

AWDURDOD TÂN CANOLBARTH A GORLLEWIN CYMRU



MID AND WEST WALES FIRE AUTHORITY

**COFNODION
CYFARFOD Y PWYLLGOR SAFONAU**

Pencadlys Y Gwasanaeth Tân, Heol Llwyn Pisgwydd
Caerfyrddin
13 Hydref 2008

**MINUTES
OF THE STANDARDS COMMITTEE MEETING**

held at Fire Service Headquarters, Lime Grove Avenue,
Carmarthen
13 October 2008

10.00 – 13.00

PRESENOLDEB/ATTENDANCE

Presennol yn y Cyfarfod/Present at Meeting:

CADEIRYDD/CHAIR: G Morgan

AELODAU/MEMBERS: M Howells, R Martin
Cyng/Cllrs: G Seabourne, J J J Davies

YMDDIHEURIADAU/APOLOGIES: S Fox, P James,

YN BRESENNOL /IN ATTENDANCE: A Howells, L Aitken

1 DECLARATION BY MEMBERS OF ANY PERSONAL INTERESTS

None were declared

2 TO RECEIVE AND CONSIDER THE MINUTES OF THE MEETING HELD ON 3rd APRIL 2008

The minutes of the meeting held on 3rd April 2008 were received and approved as a true record

3 TO RECEIVE A REPORT ON THE AMENDMENTS TO THE AUTHORITY'S CONSTITUTION

Committee was informed that the Authority formally adopted its Constitution in September 2003. In the intervening period a number of changes had been made to reflect changed circumstances together with additional policy documents approved by the Authority. The time was now opportune to further review the Constitution in its entirety particularly in the context of the Authority's overall governance arrangements.

The changes to the Constitution and approved by Committee are noted in the attached table:

Part 1 – Articles

Reference	Existing	Proposed
Introduction	Reference to the Fire Services Act 1947, as amended	Reference to the Fire & Rescue Services Act 2004 <i>[Updating of legislation governing Authority powers]</i>
Introduction	Who decides? “The Authority comprises of 23 Members appointed by the constituent authorities.....”	“The Authority comprises of a maximum of 25 Members appointed by the constituent authorities.....” <i>[Change to reflect the increase in the number of members approved by the Authority on the 11th June 2008]</i>
	How is the Authority organised to carry out its role? “In response to the modernisation impetus at a national level, the Authority has reviewed its organisation and management structure with new arrangements based on a County Command Structure.	In response to the modernisation agenda at a national level, the devolution of Fire responsibility to the Welsh Assembly Government; and to ensure effective service delivery at a local level , the Authority has reviewed its organisation and management structure at Principal Officer level whilst

	The new management arrangements were implemented on the 1 st April 2003.....“	retaining a County Command Structure.....” <i>[Change to reflect, changed circumstances.]</i>
Article 1, (Par. 1.3)	Purpose of the Constitution Corporate Aims	<ol style="list-style-type: none"> 1. To be more than an emergency service 2. To be trusted and respected by our customers 3. To save lives and protect communities 4. To manage within the budget 5. To allocate resources to priorities. 6. To identify and implement efficiency savings 7. To identify alternative funding and resources 8. To manage people 9. Risk reduction Planning 10. Partnership working 11. Effective and empowered people <i>[Change to reflect the Authority’s new Corporate aims]</i>
Article 2 Para. 2.2a)	Key Roles Job Purpose and Context	Role Descriptions In accordance with the WLGA recommended Framework for Member Role Descriptions and person Specification for Fire Authorities all members must conform with the relevant role descriptions that are appropriate to them: <ul style="list-style-type: none"> • Member role description • Chair & Vice Chair role description • Chair & Vice Chair person specification • Committee member role description <i>[Updated to reflect the requirements of the Members’ Charter]</i>
Article 3 Para. 3.1 (b)	Participation Citizens have the right to participate in Authority and Committee meetings, by	Participation Citizens have the right to participate in Authority meetings, but they must ensure that any

