

**APPENDIX A TO REPORT DSFRA/21/12**

**NOTE:** the letter **(O)** next to a document reference or paragraph number indicates the document reference or paragraph number in the existing, Authority approved, version. **(N)** indicates the document reference/paragraph number in the proposed new version.

Doc Ref./ Para. No.	Original Text	Revised/New Text	Rationale for change
<b>STANDING ORDERS</b>			
SO 1(1) <b>(O)</b>	Each member of the Authority will be appointed by a constituent authority. The number of persons appointed by each constituent authority will, so far as it practicable, be proportionate to the number of local government electors in its area in relation to the number of such electors in each of the other constituent authorities' areas.	Each constituent authority must, so far as is practicable, appoint such number of representatives to be members of the Authority as is proportionate to the number of local government electors in its area in relation to the number of such electors in each of the other constituent authorities' areas	Required by amended wording to the Combination Scheme introduced by the Combined Fire and Rescue Authorities (Membership and Allowances) (Amendment) Regulations 2020 ("the amending Regulations"). See also SO 1(2) below.
SO 1(2) <b>(new)</b>	-	Each representative appointed by a constituent authority [under paragraph 1 above] must be appointed from its own members.	Required by amended wording to the Combination Scheme introduced by the amending Regulations. See also SO 1(1) above.

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SO 2 ( <i>new</i> )	-	<p><b><u>APPOINTMENT OF A POLICE &amp; CRIME COMMISSIONER</u></b></p> <p>(1) The Authority may appoint a relevant police and crime commissioner to be a member of the Authority, but the Authority may only make such an appointment in response to a request from the commissioner.</p> <p>(2) If the Authority receives a request from a relevant police and crime commissioner, it must:</p> <ul style="list-style-type: none"> <li>(a) consider the request;</li> <li>(b) give reasons for its decision to agree or refuse the request; and</li> <li>(c) publish those reasons in such manner as it thinks appropriate.</li> </ul> <p>(3) Where a relevant police and crime commissioner:</p> <ul style="list-style-type: none"> <li>(a) is appointed as a member of the Authority; and</li> </ul>	New Standing Order required by provisions in the Combination Scheme introduced by the amending Regulations

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		<p>(b) arranges, under Section 18 of the Police Reform and Social Responsibility Act 2011, for another person to attend a meeting of the Authority on the commissioner's behalf</p> <p>then the person attending the meeting on behalf of the commissioner may speak at that meeting but:</p> <p>(a) may not vote; and</p> <p>(b) is not to be treated as a member of the Authority for any other purpose.</p> <p>(4) A relevant police and crime commissioner appointed in accordance with this Standing Order:</p> <p>(a) comes into office on the date of that appointment; and</p>	

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		<p>(b) continues to be a Member of the Authority until the commissioner's term of office comes to an end in accordance with Section 50(7)(b) of the Police Reform and Social Responsibility Act 2011 ("the 2011 Act"), subject to (c) below;</p> <p>(c) if a vacancy in the office of the relevant police and crime commissioner arises in accordance with Section 59 of the 2011 Act before the end of that term, the commissioner ceases to be a Member of the Authority on the date on which the vacancy in the office is regarded as occurring under Section 59(1) of the 2011.</p>	

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		(5) The provisions of Standing Order 1(3)(a) and 1(3)(c) apply to any relevant police and crime commissioner appointed in accordance with this Standing Order.	
SO 2(2) <b>(O)</b> SO 3(2) <b>(N)</b>	Any person elected as Vice-Chair must be from representatives on the Authority of a different appointing constituent body to the person elected as Chair.	Any person elected as Vice-Chair must:  (a). if the Chair is a Member appointed by a constituent authority, be from a different constituent body to the person elected as Chair; or  (b). if the Chair is a Police and Crime Commissioner, not be another Police and Crime Commissioner.	Revision to reflect change as per the amending Regulations and to reflect the potential for a PCC to be elected as Chair.

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SO 4(5) (O) SO 5(5) (N)	At least five clear working days before any meeting of the Authority a summons to attend signed by the Clerk to the Authority will be sent to the usual place of residence of each Member. The summons will specify the date, time and place of the meeting and the business to be transacted including - as appropriate - the minutes of the last meeting together with such reports as are available.	At least five clear working days before any meeting of the Authority a summons to attend signed by the Clerk to the Authority will be sent to every Member of the Authority <b>by an appropriate method</b> . The summons will specify the date, time and place of the meeting and the business to be transacted including - as appropriate - the minutes of the last meeting together with such reports as are available.	Change made to reflect the provisions of the Local Government (Electronic Communications) (England) Order 2015 (S.I. 2015/5) - as inserted into Schedule 12 of the Local Government Act 1972 – allowing for electronic agenda publication.
SO 7(3) (O) SO 8(3) (N)	The Chair of the Authority (or person so presiding at the Authority meeting) may, at his/her discretion and with the exception of items (a) to (e) above, vary the order of business.	The Chair of the Authority (or person so presiding at the Authority meeting) may, at their discretion and with the exception of item (a), vary the order of business.	To allow discretion, if required, for the Chair to move a Part 2 item to the immediate commencement of a meeting. Note: item (a) requires the election of a Member to preside at a meeting in the event that neither the Chair nor Vice-Chair are present.
SO 12 (6)(d) (O) SO	-	Additional sentence to SO13(6): “All signatories must have permanent residence in the area served by the Authority”	Clarification and alignment to SO 13(12) (which provides right to assess authenticity of petition and verification of signatories)

