

## CHESHIRE FIRE AND RESCUE SERVICE LOCAL CODE OF CORPORATE GOVERNANCE FRAMEWORK (LCCG):

### PRINCIPLE A:

**Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of the law**

PRINCIPLE OWNER(s):

DEMOCRATIC SERVICES

PEOPLE & TRANSFORMATION

#### A1 BEHAVING WITH INTEGRITY

*Ensure members and officers behave with integrity and lead a culture where acting in the public interest is visibly and consistently demonstrated thereby protecting the reputation of the organisation.*

*Ensure members take the lead in establishing specific standard operating principles or values for the organisation and its staff and that they are communicated and understood.*

*Lead by example and using the above standard operating principles or values as a framework for decision making and other actions*

*Demonstrate, communicate and embed the standard operating principles or values through appropriate policies and processes which are reviewed on a regular basis to ensure that they are operating effectively.*

#### How Cheshire Fire and Rescue Service complies with this sub principle

Cheshire Fire and Rescue Service (CFRS) has developed a set of core values setting out the Authorities expectations with respect to attitudes, behaviour and culture which is expected of everyone associated with the Service.

We have a Code of Conduct for Members.

CFRS annually review the number of seats and elected member appointments to committees; groups; panels and forums that make up the governance structure.

Members must declare a notification of public interest and register a record of gifts and hospitality. We publish how we manage complaints and feedback on our website.

The code of conduct for Employees provides us with an ethical framework designed to support decisions, actions and behaviours of all CFRS employees.

- **Aiming for excellence:** Constantly seeking ways to improve the things that we do and the way that we do them
- **Developing and respecting our people:** Valuing our people and constantly developing their diverse range of talents, learning from all that we do
- **Delivering our promises:** Acting with integrity and taking personal responsibility for making the right thing happen

- **Putting customers first:** Ensuring that our people and communities are at the heart of all that we do, striving to meet their differing needs and expectations
- **Promoting equality and diversity:** Embracing diversity and finding ways to improve our services and the safety and prospects for individuals and communities
- **Working together:** Working in partnership with others for the future of Cheshire and its citizens
- **Communicating shared values with Members, staff & Partners**
- **Ensure Members and staff demonstrate a strong commitment to the rule of the law as well as adhering to relevant laws and regulations**
- **Ensure that statutory officers, other key post holders & members are able to fulfill their responsibilities**

Supporting these Core Values are the Codes of Conduct for employees and Members. The Codes of conduct are supported by a comprehensive framework of processes and procedures.

The Peer Review undertaken in 2012 noted a Service where openness, challenge and shared responsibility are prevalent. Cheshire Fire & Rescue Service has a strong sense of engagement from employees to participate in various surveys as reflected in the 2017 staff attitude survey.

A whistle blowing Policy is in place, along with a free confidential helpline 'Safe Call' to support staff.

### **Performance Appraisals & Development Programme**

Performance Appraisal and Development Reviews are carried out twice a year and the process and systems are reviewed regularly to ensure the process remains fit for purpose. In 2016/17 the Step Up Programme was launched:



#### **Step In**

Covers all aspects of attraction, recruitment and selection to focus on putting the right people with the right skills in the right jobs.



#### **Step Forward**

Focuses on developing, coaching and nurturing our people with their current role.



## Step Up'

This part of the process is about vertical progression, recognising the need to attract, develop and retain strong leadership.

The 'New Starter Induction' process has been refreshed and includes on-line references which support employees.

Employee's declaration of interest – record employee's declaration of interests. This is now part of a bigger piece of work to be undertaken during 2018/19, the staff have transferred over to Cheshire Constabulary as part of the Blue Light Collaboration Programme.

The Equality Task Group chaired by the CFOACE ensures that equality, fair treatment and social inclusion are integral in all decision making processes

Cheshire Fire & Rescue Service Authority Meetings are attended by all members of the Fire Authority and Service Management Team.