	bringing a deputation to the meeting on any matter of interest.	matters they wish to raise are brought to the Clerk's attention at least 3 clear working days before the date of the meeting. Such participation will be limited to 3 minutes per individual item and no more than 10 minutes in total. <i>[Updated to reflect the process adopted in constituent authorities]</i>
Article 7	Performance and Policy Review Committee Terms of Reference	Performance Review and Audit Committee <i>[Committee name and Terms of Reference updated to reflect Committee's additional roles in respect of scrutiny, audit and business risk management]</i>
Article 10 Para. 10.2	Management arrangements	Management arrangements Title and areas of responsibility updated to reflect interim management arrangements approved by the Authority on 11 th June 2008
Article 11 Para. 11.2	Principles of decision making <ul style="list-style-type: none"> • Fairness and equality • Openness and transparency • With respect for human rights • Within the letter and spirit of the Constitution • Within the law • With due consultation and the benefit of professional advice, where appropriate 	Principles of decision making <ul style="list-style-type: none"> • Lawfulness and financial propriety and prudence • Proportionality, that is any decision the action must be proportionate • Due consideration and the taking of professional advice from Officers and / or appropriately qualified consultants • Due consultation • Respect for human rights • Presumption in favour of openness • Sustainability in line with the Authority's policy • Having due regard to appropriate national, strategic, local policy and guidance • Clarity of aims and desired outcomes • The ability to explain the options considered and the

		reasons for decisions <i>[Updating of principles to reflect best practice]</i>
Article 11 Para 11.3 to 11.7	11.3 Types of Decision 11.4 Decision making by the full Authority 11.5 Decision making by Standing Committees 11.6 Decision making by other Committees 11.7 Decision making by Officers	11.3a Decision making by the full Authority in relation to its functions 11.3b Decision making procedures followed by the full Authority 11.3c Decision making by Committees or Sub – Committees established by the Authority 11.3d Decision making by Officers 11.3e Decision making by Authority bodies acting as tribunals 11.3f Access to information <i>[Updating of wording]</i>

Part 2 – Responsibility for Functions

Reference	Existing	Proposed
Para 2.3.4	The Fire Precautions Act 1971 The Fire Precautions (Workplace) Regulations 1997	The Regulatory Reform (Fire Safety) Order 2005 <i>[Updating of Regulations governing Fire Safety]</i>

Part 3 Authority Procedure Rules

APR 1. Authority Standing Orders

Reference	Existing	Proposed
APR1.1 (a)	“The Authority shall consist of 23 Members appointed by the constituent authorities.....”	“The Authority shall consist of not more than 25 members in accordance with the Mid and West Wales Fire Services (Combination) Order 1995 appointed by the constituent authorities.....” <i>[Change to reflect the increase in the number of members approved by the Authority on the 11th June 2008]</i>

APR 2. Access to Information Procedure Rules

Reference	Existing	Proposed
APR 2.5	<p>Access to Agenda and Reports before the Meeting “.....agenda and reports open to the public and available for inspectionat least three clear days before the meeting.”</p>	<p>Access to Agenda and Reports before the Meeting “.....agenda and reports open to the public and available for inspectionat least four clear days before the meeting.” <i>[Change to reflect improved performance]</i></p>
APR 2.10 Para. (c)	<p>Exempt information – discretion to exclude public. Where the meeting will determine any person’s civil rights or obligations or adversely affect their possessions, Article 6 of the Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6.</p>	<p>Exempt information – discretion to exclude public. Sentence deleted. <i>[Incorporated in changes in paragraph APR 2.10 (e)]</i></p>
APR 2.10 Para (e)	<p>Meaning of Exempt Information The 15 categories of exempt information and the conditions relating thereto</p>	<p>Meaning of Exempt Information The 15 categories of exempt information and the conditions relating thereto have been replaced with 7 new categories together with the application of the “public interest test” <i>[Updated to reflect the change in regulations governing exempt information]</i></p>

FPR1. Financial Regulations

Reference	Existing	Proposed
FPR 1.13 Para (a)	<p>Capital bids for the ensuing financial years shall be prepared by the Chief Fire Officer, in consultation with the Treasurer, for submission to the Authority. Such bids shall include an initial assessment of</p>	<p>Capital bids for the ensuing financial years shall be prepared by the Chief Fire Officer, in consultation with the Treasurer, for submission to the Authority. Such bids shall include an initial assessment of the revenue</p>

	the revenue consequences of the proposed capital expenditure and the constituent authorities shall be notified accordingly	consequences of the proposed capital expenditure and the constituent authorities shall be notified accordingly. The Prudential Indicators and Minimum Revenue Provision Policy will be presented to and approved by the Authority with the capital budget. <i>[Updated to reflect the new MRP requirements and the Prudential Code]</i>
FPR 1.15 Para (b)	Prior to the payment of any invoices, certification by the Chief Fire Officer or his delegated officers will be obtained to ensure that the account is properly payable by the Authority. The form of certification is to be approved by the Treasurer.	Prior to the payment of any invoices, the Chief Fire Officer or his delegated officers will ensure that the account is properly payable by the Authority. <i>[Change to incorporate the new procurement/invoice management system]</i>
FPR 1.16 Title and Para (a)		The word “wages” is deleted. <i>[Change to reflect that all staff are now either salaried or paid on claims]</i>