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SO 20 (O) SO 21(2) (N)	-	No such item will be placed on the agenda for a forthcoming meeting if the outcome could be that, if approved, the item would rescind a previous decision made within the last six months.	To align with provisions of Standing Order 20 preventing Motions seeking to rescind, within six months, a previous decision.
SO 27 (3) (new)	-	Any Member present at a meeting may move without notice that a vote on an appointment be undertaken by secret ballot. If seconded and duly approved by a majority of those present and voting, a secret ballot will be held for the appointment in question.	Clarify process for requesting secret ballot for a vote on an appointment.

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SO 40 (N)	-	<p><b><u>AGENDA ITEMS AT COMMITTEE OR SUB-COMMITTEE MEETINGS</u></b></p> <p>(1) Any Authority Member who wishes to raise any matter appropriate to any Committee or Sub-Committee for its consideration may do so by giving notice in writing to the Clerk to the Authority at least ten clear working days before the date of the meeting at which it is to be raised. Such notice will contain particulars of the matter which the Member wishes to raise. Wherever practicable, the item will be considered in conjunction with a written report prepared by the appropriate officer(s).</p> <p>(2) The Member will then have the right to attend the meeting to explain and discuss the matter, but will not be entitled to vote on it (unless they are a Member of the Committee/Sub-Committee concerned).</p>	<p>Clarification on application to Committees etc. of Standing Order provisions for requesting agenda items for full Authority meetings. While separated out for clarification, this is not a new Standing Order as such and was previously captured as a sub-paragraph of Standing Order 39 (Other Attendance at Committees and Sub-Committees).</p>



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		(3) No such item will be placed on the agenda for a forthcoming meeting if the outcome could be that, if approved, the item would rescind a previous decision made within the last six months.	
SO 39 (4) (O)	In cases of urgency, the Chief Fire Officer may, with the exceptions as set out in Paragraph (5) below and following consultation with the Chair or Vice-Chair of the relevant Committee/Sub-Committee, exercise the rights, powers and duties of the Authority which by virtue of paragraph (1) of this Standing Order have been delegated to Committees/Sub-Committees of the Authority. In exercising such powers and duties in accordance with this Standing Order the Chief Fire Officer may consult with other officers as appropriate. The Chief Fire Officer MUST report, for information, any decision taken under this Standing Order to the next ordinary meeting of the Committee/Sub-Committee as the case may be.	Deleted.	Remove duplication. This Urgency provision is contained at Standing Order 28 for the full Authority and is applied to Committees (making the necessary changes) by virtue of Standing Order 29.

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SO 52 (O) SO 54(4) (N)	-	For the avoidance of doubt, no part of this Standing Order 54 may be suspended.	Clarification that Standing Order 54 (dealing with suspension of Standing Orders) cannot itself be suspended.
<b>FINANCIAL REGULATIONS</b>			
C12(b)	the disposal of any material asset exceeding the value as indicated in the threshold as set out in the Schedule to these Regulations;	the disposal of any material asset <b>(other than land or buildings) as contained in the fixed asset register</b> and exceeding the value as indicated in the threshold as set out in the Schedule to these Regulations.	Reference to fixed assets register. Material assets of plant and equipment now covered by reworded C13 – see below.
C13 (O)	In relation to Financial Regulation C12(b) (disposal of material assets), “material asset” is defined as any asset recognised on the Authority’s fixed asset register or any asset which is not subject to an agreed disposal method via replacement.	Deleted.	No longer required as material assets are now effectively defined in C12(b) and C13 (as amended)
C14 (O)/ C13 (N)	Material assets will be disposed of via one of the following approved methods:	Material assets <b>of plant and equipment</b> as contained in the fixed asset register will be disposed of via one of the following approved methods:	See C12(b) above.

