Proper Officer" for the purposes of the Local Government (Access to Information) Act 1985.

d) To be Clerk & Monitoring Officer under the Local Government and Housing Act 1989, the Local Government Act 2003 and the Localism Act 2011.

e) As its solicitor to institute, defend or settle legal proceedings on behalf of the Authority, to appear on behalf of the Authority in proceedings and at any tribunal, to engage counsel and to take all necessary action in connection with such proceedings.

f) To keep the Authority's common seal and sealing or sign any order, deed or other document necessary to give effect to a decision of the Authority or a committee, sub committee or officer acting under delegated powers.

g) After consultation with the Chair and in exceptional circumstances only to authorise surveillance for all purposes under the Regulation of Investigatory Powers Act 2000, including where there is a likelihood of acquiring confidential information (note the authorisation of surveillance where there is a likelihood of acquiring confidential information is personal to the Chief Fire Officer and the Clerk & Monitoring Officer and may not be delegated by them to others to act on their behalf).

h) As the "qualified person" to determine whether information should be regarded as exempt from publication under Section 36 of the Freedom of Information Act 2000.

i) That the Clerk and Monitoring Officer be given delegated authority to be able to make in year changes to Committee memberships in consultation with political group leaders.

Dorset and Wiltshire Fire and Rescue Service

About Dorset & Wiltshire Fire and Rescue Service

DWFRS is one of the largest stand-alone fire and rescue services in England. It delivers a range of prevention, protection and response services to over 1.45 million residents across Bournemouth, Christchurch and Poole, Dorset, Swindon and Wiltshire using the following resources:

- 50 fire stations
- Over 1,000 wholetime and on-call firefighters
- Over 70 fire engines and numerous specialist vehicles which are equipped to deal with a wide range of emergencies
- Around 300 corporate staff helping to provide our essential front-line services to both residents and local businesses.

Dorset and Wiltshire Fire and Rescue Service

Map of Districts



Dorset & Wiltshire Fire and Rescue Authority

Strategic Leadership Team

Chief Fire Officer



Name: Ben Ansell

Title: Chief Fire Officer

Contact: 07786 174221

Chief Fire Officer's role

The Chief Fire Officer is the Head of Paid Service responsible for operational leadership of the Fire and Rescue Service; and is also the Fire and Rescue Authority's professional adviser on all matters which are not the responsibility of either the Treasurer or the Clerk & Monitoring Officer.

Deputy Chief Fire Officer



Name: Derek James

Title: Deputy Chief Fire Officer

Contact: 07799 075059

Deputy Chief Fire Officer's role

Responsible for overall coordination of Service strategy and performance, the Deputy Chief Fire Officer is the strategic lead for Service Improvement, including strategic planning, standards and assurance, business continuity, resilience, health & safety and Corporate Support which includes Information Governance, Democratic and Executive Services, business analysis and communications and engagement and ICT.

Community Safety



Name:	Andy Cole
Title:	Assistant Chief Fire Officer - Director of Community Safety
Contact:	07785 118634
Departments:	Prevention, Protection and Response and Safeguarding

Responsible for Area Commands, Prevention, Protection, Service Control Centre, resourcing, on-call development, collaboration and operational communications. Strategic lead for the Networked Fire Services Partnership (NFSP).

Community Safety Directorate

Community Safety includes all emergency response, prevention and protection activities, as well as resilience arrangements.

Emergency response is subdivided into four groups, each consisting of a number of fire stations. These align with existing local authority and partnership arrangements:

- Bournemouth, Christchurch and Poole
- Dorset
- Swindon
- Wiltshire

In addition, the Dorset & Wiltshire Fire and Rescue Authority has four Local Performance and Scrutiny Committees, covering Bournemouth, Christchurch and Poole, Dorset, Swindon, and Wiltshire. The aligned structure ensures effective performance management and good governance so that we can assure delivery against our vision and Community Safety Plan.

Prevention

Prevention delivers community safety and education to make sure residents and visitors to Dorset and Wiltshire are safe in their homes and on our roads. The department's principal areas of responsibility are delivering core statutory and non-statutory safety education, by:

- developing education packages and presentations in line with local authority children's services and delivering them in mainstream, special, private and public schools, learning centres and to the home educated
- training staff and volunteers to ensure that they are competent in delivering education programmes

- providing signposting arrangements for the most vulnerable people, e.g. Safe and Independent Living (SAIL) and Single View data sharing initiative to risk assess vulnerability and enable a risk/resource matching programme
- attending and supporting the Dorset and Wiltshire road safety partnerships
- delivering targeted road safety education that helps to reduce road traffic collisions (RTCs) and related casualties, e.g. Safe Drive Stay Alive (SADA) roadshows
- reducing arson and its associated impacts through education programmes and initiatives supported by our partners
- reducing fires and related casualties in the home
- delivering Safe & Well visits, targeting vulnerable people
- ensuring that safeguarding is at the core of all service delivery
- working with protection teams to identify fire safety issues in specific properties covered by legislation.