FPR 2. Financial Standards

Reference	Existing	Proposed
FPR 2.1 Para (f)	The principles and mechanisms by which the Treasurer shall discharge his obligations are set out in these Financial Standards.	The principles and mechanisms by which the Treasurer shall discharge his/her obligations are set out in these Financial Standards. <i>[Change to cover female and male officers]</i>
FPR 2.3 Para (f)	The Treasurer shall be responsible for the preparation of statutory and other accounts with all appropriate information being supplied by the Chief Fire Officer. The Treasurer shall ensure that the accounts are compiled in accordance with the CIPFA Code of Practice on	The Treasurer shall be responsible for the preparation of statutory and other accounts with all appropriate information being supplied by the Chief Fire Officer. The Treasurer shall ensure that the accounts are compiled in accordance with the CIPFA Code of Practice on Local Authority

	Local Authority Accounts.	Accounts and the CIPFA Best Value Accounting Code of Practice. <i>[Updated to incorporate BVACoP]</i>
FPR 2.5 Para (d)	The officers should ensure that the order represents value for money and that where the purchase exceeds £5,000 the Authority's Contract Standing Orders have to be complied with.	The officers should ensure that the order represents value for money and that the Authority's Contract Standing Orders have to be complied with. <i>[Change to be consistent with Contract Standing Orders]</i>
FPR 2.5 Para (e)	Where as a matter of urgency orders have been placed verbally, a written order shall be issued in confirmation, within two working days.	Where as a matter of urgency orders have been placed verbally, an electronic or written order shall be issued in confirmation, within two working days. <i>[Change to incorporate the new procurement/invoice management system]</i>
FPR 2.6 Para (b)	The Financial Services Manager will require that all VAT invoices/receipts are properly coded to the correct VAT account.	The Finance Manager will require that all purchase orders and non purchase order VAT invoices/receipts are properly coded to the correct VAT account. <i>[Change to incorporate the new procurement/invoice management system]</i>
FPR 2.7 New Para (c)		Where a purchase order is placed (i) when the requisitioning or authorising officer is satisfied that all goods and services ordered have been received to a satisfactory standard; A 'Goods Received Note' shall be entered into the payments system to release the invoice for payment. (ii) where the actual amount shown as payable on the invoice varies from the value shown on

		<p>the order by more than the prescribed tolerance; the authorising officer must investigate the cause of the variance and indicate this on the payment system.</p> <p><i>[Change to incorporate the new procurement/invoice management system]</i></p>
FPR 2.7 Paras (c) to (h)		Paragraphs changed to (d) to (i).
FPR 2.7 Para (d)	<p>When passing invoices for payment one or more officers should sign or initial each account as evidence that:-</p> <p>(i) Each account has been checked against an official order where appropriate.</p> <p>(ii) The account has not previously been passed for payment.</p> <p>(iii) The goods have been received, the work carried out or the service rendered satisfactorily.</p> <p>(iv) Appropriate entries have been made in inventories and stock records as required.</p> <p>(v) The arithmetic is correct and appropriate discounts have been deducted.</p> <p>(vi) Prices and charges are correct and have been checked to contracts or quotations.</p>	<p>When passing non purchase order invoices for payment one or more officers should sign or initial each account as evidence that:-</p> <p>(i) Each account has been checked against an official order where appropriate.</p> <p>(ii) The account has not previously been passed for payment.</p> <p>(iii) The goods have been received, the work carried out or the service rendered satisfactorily.</p> <p>(iv) Appropriate entries have been made in inventories and stock records as required.</p> <p>(v) The arithmetic is correct and appropriate discounts have been deducted.</p> <p>(vi) Prices and charges are correct and have been checked to contracts or quotations.</p> <p><i>[Change to incorporate the new procurement/invoice management system]</i></p>
FPR 2.7 Para (e)	In addition to the checks in FPR 2.7(c), the Chief Fire Officer or an officer delegated by him/her should certify final approval that	In addition to the checks in FPR 2.7(d), for non purchase order invoices, the Chief Fire Officer or an officer delegated by him/her