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<b>SCHEME OF DELEGATIONS</b>			
4.10 <b>(N)</b>	-	Following consultation with either the Authority or relevant Committee Chair (as the case may be), to establish any Working Party or “task and finish” group as considered conducive and timely to the work of the Authority <b>(NOTE: this delegation may also be exercised by the Clerk).</b>	Alignment to Standing Order 31(1) <b>(O)</b> / 32(1) <b>(N)</b>
4.18(a) <b>(O)</b> / 4.19(a) <b>(N)</b>	effect minor variations in the establishment between uniformed and non-uniformed posts where this is in the best interests of the Service and subject to consultation with representative bodies and to there being no additional resource implications associated with the variation;	effect variations in the establishment between uniformed and non-uniformed posts where this is in the best interests of the Service and subject to consultation where necessary with representative bodies and to there being no additional resource implications associated with the variation;	Consistency with operational role of Chief Fire Officer as provided for in National Framework. Not all variations in establishment will necessarily require consultation with representative bodies.
4.18(f) <b>(O)</b>	consider on their individual merits requests for extensions of service beyond the normal retirement age and, if appropriate and subject to a satisfactory medical exam, to approve such requests in line with the conditions as set out in the new Grey Book and the Firefighters’ Pension Scheme.	Deleted.	There is no longer a “normal retirement age” for firefighters.

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4.19(f) <b>(N)</b>	-	[to] determine, in accordance with the Authority's approved Pay Policy Statement, applications for the re-employment of any member of staff at Firefighter to Watch Manager level (or non-uniformed equivalent) and who has previously been made redundant or who has retired from the Service	Alignment with revised Authority Pay Policy Statement and with proposed new Terms of Reference for People Committee.
4.18(h) <b>(O)</b> / 4.19(h) <b>(N)</b>	approve for membership of a Local Authority, Health Authority or other Public Body (including school/college governing body), to stand as a parliamentary candidate or be a Justice of the Peace and approval of special paid or unpaid leave in relation to these functions;	approve, subject to the statutory restrictions on politically restricted posts and any other associated statutory restrictions, either special paid or unpaid leave for: <ul style="list-style-type: none"> <li>• attendance at meetings of a local authority, health authority or other public body to which the individual may have been elected; and</li> <li>• serving as a Justice of the Peace;</li> </ul>	Clarification.
-	-	New Section 5 (Matters Delegated to the Clerk) and Section 6 (Matters Delegated to the Monitoring Officer) reproduced at Annex 1 to this Appendix.	No new content but separating out the respective roles (given that, potentially, they could be exercised by different people).

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<b>CORPORATE GOVERNANCE CODE</b>			
1 (N)	-	-	Inclusion of definitions section (as per Standing Orders etc.) for clarification
1.4 (O)	The Authority will publish, annually, an Annual Statement of Assurance on the extent to which it has complied with the six core principles for good governance as set out in this Code, how it has monitored effectiveness of its governance arrangements during the year in question and identifying any changes proposed for the future.	Deleted.	Remove duplication. Annual Statement of Assurance referenced elsewhere in the Code.
1.5 (O)	Any documents or plans referred to in this Code may be viewed on the Authority's website. Alternatively, a hard-copy of any such document may be obtained from the Clerk to the Authority on request – either by e-mail (clerk@dsfire.gov.uk) or in writing to Service Headquarters, The Knowle, Clyst St. George, Exeter EX3 0NW.	Deleted.	Relevant documents now hyperlinked.

<b>Doc Ref./ Para. No.</b>	<b>Original Text</b>	<b>Revised/New Text</b>	<b>Rationale for change</b>
2.1 (O)	The Authority will produce a Corporate Plan setting out a vision and overarching aims for the fire and rescue service together with initiatives proposed for the twelve month period immediately following production of the plan and targets against which performance will be measured. This plan will be subject to annual revision following consultation as appropriate and will comply with all statutory requirements on the production of relevant plans (e.g. Integrated Risk Management Plan and associated yearly Action Plans; Best Value Performance Plan)	Deleted.	Replaced with new para. 3.1 reflecting current practice.
2.2 (O)	The Authority will produce and review annually a Medium Term Financial Plan (MTFP) providing a financial planning framework for at least three years.	Deleted.	Reformatting only. Now covered in new para. 3.2