### Evidence - evidence links ( any evidence held on local internal drives can be requested)

<http://www.cheshirefire.gov.uk/about-us/core-values>

[Performance Appraisals](#) - Local

Whistle Blowing Policy – Local

[Service Transformation Plan \(Local\)](#)

[Member Code of Conduct](#)

[Fire Authority Meetings](#)

Cheshire Fire Authority Constitution - Member Code of Conduct – Local Drive

<http://www.cheshirefire.gov.uk/about-us/fire-authority/cheshire-fire-authority-constitution>

[Recruitment Policy - Local](#)

[New starter Induction Process - Local](#)

[Employees Declaration of Interest- Local](#)

### Assurance – Where do you get assurances from?

Cheshire Fire Authority

Annual Internal Audit Plan

Governance and Constitution Committee

Job Descriptions Statutory Officers

Performance Appraisals (Members and staff)

<b>A2</b>	<b>DEMONSTRATING STRONG COMMITMENT TO ETHICAL VALUE</b>
<i>Seek to establish, monitor and maintain the organisations ethical standards and performance.</i>	
<i>Underpin personal behaviour with ethical values and ensuring they permeate all aspects of the organisations culture and operation.</i>	
<i>Develop and maintain robust policies and procedures which emphasis on agreed ethical values and performance.</i>	
<i>Ensure that external providers of services on behalf of the organisation are required to act with integrity and in compliance with ethical standards expected by the organisation.</i>	
<b>How Cheshire Fire and Rescue Service complies with this sub principle</b>	
<p>The Authority continues to place great emphasis upon the importance of ethical standards of elected members. To ensure transparency and ethical standards are maintained.</p> <p>CFRS core values are underpinned by policies that include the Employee Code of Conduct and the Cheshire Fire Authority (CFA) Constitution which includes the Member Code of Conduct, The Anti- Fraud and Corruption Policy and the Anti-Bribery Policy.</p> <p>The Governance and Constitution Committee is responsible for ensuring that the Fire Authority discharges its functions in accordance with the legislation that applies to Local Government and assists the Authority in promoting and maintaining high standards of ethical behaviour.</p> <p>Agreed values in partnership working are continually promoted.</p> <p>Procuring goods and services – The joint Corporate Services procurement team at Clemonds Hey have responsibility for procuring goods; all potential contractors are required to provide detailed information at the prequalification stage of the tendering process, which will then form part of the selection process. A procurement Equality Impact Assessment is undertaken to identify areas of compliance that needs to be considered as part of the procurement process.</p> <p>All organisations providing services of goods to Cheshire Fire &amp; Rescue Service are expected to share our commitment to equality and carry out their duties in accordance with UK legislation. They must be able to demonstrate that all reasonably practicable steps are taken to allow equal access and equal opportunity in employment and service delivery.</p>	
<b>Evidence - evidence links ( any evidence held on local internal drives can be requested)</b>	
Employee Code of Conduct – Local <a href="#">Corporate Documents 1212</a>  Cheshire Fire Authority Constitution - Member Code of Conduct <a href="http://www.cheshirefire.gov.uk/about-us/fire-authority/cheshire-fire-authority-constitution">http://www.cheshirefire.gov.uk/about-us/fire-authority/cheshire-fire-authority-constitution</a>	Governance & Constitution Committee <a href="http://www.cheshirefire.gov.uk/about-us/fire-authority/governance-and-constitution-committee">http://www.cheshirefire.gov.uk/about-us/fire-authority/governance-and-constitution-committee</a>  Constitution: Section 10: Financial Regulations

<p>Anti-fraud and Corruption Policy – Local <a href="#">Corporate Documents 1250</a></p> <p>Anti-Bribery Policy – Local <a href="#">Corporate Documents 1871</a></p> <p>Dignity at Work Policy – Local <a href="#">Corporate Documents 1213</a></p> <p>Protocol for acceptance of Gifts &amp; Hospitality <a href="http://www.cheshirefire.gov.uk/Assets/1/Section%207%20Protocols.pdf">http://www.cheshirefire.gov.uk/Assets/1/Section%207%20Protocols.pdf</a></p>	<p><a href="http://www.cheshirefire.gov.uk/about-us/fire-authority/cheshire-fire-authority-constitution">http://www.cheshirefire.gov.uk/about-us/fire-authority/cheshire-fire-authority-constitution</a></p> <p>Procurement and Contract standard terms and conditions – Local Drive <a href="#">Standard Terms and Conditions of Purchase for Goods and Services</a></p> <p>Suppliers Guide <a href="http://www.cheshirefire.gov.uk/about-us/organisational-structure/procurement">http://www.cheshirefire.gov.uk/about-us/organisational-structure/procurement</a></p> <p>Complaints Register – Local</p> <p>Whistle Blowing Policy – Local <a href="#">Corporate Documents 1212</a></p>
<p><b>Assurance – Where do you get assurances from?</b></p>	
<p>Performance Appraisals (Member and Employees) Member scrutiny/feedback Safe Call (logged complaints) Internal/External Audit Member/Officer Protocol</p>	