	<p>the account is properly payable by the Authority. A schedule of authorised signatories will be maintained by the Director of Finance.</p>	<p>should certify final approval that the account is properly payable by the Authority. A schedule of authorised signatories will be maintained by the Director of Resources and Procurement.</p> <p><i>[Change to incorporate the new procurement/invoice management system]</i></p>
<p>FPR 2.8 Para (a)</p>	<p>Standardised and controlled documents are used within the service to support various financial and administrative processes. These are defined as forms whose storage, issue and use is controlled by means of pre-numbering, their production and allocation is the responsibility of the Director of Finance</p> <p>The following forms are defined as 'controlled stationery' and must be used at all times for the relevant functions.</p> <ul style="list-style-type: none"> • Official Order Books • Receipt Books • Bank Paying-in Books • Official cheques • Imprest Account Books • Debtor Invoice Request Books • Cleddau Bridge Voucher Books • Rail Warrant Voucher Books • Register of Tenders • Contracts Register • F.25 Meter Reading Books • F.4 Mess Claim Books 	<p>Standardised and controlled documents are used within the service to support various financial and administrative processes. These are defined as forms whose storage, issue and use is controlled by means of pre-numbering, their production and allocation is the responsibility of the Director of Resources and Procurement</p> <p>The following forms are defined as 'controlled stationery' and must be used at all times for the relevant functions.</p> <ul style="list-style-type: none"> • Official Order Books • Bank Paying-in Books • Official cheques • Imprest Account Books • Debtor Invoice Request Books • Rail Warrant Voucher Books • F.4 Mess Claim Books <p><i>[Updated to reflect changes in practice resulting in a reduction in the items defined as controlled stationery]</i></p>
<p>FPR 2.9 Para (f)</p>	<p>Where an officer is likely to incur a substantial amount of expenditure on traveling and subsistence on an occasional basis a temporary advance may be applied for. When the claim is made it will then be reduced by the amount of temporary advance.</p>	<p>Paragraph deleted.</p> <p><i>[Updated to reflect the use of credit/purchasing cards]</i></p>

FPR 2.9 Para (g)		Changed to paragraph (f).
FPR 2.10 Para(j)	No debt of the Authority shall be written off once raised without the approval of the Treasurer and the Chief Fire Officer. A record of such write offs shall be maintained and made available for inspection by any members of the Fire Authority on request.	No debt of the Authority shall be written off once raised without the approval of the Treasurer. A record of such write offs shall be maintained and made available for inspection by any members of the Fire Authority on request. <i>[Updated to reflect streamlining of system]</i>
FPR 2.10 Paras (k) and (l)	(k) To avoid the uneconomic use of debtors invoices small sums (below £25) will normally be expected to be paid in advance or at the time of receipt of the service. (l) The issue of blank invoices to officers should be properly controlled and recorded. Those officers in receipt of these invoices are then responsible for storing, controlling and accounting for the proper use of these forms.	Paragraphs deleted. <i>[Deleted as the use of an updated centralised debtor system no longer needs these rules]</i>
FPR 2.10 Para (m)		Changed to paragraph (k).
FPR 2.11 Title and Para (a)		The word “wages” is deleted. <i>[Change to reflect that all staff are now either salaried or paid on claims]</i>
FPR 2.11 Para (e)	All staff will be paid by direct credit transfer into their personal bank accounts. Such a method of payment is more secure than payment by cheque, and further, ensures better value for money.	All staff will be paid by direct credit transfer into their personal bank accounts. Such a method of payment is more secure than payment by cheque, and further, ensures better value for money. <i>[Change to correct wording]</i>
FPR 2.11 Para (f)	Where in exceptional circumstances an employee receives payment by cheque the distribution shall be in	Paragraph deleted and Para (g) changed to Para (f) and Para (h) changed to Para (g). <i>[Deleted as employees are no</i>