Safeguarding

Overall responsibility for supporting the organisation in its commitment to safeguard and promote the welfare of adults and children at risk. We recognise that the protection and safety of these individuals is ‘everyone’s responsibility’. Therefore, all staff, either paid or in a voluntary capacity, have a role to play in safeguarding and preventing the abuse of those who may be vulnerable.

Protection

Protection delivers on all aspects of technical fire safety, ensuring that the Regulatory Reform (Fire Safety) Order is met by businesses across both Dorset and Wiltshire. This department’s principal areas of responsibility are:

- delivering a proactive, targeted business support inspection programme to educate, ensure compliance and to enforce where standards are not achieved in high risk buildings
- providing business support and education, promoting residential and commercial sprinkler systems, and developing a partnership approach to strengthen awareness and compliance
- developing partnership approaches with other regulatory authorities such as housing, licensing and the Health and Safety Executive, to reduce risk and strengthen compliance
- developing awareness and use of assistive technology; and use of personal protection systems, to enhance the protection of the most vulnerable in our communities; using innovation to reduce risk, such as misting units to keep vulnerable people safe from fire

- delivering reactive enforcement of the Fire Safety Order following emergencies and incidents involving fatalities and injuries, including post fire audits, specialist fire investigation and prevention support
- delivering building regulation consultations and promoting the use of sprinklers at all viable opportunities
- carrying out prohibition and restriction functions where other support has failed, and dangerous fire safety conditions exist.

Service Control Centre and Response Support

This department primarily:

- provides an emergency command and mobilising centre, crewed 24 hours a day to receive emergency calls, mobilise resources and support the resolution of all incidents
- supports the Collaborative Partnership in the production of operational guidance
- looks after operational communications and station-end equipment
- manages staff resourcing, including on-call, whole time and flexi-duty officers
- researches and introduces incident ground technology to ensure that we continue to maximise firefighter safety.
- manages collaboration with partner agencies, the Networked Fire Services Partnership and other Fire and Rescue Services

People Services



Name: Jenny Long

Title: Assistant Chief Officer - Director of People Services

Contact: 07796 183826

Departments: Operational Training, Learning & Development; Human Resources; Equality Diversity and Inclusion.

Operational Training, Learning & Development

The core functions of this department are to:

- deliver an aligned operational competence framework to all operational staff
- design and deliver an Operational Licence to ensure that core skills are maintained
- deliver acquisition and refresher courses aligned to national guidance and legislative requirements to comply with statutory responsibilities

- assess and monitor competence, supporting staff to develop skills
- leadership development
- learning and development (including E Learning)
- apprenticeships
- development pathways
- personal reviews.

Human Resources

The core functions of HR are:

- the provision of professional advice, guidance, and support on all HR related matters, for example change management, recruitment, discipline and grievance, management of attendance
- health and wellbeing support, advice and guidance for staff, including the management of Occupational Health, staff counselling and fitness
- a core HR services team and infrastructure that will provide functional and transactional HR support, HR Management Information Systems, terms and conditions, payroll, pensions, HR data and metrics and e-recruitment
- establishment control, workforce succession planning and talent management
- Supporting Managers with recruitment, selection and retention
- change management - supporting and embedding new structures and ways of working, managing TUPE issues
- Performance management support to managers and staff

Equality, Diversity and Inclusion

The department's principal areas of responsibility are:

- to ensure we meet our public sector statutory duties to advance equality of opportunity between people who share a protected characteristic (as defined by the Equality Act 2010) and people who do not share it
- to undertake Equality Impact Assessments to ensure our actions do not discriminate against members of our staff and communities who have protected characteristics
- to demonstrate personal commitment to, and leadership on, reducing inequality, challenging discrimination and delivering services that are inclusive and accessible to diverse communities
- to ensure we attract, recruit and retain a talented and diverse workforce to design our services and ways of working to ensure any negative impacts are mitigated and take account of the differing needs of all the communities we serve by undertaking impact assessments of all procedures and practices, and through supporting the networks for staff/volunteers

- to ensure that all Members, managers, staff and volunteers understand their responsibility to treat others with respect, are empowered and supported to challenge bullying, harassment and unacceptable behaviour and to ensure that this behaviour is not tolerated.

Service Support



Name: Jill McCrae

Title: Assistant Chief Officer - Director of Service Support

Contact: 07799 075059

Departments: Assets, Procurement, Service Improvement, Resilience & Risk and the Civil Contingencies Secretariat.

This department's principal areas of responsibility are:

Assets

The Assets department includes fleet & equipment, supplies, estates, water hydrants and environmental sustainability.

Fleet & equipment provide and maintain our operational vehicles, along with the critical equipment needed to respond to and support operational incidents. The team ensures that the vehicles remain fit for purpose and meet the ongoing requirements of a fire and rescue service, as well as ensuring that they are strategically aligned to the needs of our Service.

Estates ensure the maintenance of our various premises, including our fire stations and operational training sites as well as our headquarters, workshops and other buildings. They ensure that our sites continue to meet the needs of a modern fire service.