<b>A3</b>	<b>RESPECTING THE RULE OF THE LAW</b>
<i>Ensure members and staff demonstrates a strong commitment to the rule of the law as well as adhering to relevant laws and regulations.</i>	
<i>Creating conditions to ensure that the statutory officers, other key post holders and members are able to fulfil their responsibilities in accordance with legislative and regulatory requirements.</i>	
<i>Striving to optimise the use of full powers available for the benefit of citizens, communities and stakeholders.</i>	
<i>Dealing with breaches of legal and regulatory provisions effectively.</i>	
<i>Ensuring corruption and misuse of power are dealt with effectively.</i>	
<b>How Cheshire Fire and Rescue Service complies with this principle</b>	
<p>There are established frameworks of processes, protocols, policies and operating procedures in place to enable employees and members to understand their roles and responsibilities and manage activity within the law.</p> <p>The Authority utilises its legal powers to benefit the community, promoting fire safety across the community. Enforcement activity in relation to fire</p>	

safety legislation around non-domestic premises is an area of activity for which the Authority has a duty to enforce. The Authority publishes on the CFRS website the level of fire protection activity and the impact that activity has had.

There is an Anti-Fraud and Corruption Policy and an Anti-Bribery Policy in place to prevent and deal with any potential opportunities for misuse of power.

CFRS complies with the National Framework which was refreshed in 2018.

The role of Monitoring Officer and Head of Finance (joint Corporate Services) with Police and Treasurer (S151 Officer) provides required checks and balances.

The Authority complies with the guidance issued by CIPFA entitled 'Statement on the Role of the Chief Financial Officer in Local Government (2016)'. Cheshire Fire & Rescue Service has protocols in place that provide a guide to good working relationships between Officers and Members. The protocol defines the respective roles of Officers and Members and the principles governing conduct to support the excellent working relationship between Members and Officers at CFRS.

The Authority delegates powers to the Chief Fire Officer/Chief Executive along with the joint Head of Finance (Joint Corporate Services); Treasurer; S151 Officer and Director of Governance & Commissioning /Monitoring Officer to ensure efficient functioning of the Service utilising the Scheme of Delegation. The Scheme complies with the Accounts and Audit regulations 2015 and details the powers and responsibilities allocated to the key roles.

The Authority maintains an information security policy which exists to protect Authority information against any type of accidental loss, damage or abuse, including relating to its staff as well as third party clients and partners. In addition it maintains a safeguard to IT systems that process, store, display and transmit information. The Director of Governance & Commissioning is the Authority's Senior Information Risk Owner (SIRO), and is responsible for the effective implementation of a consistent framework for management of information security across the Authority.

The Director of Governance & Commissioning /Monitoring Officer has a specific role to ensure that the Authority, Officers and Members maintain high standards of conduct when representing CFRS. The Director of Governance & Commissioning/Monitoring Officer monitors and maintains the Authority's constitution.

**Evidence - evidence links ( any evidence held on local internal drives can be requested)**

Monitoring Officer Role to ensure lawfulness and fairness of decision making  
<http://www.cheshirefire.gov.uk/about-us/fire-authority/cheshire-fire-authority-constitution>

Statement of Assurance  
<http://www.cheshirefire.gov.uk/about-us/key-documents/statement-of-assurance>

Fire Safety Enforcement - Local  
[Fire safety enforcement](#)

Anti-fraud and Corruption Policy - Local  
[Corporate Documents 1250](#)

Anti-Bribery Policy - Local  
[Corporate Documents 1871](#)

<a href="#">Members Handbook and Strategy – Local</a>	<a href="#">Information Management Policy - Local</a>
Information Security Policy - Local	Data Protection Policy – Local
<b>Assurance – where do you get assurances from?</b>	
Statutory Officers (Monitoring and S151 officers) Governance & Constitution Committee Internal/external Audit	