	<p>accordance with the following:-</p> <p>(i) Where cheques are distributed by hand to members of staff, such distribution should be made personally to the employee concerned in order that security and confidentiality can be maintained.</p> <p>(ii) Where a cheque cannot be handed over personally to the employee the cheque may be posted to the employee subject to the employee's agreement.</p>	<p><i>longer paid by cheque, but always by either BACS or CHAPS]</i></p>
FPR 2.11 Para (f)(i)	<p>Where an employee will be leaving the service of the Authority before the day on which remuneration would normally be paid.</p>	<p>Sub paragraph deleted and subsequent sub paragraphs re numbered.</p> <p><i>[Deleted as employees are no longer paid by cheque, but always by either BACS or CHAPS]</i></p>
FPR 2.12 Para (b)	<p>Where it is considered appropriate the Treasurer shall open an account with the Authority's bankers for use by an imprest holder who shall not cause such account to be overdrawn.</p>	<p>Where it is considered appropriate the Treasurer shall open an account or issue a procurement/prepayment card with the Authority's bankers for use by an imprest holder who shall not cause such account to be overdrawn.</p> <p><i>[Updated to incorporate the use of credit/purchase cards]</i></p>
FPR 2.12 Para (d)	<p>Such payments shall be limited to minor items of expenditure and to such other items as may from time to time be agreed by the Treasurer and Chief Fire Officer. As a guide, no payments in excess of £20 should be made from petty cash without, in exceptional circumstances, the approval of an officer authorised to certify final approval on suppliers invoices (See FPR 2.7 - Payment of Accounts).</p>	<p>Such payments shall be limited to minor items of expenditure and to such other items as may from time to time be agreed by the Treasurer and Chief Fire Officer. As a guide, no payments in excess of £40 should be made from petty cash without, in exceptional circumstances, the approval of an officer authorised to certify final approval on suppliers invoices (See FPR 2.7 - Payment of Accounts).</p>

		<i>[Amount updated to reflect increasing prices since last set]</i>
FPR 2.14 Para (c)	The Authority's Treasury Policy statement must be adhered to in addition to any borrowing or lending limits as prescribed by the Authority.	The Authority's Treasury Policy statement and Prudential Indicators must be adhered to. <i>[Updated to reflect the requirements of the Prudential Code]</i>
FPR 2.15 to FPR 2.28		Renumbered to FPR 2.16 to FPR 2.29
FPR 2.15	New paragraph	<p>FPR 2.15 PURCHASING, CREDIT AND PREPAYMENT CARDS</p> <p>(a) The Treasurer is responsible for the issue, control and withdrawal of purchasing, credit and prepayment cards.</p> <p>(b) The card holders are required to submit monthly reconciliation sheets detailing all transactions the card was used for. All vouchers and VAT receipts received in respect of these transactions should be attached to the sheet to enable the sheet to be agreed to card statements.</p> <p>(c) The cardholder is responsible for</p> <p>(i) Keeping the card safe and secure</p> <p>(ii) Resolving (with the assistance of the Finance Unit) any fraudulent misuse of the card by a third party.</p> <p>(d) Cards should not generally be used for personnel expenditure. Where small incidental personal expenditure is charged to the card this will be recovered from the cardholder.</p>

		<i>[Added to incorporate the use of credit/purchase cards]</i>
FPR 2.16 Para (a)	In order to ensure effective arrangements for purchasing, all managers must ensure that the provisions of Service Orders (Stores - S.1 - S.13) are applied consistently by all personnel. Central arrangements have been established for the purchase of all normal operational and administrative supplies and all requisitions must therefore be processed by Service Stores, as set out in the Stores Order. Exceptions must always be sanctioned by the Procurement Manager.	In order to ensure effective arrangements for purchasing, all managers must ensure that the provisions of Service Orders (Stores - S.1 - S.13) are applied consistently by all personnel. Central arrangements have been established for the purchase of all normal operational and administrative supplies and all requisitions must therefore be processed through the Procurement system. <i>[Change to incorporate the new procurement/invoice management system]</i>
FPR 2.16 Para (b)	The maintenance of corporate standards, strategic direction and efficient and effective management of the I.T. function requires a co-ordinated approach to the purchase of all IT hardware and software. Approval must be obtained, therefore, from the Director of Finance prior to issuing orders for any such new equipment/software items. All orders must be referred to the Communications/IS Manager, who will (a) advise the Director of Finance and (b) raise all orders using the Authority's normal procurement arrangements, consistent with the provisions of the Authority's Financial Procedure Rules, including E.C. Public Procurement Directives.	The maintenance of corporate standards, strategic direction and efficient and effective management of the I.T. function requires a co-ordinated approach to the purchase of all IT hardware and software. All orders must be approved by the ICT Manager to ensure that the corporate standard is adhered to. This approval is in addition to approval by an Authorising Officer. <i>[Change to incorporate the new procurement/invoice management system]</i>
FPR 2.16 Para (d)	Complex rules exist to govern the classification of Authority Capital Expenditure in relation to leasing arrangements. In order to ensure that such arrangements are treated	Complex rules exist to govern the classification of Authority Capital Expenditure in relation to leasing arrangements. In order to ensure that such arrangements are treated correctly, all