Supplies support staff across the Service. Their role includes ensuring that staff are provided with the appropriate personal protective equipment along with other key items, so that everyone is able to undertake their activities in a safe and appropriate way.

The hydrants team maintains the water hydrants across our Service area to ensure that, when needed, these work appropriately. They also work with other partners to ensure that the appropriate level of hydrants are planned and installed within new build areas.
With the global and national focus on environmental sustainability and impact, the department has a team looking to ensure that the Service remains responsible and continues to make changes to improve its carbon footprint and programme towards net zero.

Procurement

Our procurement team works across the Service to ensure that we have the appropriate arrangements in place for purchasing goods and for identifying suppliers and contractors. Their role is to safeguard the Service, ensuring it remains compliant, sustainable and spending efficiently.

Civil Contingencies Unit and Resilience & Risk

As a Category 1 Responder (as defined in the Civil Contingencies Act 2004), we have a statutory duty to have appropriate plans in place to ensure the continuity of the Service during challenging events. We are also required, through the Act, to have a full and active role in the work of the Local Resilience Forums (LRF). The Service works across two LRFs, Dorset LRF and Wiltshire & Swindon LRF. The Dorset LRF is supported by a Civil Contingencies Unit (CUU). The CCU supports the category 1 responders in meeting their obligations to prepare for, respond to and recover from emergencies, set by the Civil Contingencies Act 2004. The Service provides the line management for the CCU.

The Resilience & Risk team works with partners, across the LRF's, to support the safeguarding of our communities and ensures that plans are in place, exercised and tested, both for the Service and to support wider planning through the LRF. The team also ensures that the Service has robust business continuity arrangements in place and make provisions to assure these arrangements through training and exercising. Furthermore, operational risk information is also managed through this team, ensuring that our crews have access to accurate information to support the management of incidents.

Service Improvement

The Service Improvement department is responsible for strategic planning in the Service, undertaking the horizon scanning and engagement to deliver key documents, including our community risk management plan, through the Strategic Assessment of Risk and the Community Safety Plan, as well as our Annual Report and Statement of Assurance. The department's role also includes working to support inspections and audits, corporate risk and assurance management, the internal governance arrangements and performance management requirements. It is also responsible for projects and programmes across the Service, specifically looking to ensure future sustainability and value for money.

Finance



Name: Ian Cotter

Title: Head of Financial Services & Treasurer

Contact: 07500 066130

Department: Finance

As Head of Financial Services & Treasurer, Ian is responsible for capital and revenue budgets, Medium Term Financial Plan, financial systems, exchequer and Treasurer to the Fire and Rescue Authority.

The Finance function covers strategic financial planning, budget monitoring and reporting, accountancy and technical support, treasury management, banking, accounts payable and accounts receivable.

The Treasurer is the Fire and Rescue Authority's professional adviser on all financial matters.

In summary the Treasurer's duties are to:

- provide financial advice on all aspects of the Fire and Rescue Authority's activity, including strategic planning and policy making
- advise on financial propriety
- ensure that accurate, timely and complete financial management information is provided to the Fire and Rescue Authority and the Chief Fire Officer
- secure the preparation of statutory and other accounts
- secure the provision of an effective audit service and provide assurance of safe and efficient financial arrangements
- secure treasury management, including loans and investments
- advise, in consultation with the Clerk & Monitoring Officer, on the safeguarding of assets, including risk management and insurance
- arrange for the determination, issue and transfer of the precept
- advise on budgetary matters including any consequent long-term implications; and
- liaise with the Chief Fire Officer and the Clerk & Monitoring Officer on matters relating to the operation of the Fire and Rescue Authority.

Corporate Support



Name: Vikki Shearing

Title: Head of Corporate Support

Contact: 07880 712319

Departments: Information Governance, Corporate Data and Analytics, Corporate Communications and Engagement, Executive Support and Democratic Services and Digital Transformation.

Corporate Communications and Engagement

This department's principal areas of responsibility are:

- Internal and external communications
- Media relations, training and support to operational officers
- Corporate videos and promotion
- Website and intranet
- Promotion of public safety events
- Graphic design and photography
- Ceremonial awards
- Middle manager engagement days

Information Governance

This team's areas of responsibility are:

- Management of policy and procedure framework
- Information security assurance
- Cyber Security
- Data sharing agreements and arrangements
- Data Protection and Regulation of Investigatory Powers
- Freedom of Information and transparency

Corporate Data and Analytics

This team's areas of responsibility are:

- Corporate systems and data management
- Data analysis
- Mapping
- Dashboards
- KPIs (Key Performance Indicators) and performance data

Executive and Democratic Services

These team's areas of responsibility are:

- Democratic and Member services
- Executive support to the Chief Fire Officer and the Strategic Leadership Team
- Compliments and complaints
- Meetings and briefings procedure
- Switchboard

Digital Transformation Programme

- Sharepoint migration
- Process improvement
- System development