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2.3 <b>(O)</b> / 3.3 <b>(N)</b>	The Authority will publish annually an Audited Statement of Accounts, including a Statement of Internal Control, setting out the financial position and performance of the Authority for the previous financial year.	The Authority will publish annually an Audited Statement of Accounts setting out the financial position and performance of the Authority for the previous financial year. As set out above, the annual governance statement in support of Statement of Accounts is incorporated within the Statement of Assurance required by the Fire & Rescue National Framework for England.	Clarification and alignment with revised para. 3.2(e) <b>(N)</b>
2.4 <b>(O)</b> / 3.4 <b>(N)</b>	The Authority will have in place a policy for consultation with the public and all relevant stakeholders on all matters for which it has a statutory duty to consult (e.g. future action plans; changes to how services are provided; level of Council Tax precept in any given year)	The Authority has Engagement Principles and a Communications and Engagement Strategy on the strategic direction of the Service for communicating and engaging with relevant audiences to support Service priorities over the next three years.	Updated to reflect current position.
2.5 <b>(O)</b> / 3.5 <b>(N)</b>	The Authority will set and publish annual performance targets, following consultation as appropriate. These targets will be subject to regular monitoring – by the Authority’s Audit & Performance Review Committee – and action plans developed as required to address any action that may be necessary to remedy any identified shortfalls in service performance	The Authority will establish annual performance targets and publish performance against these targets regularly. Action plans will developed as required to address any identified shortfalls in Service performance.	Updated to reflect current position.

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2.6 (O) / 3.6 (N)	The Authority will establish and keep under constant review a Business Continuity Plan.	Service Business Continuity Plans will be developed and kept under constant review. Business continuity exercises will be undertaken to assess preparedness and test existing business continuity arrangements.	Updated to reflect current position.
3.1 (O) / 4.1 (N)	The Authority has responsibility for providing for those core functions as set out in the Fire and Rescue Services Act 2004 in relation to fire safety, fire-fighting, road traffic accidents; and for any other emergencies and functions as may be directed by the Secretary of State under the Act. The Authority is responsible for enforcement action under the Regulatory Reform (Fire Safety) Order 2005 and is also a Category 1 responder for the purposes of the Civil Contingencies Act 2004.	The Authority is responsible for <b>ensuring that provision is made to discharge</b> the core functions of the Fire and Rescue Services Act 2004 in relation to fire safety, fire-fighting, road traffic collisions; and for any other emergencies and functions as may be directed by the Secretary of State under the Act. The Authority is responsible for enforcement action under the Regulatory Reform (Fire Safety) Order 2005 and is also a Category 1 responder for the purposes of the Civil Contingencies Act 2004.	Additional accuracy/clarity to mirror legislative wording.
3.1 (N)	-	A Fire & Rescue Plan will be produced setting out the vision and overarching strategic aims for the Service along with targets against which performance will be measured. This Plan is supported by a range of other Service plans (e.g. Department Plans) to promote accountability.	Reflects current practice.



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3.2 (N)	-	<p>Additionally, as required by the Fire &amp; Rescue National Framework for England (“the Framework”), the Authority will also produce:</p> <p>(a). a Community Risk Management Plan (CRPM) covering a minimum three year period and setting out, amongst other things:</p> <ul style="list-style-type: none"> <li>• an up-to-date risk analysis and assessment of all foreseeable fire and rescue related risks for the geographical counties of Devon and Somerset;</li> <li>• prevention, protection and response activities to mitigate the risks so identified;</li> <li>• required service delivery outcomes including allocation of resources to mitigate the risks; and</li> <li>• a risk-based inspection programme in relation to the Authority’s fire safety enforcement role;</li> </ul>	Alignment with National Framework requirements.

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		<p>(b). a Medium Term Financial Plan (MTFP) providing a financial planning framework for at least three years;</p> <p>(c). a reserves strategy;</p> <p>(d). a capital strategy; and</p> <p>(e). an annual Statement of Assurance on how the Authority has, for the previous twelve months, complied with the Framework, its CRMP and any other strategic plan approved by the Authority and which will provide assurance for both the community and the government on financial, governance and operational matters.</p> <p>For this Authority, the annual Statement of Assurance also incorporates the annual governance statement which the Account and Audit Regulations 2015 require the Authority to produce in support of its Statement of Accounts.</p>	

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3.3 <b>(O)</b>	<p>The Authority has a defined constitutional framework and as part of this has – taking account of all appropriate statutory requirements and best practice guidance – developed, approved and keeps under constant review:</p> <ul style="list-style-type: none"> <li>• Standing Orders governing the conduct of business by both the Authority and its Committees; and</li> <li>• Financial Regulations for managing the Authority’s financial affairs and ensuring that its use of resources is legal, properly authorised, provides value for money and achieves best value;</li> <li>• a Scheme of Delegations indicating where officers of the Authority have been authorised to undertake certain decisions on its behalf. This Scheme identifies the officers concerned and the limits of the authority delegated to them.</li> </ul>	Deleted.	Reformatting. More expansive description of constitutional governance framework now set out at para. 4.3 <b>(N)</b>