	<p>correctly, all leasing/rental/hire purchase agreements and other arrangements where the use of an asset is acquired without the ownership of it being acquired must be referred to the Director of Finance prior to the arrangement being finalised, who will seek the approval of the Treasurer, as required in the Authority's Financial Procedure Rules (FPR 2.16).</p>	<p>leasing/rental/hire purchase agreements and other arrangements where the use of an asset is acquired without the ownership of it being acquired must be referred to the Finance Manager prior to the arrangement being finalised, who will seek the approval of the Treasurer, as required in the Authority's Financial Procedure Rules (FPR 2.17).</p> <p><i>[Transfers responsibility for assessing the nature of leasing arrangements and seeking approvals to the Finance Manager]</i></p>
FPR 2.17 Para (b)	<p>Finance leases or other deferred payment schemes are subject to certain controls in that they are classed as capital expenditure. Such leases would therefore involve a charge against the Authority's credit approvals and should be accommodated within the capital programme.</p>	<p>Finance leases or other deferred payment schemes are subject to certain controls in that they are classed as capital expenditure. Such leases would therefore involve a charge against the Authority's authorised limit and should be accommodated within the capital programme and Prudential Indicators.</p> <p><i>[Updated to reflect the requirements of the Prudential Code]</i></p>
FPR 2.17 Para (c)	<p>An operational lease is classed as revenue expenditure. Legislation regarding leasing and the differentiation between operating and finance lease can be very complex. The advice of the Treasurer should be sought in all instances in order to clarify the position.</p>	<p>An operating lease is classed as revenue expenditure. Legislation regarding leasing and the differentiation between operating and finance leases can be very complex. The advice of the Treasurer should be sought in all instances in order to clarify the position.</p> <p><i>[Changed to correct terminology]</i></p>
FPR 2.19 Para (a)	<p>A voluntary fund is one which, although not officially owned by the Authority, is controlled or administered either wholly or in</p>	<p>A voluntary fund is one which, although not officially owned by the Authority, is controlled or administered either wholly or in</p>

	party by employees of the Authority.	part by employees of the Authority. <i>[Changed to correct wording]</i>
FPR 2.20 Para (h)	The Chief Fire Officer should periodically report details of gifts, loans and sponsorship to the Authority. Amounts above an agreed sum (£5,000) should be referred to the Authority for approval before they are accepted.	The Chief Fire Officer should periodically report details of gifts, loans and sponsorship to the Authority. Amounts above an agreed sum (£10,000) should be referred to the Authority for approval before they are accepted. <i>[Amount updated to reflect increasing prices since last set]</i>
FPR 2.21 Para (b)	(b) Reporting Procedures It is vital that any case of suspected fraud or corruption by any officer or member of the Authority is reported immediately in order that prompt investigations can be initiated. The provisions of the Service's Standing Orders (Personnel - P22 and P23) set out the procedures for reporting any suspected fraud, malpractice or irregularity, and Appendix J to the Personnel Order sets these out in detail.	(b) Reporting Procedures It is vital that any case of suspected fraud or corruption by any officer or member of the Authority is reported immediately in order that prompt investigations can be initiated. The provisions of the Service's Standing Orders (Personnel - P22 and P23) set out the procedures for reporting any suspected fraud, malpractice or irregularity. <i>[Change to be consistent with Service Standing Orders]</i>

FPR 3. Standing Orders Contracts

This has been substantially re-written and therefore it is suggested that Members look at each section highlighted below. These will be supplemented by guidance notes which will incorporate more detail and practical advice. The order has remained in the previous style.

Further HR advice is being sought on the issue surrounding the consequences of non compliance. It is likely that this will be addressed as part of the contract and conditions of employment.

An introduction and overview has been added at the beginning. This has made clear a number of issues that have been raised over recent years.

Minor changes throughout reflect best practice and what is common to most standing orders for contracts (guidance notes will pick up detail that hasn't been included)

The main changes are in relation to exemptions 3.3 detailing specific examples such as e) frameworks/purchasing consortia and f) collaboration. These do not require specific exemption as they are normal procurement options.

