

**ANNEX A**  
**OLD TERMS OF REFERENCE**

**FUNCTIONS OF THE COMMITTEE**

- 6.13 The Committee is accountable to the Authority for the discharge of the following functions in accordance with the approved policies and procedures :
- a) discharging the Authority's functions under Part 3 of the Local Government Act 2000, in particular, the making of appropriate arrangements for the consideration, local determinations of complaints of breaches of the Members' Code of Conduct, review of those decisions, consideration of reports on investigations by either the Monitoring Officer (or his/her authorised Deputy) or Ethical Standards Officer as required, deciding on whether there has been any breach of the Code of Conduct, any appropriate sanction and any recommendation to the Authority to change procedures, training or anything else the committee considers appropriate;
  - b) considering and granting, or otherwise, dispensations in respect of Members' interests when so enabled under Part 3 of the Local Government Act 2000 (as amended) and associated Regulations;
  - c) promoting high standards of ethical behaviour by developing, maintaining and monitoring codes of Conduct for Members of the Authority (including Co-opted Members and other persons acting in a similar capacity) and for employees making recommendations to Policy Committee in respect of protocols and policies in accordance with best practice and Government guidance;
  - d) advising the Authority on the adoption or revision of the Codes of Conduct;
  - e) developing, implementing and monitoring a Code of Corporate Governance and reporting performance of individual actions required by the Code at regular intervals to Member and Officer groups;
  - f) ensuring that Members receive advice and training as appropriate on the Members' Code of Conduct;
  - g) issuing advice to Members on the treatment of personal interests and on conduct matters generally;
  - h) developing, maintaining and monitoring a Code of Conduct for the Authority;
  - i) promoting and monitoring the integration of a high level of ethics into the Authority's operations;

- j) ensuring that the Authority maintains appropriate links with Standards for England and the Commission for Local Administration in England (Ombudsman);
- k) monitoring compliments and complaints about the Fire & Rescue Service and Ombudsman investigations;
- l) referring issues, which impinge on staff, conduct, performance, terms of employment, training and development as appropriate to the Chief Fire Officer and/or the Authority;
- m) supporting the Monitoring Officer and the Section 151 Officer (the Treasurer), or their authorised deputies, in the performance of their duties;
- n) ensuring compliance with statutory and other requirements to achieve the aim of accessible local government;
- o) to grant an indemnity to Members and officers to the extent permitted by Sections 101-105 of the Local Government Act 2000.

### **Organisation**

- p) Keeping under review the scheme of Member's Allowances in liaison with the Authority's Independent Panel;
- q) Considering reports from the Monitoring Officer on member non-attendance and applying appropriate sanctions in accordance with the terms of the Members' Allowances Scheme;
- r) Considering reports from the Section 151 Officer on the Code of Corporate Governance.

### **MEMBERS' ROLES**

- 6.20 To be satisfied that the Authority's functions under Part 3 of the Local Government Act 2000 are discharged;
- 6.21 To promote and ensure that high standards of ethical behaviour are maintained and that codes of practice for Members and Officers of the Authority are adhered to;
- 6.22 Devise, review and monitor the Member/Officer protocol;
- 6.23 Supporting the Monitoring Officer and the Section 151 Officer (the Treasurer), and their authorised Deputies, in the performance of their duties;
- 6.24 Ensuring that Member attendance at meetings primarily at the four main decision making bodies (Fire Authority, Policy Committee, Performance and Overview Committee and the Standards Committee), but also at other

meetings, are in accordance with the requirements stated in the Members Allowances Scheme;

- 6.25 To ensure that the costs relating to Members allowances and expenses are monitored regularly during each financial year;
- 6.26 To lead the implementation of the Corporate Governance Action Plan and to ensure that the Committee monitors its implementation;
- 6.27 Assess and hear complaints about alleged breaches of the Members' Code of Conduct by designated sub-committees;
- 6.28 Consider any issues referred to them by Standards for England or the Monitoring Officer in accordance with the Section 66 Regulations (Local Government Act 2000); and
- 6.29 Receive and consider an annual report on compliments, complaints and ombudsman referrals.