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3.4 (O) / 4.5 (N)	<p>The Authority has appointed:</p> <ul style="list-style-type: none"> <li>• a Chief Fire Officer (who is also chief executive and Head of Paid Service) responsible to the Authority for all aspects of service management;</li> <li>• a Treasurer as the proper officer as required by Section 112 of the Local Government Finance Act 1988 responsible to the Authority for ensuring that appropriate advice is given on financial matters, for keeping proper financial records and accounts and for maintaining an effective system of internal control;</li> <li>• a Clerk responsible to the Authority for exercising those functions of Monitoring Officer as required by the Local Government and Housing Act 1989, including ensuring that agreed procedures are followed and that all applicable statutes, regulations and other relevant statements of good practice are complied with.</li> </ul>	<p>The Authority has appointed:</p> <ul style="list-style-type: none"> <li>• a Chief Fire Officer (who is also chief executive and Head of Paid Service) responsible to the Authority for all aspects of service management;</li> <li>• a Treasurer as the proper officer as required by Section 112 of the Local Government Finance Act 1988 responsible to the Authority for ensuring that appropriate advice is given on financial matters, for keeping proper financial records and accounts and for maintaining an effective system of internal control;</li> <li>• a Monitoring Officer, as required by the Local Government and Housing Act 1989, responsible for ensuring that agreed procedures are followed and that all applicable statutes, regulations and other relevant statements of good practice are complied with.</li> </ul>	Clarification of role of Monitoring Officer

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3.5 <b>(O)</b>	The Authority has adopted a Member Standard Profile detailing the roles and responsibilities associated with an elected Member on the Authority	Deleted.	Remove duplication. Now referenced in revised para. 4.3. <b>(N)</b>
3.6 <b>(O)</b> / 4.6 <b>(N)</b>	The Devon & Somerset Fire & Rescue Service, by which the Authority discharges its statutory functions, has in place an Executive Board and Service Leadership Team for strategic and day-to-day oversight as required. Both Executive Board and Service Leadership Team have Terms of Reference. The officers who serve on the Executive Board and the Service Leadership Team have clearly defined roles and responsibilities– both individually and collectively. Details of the terms and conditions of employment and remuneration of the officers on the Executive Board can be found in the Pay Policy Statement published on the Authority’s website in accordance with the requirements of the Localism Act 2011.	The Service has in place an Executive Board and Service Leadership Team for strategic and day-to-day oversight as required. Both the Executive Board and Service Leadership Team have Terms of Reference. The officers who serve on the Executive Board and the Service Leadership Team have clearly defined roles and responsibilities– both individually and collectively. Details of the terms and conditions of employment and remuneration of the officers on the Executive Board can be found in the Pay Policy Statement published on the Authority’s website in accordance with the requirements of the Localism Act 2011.	Slight amendment and reformatting only. Now inserted as para 4.6 <b>(N)</b>

<b>Doc Ref./ Para. No.</b>	<b>Original Text</b>	<b>Revised/New Text</b>	<b>Rationale for change</b>
3.7 <b>(O)</b>	The Authority has in place a scheme for the payment of allowances to elected Members compliant with existing regulations in so far as they apply to combined fire and rescue authorities.	Deleted.	Remove duplication. Now referenced in revised para. 4.3. <b>(N)</b>
4.1 <b>(O)</b>	The Devon & Somerset Fire & Rescue Service has developed and implemented “Our Values” to influence all of its actions at all levels of the organisation. These values reflect a learning organisation committed to continuous improvement and seek to promote fairness and respect, equality of opportunity, diversity, transparency and accountability of decision making.	Deleted.	Reformatting only. Now inserted as para 5.3 <b>(N)</b>
4.2 <b>(O)</b>	The Authority uses these values to act as a guide for decision making and as a basis for developing positive and trusting relationships.	Deleted.	Remove duplication. Referenced in para 5.3.
4.3 <b>(O)</b>	The Authority has adopted a Code of Conduct for Members as required by the Localism Act 2011 and has in place arrangements for addressing any alleged breaches of this Code.	Deleted.	Reformatting only. Now inserted as para 5.1 <b>(N)</b>

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4.3 (N)	-	<p>The Authority has a defined constitutional framework and as part of this has – taking account of all appropriate statutory requirements and best practice guidance – developed, approved and keeps under constant review:</p> <ul style="list-style-type: none"> <li>• Standing Orders governing the conduct of business by both the Authority and its Committees; and</li> <li>• Financial Regulations for managing the Authority’s financial affairs and ensuring that its use of resources is legal, properly authorised, provides value for money and achieves best value;</li> <li>• Contract Standing Orders governing the Authority’s procurement processes;</li> <li>• a document setting out the respective roles and responsibilities of both the Authority and its senior officers;</li> <li>• a Member/Officer Protocol;</li> </ul>	Reformatting. More expansive description of constitutional governance framework previously at para. 3.3 (O)