3.4 Approved Contractors, this has been amended to incorporate "Constructionline" as an alternative process for estates.

3.9 renamed Restricted tendering.

3.10 -3.13 relate to the new limits for the varying tiers of the tendering process. All these (except for 3.13) were agreed by members at the June 08 Fire Authority meeting.

3.13 added a clause for contracts under £1,000.

3.14 d) has been added, regarding the use of frameworks.

3.15 reflects the use of the generic 'Invitation To Tender' pack, f) incorporates electronic tendering.

3.18 changes to the financial limits before contracts have to be referred to Members.

3.19 general changes to reflect what one would expect to include in contract documentation a) ii) and documents to be kept iii)

3.21 allows agents to act on the Authority's behalf as long as they comply with the order.

3.23 added/new clause regarding 'fair wages and conditions of service' expected of suppliers

3.24 added/new clause regarding approved methods of disposal.

PART 4 – CODES AND PROTOCOLS

Part 4.1 Code of Conduct for Members

The new Code of Conduct for Members was approved by the Authority at its meeting on the 21st April 2008 and is now incorporated in to the Constitution.

Part 4.2 Code of Conduct for Officers

Reference	Existing	Proposed
Appendix 1	<p>Politically Restricted Posts</p> <ul style="list-style-type: none"> Reference to Spinal Column Point 44 of the National Scale (currently £31,041) or above 	<p>Politically Restricted Posts</p> <p>Reference to Spinal Column Point 44 of the National Scale (currently £35,852) or above <i>[Spinal column point updated to reflect current level]</i></p>
	<p>Uniformed</p> <p>Senior Divisional Officers Divisional Officers Assistant Divisional Officers Station Officers</p>	<p>Uniformed</p> <p>Group Managers / Group Managers (Control) Station Managers / Station Managers (Control) <i>[Updated to reflect current designations]</i></p>
	<p>Support Staff</p> <p>Director of Service Support Financial Services Manager Communications Manager Personnel & Administration Officer Corporate Head of Policy & Member Support Equality & Employment Advice Officer Transport Services Manager Press & Public Relations Officer</p>	<p>Support Staff</p> <p>Director of Resources & Procurement Finance Manager ICT Manager Head of People & Organisational Development Corporate Communication & Member Support Manager Equality & Employment Advice Officer Transport Services Manager Media & Communications Officer Estates Manager Human Resources Manager Procurement Manager Corporate Risk Manager IT Services Officer Corporate Communications and Members Support Administrative Officer <i>[Updated to reflect current designations]</i></p>

Part 4.3 Protocol for Member / Officer Working Arrangements

No changes to existing

Part 4.4 Form of Indemnity to Members and Officers

Indemnity approved by the Authority incorporated in to the Constitution

Part 4.5 Code of Corporate Governance

Code approved by the Authority incorporated in to the Constitution

PART 5 – SCHEME OF MEMBERS’ ALLOWANCES

Scheme will be updated after consideration by the Authority of the Report of the Independent Remuneration Panel for Wales and its application by the Constituent Authorities.

PART 6 – MANAGEMENT STRUCTURE AND AUTHORISED ESTABLISHMENT

Reference	Existing	Proposed
Heading	Management Structure & Authorised Establishment	Democratic & Management Structure <i>[Table showing Democratic structure added and Management Structure updated to reflect current position]</i>

PART 7 – COMBINATION ORDER

The Mid and West Wales Fire Services (Combination Scheme) Order 1995 has been added into the Constitution for completeness.

GENERAL

Within the Constitution there has been the updating of the following names / terms:

Reference	Existing	Proposed
	Best Value District Auditor Integrated Risk Management Plan Public Services Ombudsman Chief Finance Officer Head of Corporate Policy & Member Support Council Chamber Secretary of State Personnel Committee Performance & Policy Review	Wales Programme for Improvement External Auditor Risk Reduction Plan Public Services Ombudsman for Wales Director of Resources & Procurement Corporate Communication & Member Support Manager Meeting Room Welsh Assembly Government People & Organisational Development Committee Performance Review & Audit

	Committee Director of Finance Financial Services Manager Communication/IS Corporate Head of Personnel Superannuation	Committee Director of Resources & Procurement Finance Manager Information and Communication Technology or ICT Head of People and Organisational Development Pension
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RESOLUTION

It was **RESOLVED** that

- It be recommended to the Fire and Rescue Authority that the changes to the Constitution noted above be adopted and incorporated in the new Constitution.
- the publication of the Constitution be via electronic means wherever possible i.e. CD-ROM, Website, Business Information System etc.

4 TO RECEIVE A REPORT ON THE REVIEW OF THE COMMITTEE'S TERMS OF REFERENCE

As the Committee's terms of reference were drawn up in 2001 / 2002 it was considered opportune for these to be reviewed in the light of changes in relation to the Code of Conduct and the overall governance arrangements of the Authority. Following due consideration, however, it was agreed that no amendments were required. Committee however agreed that two reference areas should be reviewed at the next meeting.

RESOLUTION

It was RESOLVED that

- *The terms of reference remain as currently incorporated in the Constitution*
- *The Committee at its next meeting review both the Whistle Blowing and Anti Fraud and Corruption policies.*

5 TO RECEIVE THE PUBLIC SERVICE OMBUDSMAN ANNUAL REPORT 2007/08 AUTHORITY FOR THE PERIOD SEPTEMBER 2007 TO MARCH 2008

The Clerk reported that In his final report as Public Services Ombudsman, Mr Adam Peat highlighted the significant increase in the number of complaints received compared with the previous year. However the number of complaints upheld had changed little from the previous year suggesting the upward trend in complaints received was due to increased awareness of the existence of the Public

Services Ombudsman rather than any deterioration in public services.

In relation to code of conduct complaints, the number received increased marginally over the previous year, although a large number did not call for an investigation. Indeed of those cases which were investigated, only 9 cases warranted any further formal action compared with 19 in the previous year.

RESOLUTION

It was RESOLVED that

The report be received and noted

6 TO RECEIVE THE ANNUAL REPORT OF THE STANDARDS COMMITTEE 2007/2008

Consideration was given to a report which provided a summary of the work of the Committee for 2007/08 which it was noted would be presented to the Fire Authority meeting of 27th October 2008.

It was suggested that it would be useful if included within the report were details of the membership and terms of office of Members of the Committee, which had been reviewed during the year, and the Clerk agreed to include this information for the report to the Fire Authority.

RESOLUTION

It was RESOLVED that

The report be received and noted and details of the Membership be included in the report to the Fire Authority

7 TO RECEIVE A REPORT ON THE STANDARDS COMMITTEE (WALES) CONFERENCE 2008

The Committee was represented at the Standards Committee (Wales) Conference held in Aberystwyth on the 12th September 2008 by Mrs Sue Fox (Vice Chair), Mr Meirion Howells and the Clerk / Monitoring Officer. The Conference was recognised as an important learning opportunity for Members of Standards Committees, the timing of which was particularly relevant with the enactment of a new Code of Conduct for Members and gave delegates the opportunity to share experiences in respect of both training and implementation.

RESOLUTION

It was RESOLVED that

The report be received and noted

8 TO RECEIVE A REPORT ON THE CODE OF CONDUCT (POCKET HANDBOOK)

Committee gave consideration to a pocket handbook which provided Members with a quick reminder of the main provisions of the Code of Conduct. Whilst such a handbook was not intended as a definitive source of advice or a substitute for understanding the actual Code of Conduct, it should help to aid Members recognise situations when more definitive advice should be sought.

It was noted that the Handbook had been drawn upon work done by some of the Constituent Authorities as it was important that there was a consistency of approach between the Fire & Rescue Authority and its Constituent Authorities.

RESOLUTION

It was RESOLVED that

The content and format of the handbook be received and approved

9 TO RECEIVE THE CUSTOMER FEEDBACK ANALYSIS REPORT FOR THE PERIOD APRIL –SEPTEMBER 2008

Consideration was given to the 6 monthly update on complaints and compliments received during the period 1st April 2008 to 30th September 2008.

A total of 10 complaints (including 1 anonymous complaint which are not monitored officially, however are included for information) and a total of 60 compliments were received. (The previous 6 month reporting period October 2007- March 2008 reported 10 complaints and 49 compliments).

A Customer Focus Awareness Seminar had been held for Managers and staff on the 14th May 2008 which had raised awareness of the importance of reporting positive and negative feedback. It was noted that reporting and communication in relation to customer feedback had improved greatly since the Seminar.

RESOLUTION

It was RESOLVED that

The report be received and noted