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		<ul style="list-style-type: none"> <li>• a Scheme of Delegations indicating where officers of the Authority have been authorised to undertake certain decisions on its behalf. This Scheme identifies the officers concerned and the limits of the authority delegated to them;</li> <li>• a Members' Code of Conduct and associated complaints procedure; and</li> <li>• a Scheme of Members' Allowances.</li> </ul>	
4.4 <b>(O)</b>	The Authority maintains, as required by legislation, a General Register of Interests for Members and a register to record pecuniary interests by officers in contracts.	Deleted	Reformatting only. Now inserted as para. 5.2 <b>(N)</b> .
4.4 <b>(N)</b>	-	<a href="#">Each of the documents comprising the Authority's constitutional governance framework may be viewed on the Service website here</a> <sup>4</sup> .	Provides hyperlink to relevant documents.
5.1 <b>(N)</b>	-	<p>As required by the Localism Act 2011, the Authority:</p> <ul style="list-style-type: none"> <li>• has approved a Members' Code of Conduct together with associated procedures for dealing with complaints against Members; and</li> </ul>	Reformatting. Was previously included as para. 4.3. <b>(O)</b>



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		<ul style="list-style-type: none"> <li>maintains General Register of Interests for Members and publishes Member interests on the Service website</li> </ul>	
5.2 (N)	-	A register recording pecuniary interests of officers in contracts is maintained. Gifts and hospitality afforded both to Members and officers are recorded and published on the Service website.	Reformatting. Was previously included as para. 4.4. (O)
5.5 (N)		The constitutional framework is subject to continuous review (at least annually) and puts in place appropriate arrangements and processes to ensure that neither Authority Members nor officers are influenced by prejudice, bias or conflicts of interest in dealing with different stakeholders and external organisations (including providers of goods and services).	Reformatting. Was previously captured in para. 4.5 (O)
7.1 (O) / 8.1 (N)	<p>The Authority has a comprehensive and dynamic Consultation Policy informing:</p> <ul style="list-style-type: none"> <li>the identification of all relevant issues which should be subject to consultation – either as required by statute or as considered best practice;</li> </ul>	A Communications and Engagement Strategy has been developed to provide the strategic direction for communicating and engaging with all key stakeholders to support Service priorities over a three year time frame. All consultation and engagement will be:	Updated to reflect current position.

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	<ul style="list-style-type: none"> <li>• aligned to this, the identification of those communities, stakeholders and other interested parties, both internal and external, with whom consultation should be undertaken;</li> <li>• the identification of consultation processes both appropriate and proportionate to the issue(s) subject to consultation and the consultee(s)</li> </ul>	<ul style="list-style-type: none"> <li>• appropriate – a range of engagement methods will be employed which are creative, responsive, sensitive and appropriate to the community or topic, ensuring that each activity is evaluated and lessons learned to underpin future engagement work;</li> <li>• meaningful – engagement activities will be planned, outcome-focussed and proportionate i.e. duplication and over-consultation will be avoided;</li> <li>• accessible – engagement activities will be accessible to all, using a wide range of languages, formats and styles;</li> <li>• open – engagement outcomes will be shared in a timely, accessible way with all those involved – both internally and externally. Evidence of the impact of involvement will be highlighted and celebrated;</li> </ul>	

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		<ul style="list-style-type: none"> <li>professional and ethical – all engagement activities will be underpinned by a clear rationale and methodology, evaluated and with lessons learnt used to inform future activities thereby promoting constant reflection and learning. All information will be treated sensitively and used appropriately.</li> </ul>	
-	-	-	Appendix (List of principal policies etc. in support of corporate governance arrangements) has been amended to reflect current documents.
<b>PROTOCOL FOR MEMBER/OFFICER RELATIONS</b>			
1 <b>(N)</b>	-	-	New definitions section (as per Standing Orders etc.)
2 <b>(O)</b>	Extract from Members' Code of Conduct	-	Deletion of entire section 2 (extract from Members Code of Conduct) to remove duplication with existing documentation.

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3.1 (N)	-	Both the Authority and the Service are committed to promoting standards of behaviour which reflect the proper, professional, working relationship which should exist between Members and officers at all times and to ensure normal standards of respect, courtesy and behaviour between individuals.	Statement of intent.
3.2 (N)	-	<p><u>The Members' Code identifies the General Principles of Public Life ("the Nolan Principles") and sets out a number of specific obligations that should be adhered to.</u> Any behaviour contrary to these general obligations would, on the face of it, be a breach of the Code exposing the Member concerned to investigation and possible sanction.</p>	Reflection of approved Members' Code of Conduct

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3.3 (N)	-	<p>“Our Values”, as set out at Appendix A to this document, were designed by the Service and are at the heart of everything the Service does (including decision making, leadership, designing new ways of working, recruitment, induction, development and progression). These values are supported by other Service policy documents covering issues such as bullying and harassment. Failure to follow these values could result in disciplinary action for the officer concerned.</p>	Reflects current position for officers.
3.4 (N)	-	<p>Additionally, in May 2021 a Core Code of Ethics for Fire and Rescue Services (England), together with accompanying guidance, was issued. This Code was developed jointly by the National Fire Chiefs’ Council, the Local Government Association and the Association of Police and Crime Commissioners. The Core Code supports a consistent approach to ethics, including behaviours designed to help fire and rescue service employees act in the best way towards each other and while serving the public.</p>	Reflects current position for officers.

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3.5 <b>(N)</b>	-	The five ethical principles of the Core Code are reproduced at Appendix B. Initial assessment has indicated a high degree of consistency with “Our Values” but further work is ongoing to ensure that “Our Values” are fully consistent with the Core Code.	Reflects current position for officers.
5.5 <b>(N)</b>	-	In accordance with both Freedom of Information and statutory Access to Information provisions, all Members may request any information or reports which are legitimately available in the public domain.	Reflect applicable legal principles.
4.5 <b>(O)</b> / 5.6 <b>(N)</b>	A Member also has a right to see papers where he/she genuinely has a “need to know” in connection with his/her duties as a member of the Devon & Somerset Fire & Rescue Authority. This test is easily satisfied if he/she is a Member of the Committee to which the issue relates but less so in other cases. Applications should be made to the Clerk to the Authority (who also serves as the Authority’s Monitoring Officer).	In the case of confidential or exempt information (as defined in the Local Government Act 1972), a Member has a right to see such information only where they can demonstrate a genuine “need to know” in connection with their duties as a member of the Authority.	Reformatting – see para. 5.7 <b>(N)</b> below.

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5.7 (N)	-	This test is easily satisfied if they are a Member of the Committee to which the issue relates but less so in other cases. Applications to see confidential or exempt information should be made to the Monitoring Officer.	Reformatting – see para. 5.6 (N)
4.7 (O) / 5.9 (N)	The Authority has adopted the following guidelines in relation to the general obligation in the Members Code of Conduct concerning the disclosure of confidential and exempt information.	The Authority has adopted the following guidelines on <b>confidential and exempt information</b> . These guidelines are in addition to the general obligation in the Members Code of Conduct relating to the non-disclosure of confidential and exempt information.	Make explicit that the following guidelines relate to confidential and exempt information

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4.8 (O) / 5.10 (N)	Where a Member, during the course of discussion of a Part II item (where the press and public are excluded from a meeting because of the confidential OR exempt nature of the business), is aware that he/she would wish to make a statement to the press or communicate information to a third party, they should advise the Authority/Committee (as appropriate) of their intention and at that time seek guidance as to the extent to which it would be proper for them to do so and, if possible, determine a text or form of words which would not breach the responsibility for maintaining confidentiality	Where a Member, during the course of discussion of a Part II item (where the press and public are excluded from a meeting because of the confidential OR exempt nature of the business), is aware that they would wish to make a statement <b><i>on the confidential/exempt matter</i></b> to the press or communicate information on the matter to a third party, they should advise the Authority/Committee (as appropriate) of their intention and at that time seek guidance as to the extent to which it would be proper for them to <b><i>make a statement or communicate information to a third party. If a statement or communication is permissible, then the text of the statement or communication - which does not breach the obligation for confidentiality - must be agreed with the Monitoring Officer prior to the statement being made.</i></b>	Clarification of process to safeguard confidential and exempt information.



Doc Ref./ Para. No.	Original Text	Revised/New Text	Rationale for change
4.9 (O) / 5.11 (N)	Where, after the meeting has closed, a Member is approached either by press or media or a member of the public for information they should, before making any comment, contact either the Clerk to the Authority or the Authority Chair or relevant Committee Chair. The Authority Chair or relevant Committee Chair may in turn may wish to contact the Clerk to the Authority to seek advice, when it will be possible for the text of any statement that the Member may wish to make to be agreed.	Where, after a meeting has closed, a Member is <b><i>asked by either the media or any third party (e.g. member of the public) to comment on any confidential or exempt matter, the Member must, before making any comment, contact the Monitoring Officer and may wish to contact the Authority Chair or relevant Committee Chair. To preserve the obligation for confidentiality, any statement must be agreed with the Monitoring Officer prior to it being made.</i></b>	Clarification of process to safeguard confidential and exempt information.
4.10 (O)	Alternatively, if the Member so wishes, they should refer the person enquiring to the Authority Chair or relevant Committee Chair for them to make a statement on the matter after consultation with the Clerk to the Authority as necessary.	Deleted.	Remove duplication. Covered by para. 5.11 (N).

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5.4 (O) / 6.4 (N)	<p>The Authority's Standing Orders provide that the Chief Fire Officer may take action between meetings of the Authority in consultation with the Chair or Vice-Chair when a decision is urgently required. Whilst such action is sometimes, incorrectly, referred to as "Chair's action", it is the Officer, rather than the Chair, who takes the action and it is the Officer who is accountable for it. This process should only be used sparingly and where it is used, a report must be submitted to the next meeting giving an account of the action taken.</p>	<p>The Authority's Standing Orders provide that the Chief Fire Officer may take action between meetings of the Authority in consultation with the Chair or Vice-Chair when a decision is urgently required. Whilst such action is sometimes, incorrectly, referred to as "Chair's action", it is the Officer, rather than the Chair, who takes the action and it is the Officer who is accountable for it. <b><i>This procedure should be used only if it is impractical to convene a quorate meeting of the Authority in the time available before the decision must be made.</i></b> Where the procedure is used then a report, for information, must be submitted to the next ordinary meeting of the Authority giving an account of the action taken.</p>	<p>Clarification on use of urgency provisions in line with guidance issued to support the Local Government Act 2000.</p>

Doc Ref./ Para. No.	Original Text	Revised/New Text	Rationale for change
6.2 (O) / 7.2 (N)	<p>Official letters on behalf of the Authority should normally be sent out in the name of the appropriate officer, rather than over the name of a Member. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter to appear under the name of a Member, but this should be the exception rather than the norm. Letters that, for example, create obligations or give instructions on behalf of the Authority should never be sent out under the name of a Member</p>	<p>Official letters on behalf of the Authority must only be prepared by an authorised officer and should normally be sent out in the name of that officer, rather than under the name of a Member. It may be appropriate in certain limited circumstances (e.g. representations to a Government Minister) for a letter to be signed by a designated Member (e.g. the Chair of the Authority), but such letters should still be prepared by an authorised officer and a copy retained in the Authority's records. <b><i>For the reasons set out in paragraph Error! Reference source not found. above, no letter that would either create an obligation for the Authority or give instructions on behalf of the Authority may be sent out under the name of a Member.</i></b></p>	Clarification and emphasis.
8.1 (N)	-	<p>Unlike constituent authorities (where Members are elected to represent a particular division or ward), Members to the Authority are not appointed to represent any particular locality. Instead, Members should aim to serve the best interests of all communities within the Authority's area.</p>	Clarification

Doc Ref./ Para. No.	Original Text	Revised/New Text	Rationale for change
7.1 (O) / 8.2 (N)	Whenever a public meeting is organised by the Authority to consider a local issue, the relevant local Authority Member should as a matter of course be invited to attend the meeting. Similarly, whenever the Authority undertakes any form of consultative exercise on a local issue, the local Member(s) should be notified at the outset of the exercise.	Nonetheless, it is appreciated that Members will feel an affinity with the area to which they have been elected and may feel some affinity with local, surrounding areas. Consequently, whenever a public meeting is organised by the Authority to consider a local issue, the Member(s) living most locally to the area concerned should as a matter of course be invited to attend the meeting.	Clarification.
10 (O)	Bullying	Section deleted in entirety	Removed duplication. Both the Members' Code of Conduct and Service procedures have clear sections on bullying.
<b>POLICY ON GIFTS AND HOSPITALITY</b>			
6 (O) / 3.2 (N)	invitation to take part in a sporting event;	invitation to <b>represent the Authority and/or Service by participating (i.e. playing) in</b> a sporting event;	Clarification that this category of acceptable hospitality relates only to participation in a sporting event.
6 (O) / 3.2 (N)	invitation to take part in a Company jubilee or other anniversary occasion.	invitation to take part in a <b>not-for-profit organisation's</b> jubilee or other anniversary occasion.	Clarification that this category of acceptable hospitality relates only to participation in such events organised by a not-for-profit company.
6 (O) / 3.2 (N)	-	invitation to attend an event (e.g. sporting event, concert etc.) as a spectator ( <b>new bullet point</b> )	Distinguishing clarification with hospitality associated with participation in a sporting event.

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7 (O) / 3.2 (N)	In general it will often be more acceptable to join in hospitality offered to a group than to accept something unique to oneself. When a particular matter is currently at issue with the Authority e.g. an arbitration, then commonsense dictates that offers of hospitality should be refused even if during other times they might be considered acceptable.	In general it will often be more acceptable to join in hospitality offered to a group than to accept something personal to oneself. When a particular matter is currently at issue with the Authority (e.g. an arbitration; <b>a contract for the provision of goods or services</b> ) then common sense dictates that offers of hospitality should be refused even if during other times they might be considered acceptable.	Additional clarification.