



**Hampshire
& Isle of Wight**
FIRE & RESCUE AUTHORITY

HAMPSHIRE AND ISLE OF WIGHT FIRE AND RESCUE AUTHORITY

CONSTITUTIONAL AND GOVERNANCE DOCUMENTS

February 2026



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Part 1 - Introduction and Background

1.1 Purpose of Constitution

The purpose of this constitution is to set out in a single place and in clear language how Hampshire and Isle of Wight Fire and Rescue Authority (HIWFRA) (“the Authority”) works and how it makes decisions.

1.2 Background

The Authority is a combined fire and rescue authority constituted under s2 of the Fire and Rescue Services Act 2004. It covers the administrative areas of Hampshire County Council, Isle of Wight Council, Portsmouth City Council and Southampton City Council. It is made up of elected members from Hampshire County Council (HCC), Isle of Wight Council (IWC), Portsmouth City Council (PCC), and Southampton City Council (SCC).

The Authority is a statutory corporation, which means it is a body created by government legislation. A statutory corporation can only do things it is specifically authorised to do by legislation or law.

Under Part 2 of the Fire and Rescue Services Act 2004, the Authority is responsible for carrying out the following functions:

- Fire safety – the promotion of fire safety in the Authority’s geographical area.
- Fire-fighting – extinguishing fires and protecting property and life in the Authority’s geographical area.
- Road Traffic Accidents - Rescuing people in the event of road traffic accidents (referred to within the Service as “road traffic collisions” or “RTCs”) and protecting people from serious harm in the event of road traffic accidents in the Authority’s geographical area, to the extent considered reasonable.
- Emergencies – such functions as the Secretary of State confers relating to emergencies other than fires and road traffic accidents in the Authority’s geographical area.



The Authority also has wide powers under the Fire and Rescue Services Act 2004 to do anything it considers appropriate for the purposes of carrying out its functions and anything it considers appropriate for purposes indirectly incidental to or connected with its functions.

The Authority is funded through the Council Tax precept.

1.3 Structure and Responsibility for Decision Making

Structure

The Authority is made up of elected members from its constituent authorities in proportion to the number of electors in each constituent authority, as set out in section 2 below.

Decision Making

The Authority meets 6 times per year. Its role is to take decision on strategic and policy matters and establish the framework within which the Hampshire and Isle of Wight Fire and Rescue Service operates, in accordance with its Terms of Reference which are set out in Part 3.1 of the Constitution. The procedures governing the Authority's meetings and the decisions it makes are set out in Standing Orders at Part 4.1 of the Constitution.

The Authority has two standing committees – Audit and Governance Committee (“A&GC”), which is responsible for audit and scrutiny functions in accordance with its terms of reference and the 3SFire CIC Stakeholder Committee which exercises the Authority's functions as shareholder of 3SFire.

The Authority is able to establish sub-committees of the Authority for a wide range of purposes and can delegate responsibility for taking certain decisions to sub-committees. The Authority is not able to delegate decisions to the Chairman or any other single member of the Authority.

The Authority has established a Scheme of Delegation. This delegates responsibility for a wide range of decisions relating to operational delivery to officers.

The Authority is able to delegate specific decisions to the Chief Fire Officer (or other officers) and can delegate authority to an officer to make a decision “in consultation” with the Chairman or other elected members.



Therefore, all decisions will be taken either by:

- The Authority at one of its meetings (on all matters that have not been delegated to the A&GC, to another sub-committee or to officers through the Scheme of Delegation or otherwise); or
- The Audit and Governance Committee (on matters within A&GC's terms of reference); or
- The 3SFire CIC Stakeholder Committee (on matters within its terms of reference); or
- A sub-committee of members to which the Authority has delegated responsibility for a decision; or
- By officers pursuant to the Scheme of Delegation; or
- By officers where a specific delegation has been given by the Authority, the Audit and Governance Committee, or the 3SFire CIC Stakeholder Committee.

Authority Policy Advisory Group

The Authority has an Authority Policy Advisory Group (APAG) made up of Senior Officers and Members. APAG does not make any decisions but acts as a forum for Authority Members and Officers to informally discuss and consider the future strategic direction of Authority and Service policy. APAG meets six times per year in between Authority meetings. APAG meetings are open to all Members and are chaired by the Chief Fire Officer. Responsibility for APAG's terms of reference is delegated to the Chief Fire Officer in consultation with Members.

1.4 The Authority's Vision

Hampshire and Isle of Wight Fire and Rescue Authority (HIWFRA) is committed to ensuring that Hampshire and the Isle of Wight have an efficient and effective fire and rescue service which makes life safer for everyone.

1.5 The Authority's Policy Framework

The Authority's Policies and Position Statements are contained within the Policy Framework which can be found on the HIWFRA internet pages



Part 2 – Members of the Authority

2.1 Composition

The Authority is made up of elected members from its constituent authorities in proportion to the number of electors in each constituent authority. The current membership is 11, comprising 8 members from Hampshire County Council, 1 from Isle of Wight Council, 1 from Portsmouth City Council, and 1 from Southampton City Council. From 1 April 2021 the maximum number of members is 25.

2.2 Appointments/election cycle

Constituent authorities make appointments to the Authority at their own full Council meetings (their annual meeting) in accordance with their own Council's political proportionality. A member ceases to be a member of the Authority if they cease to be an elected member of their appointing constituent authority. Any vacancy on the Authority is appointed to by the relevant constituent authority at its next full Council meeting.

2.3 Roles and functions of Members

Members of the Authority provide political leadership and set the strategic direction for the Service, representing the electorate. Their primary formal function is to participate in and vote on decisions at meetings of the Authority. This includes, in particular, annually setting the council tax precept and agreeing a number of other strategies and policies. The Authority elects individual members to the roles of Chairman and Vice-Chairman of the Authority and makes appointments of Members to any Committees or sub-committees it chooses to establish.

Part 3 – Arrangements to Perform Functions

3.1 Full Authority Terms of Reference

The Authority meets 6 times per year, or such as the Authority decides. The Authority's role is to take decisions on strategic and policy matters and establish the framework within which Hampshire and Isle of Wight Fire and Rescue Service operates.

In considering all matters and in particular in reaching decisions the Authority shall take into account the impact on equalities and on the environment and climate change. Decisions shall be taken with regard to the financial sustainability of the Authority and be underpinned by a commitment to health and safety.

Meetings of the Authority will be conducted in accordance with Standing Orders.

Specific matters upon which the Authority will make decisions include, but are not limited to, the following non exhaustive list:

Finance

- To annually determine a revenue budget and capital programme for the Authority and the level of Council Tax precept for the forthcoming financial year.
- To monitor and approve the Authority's medium term financial plan and any proposal to amend the budget.
- To monitor and approve the Authority's treasury management strategy.
- To consider monitoring reports against the Authority's agreed revenue budget and capital programme and to consider and approve the annual budget outturn position as set out in the Authority's final accounts.
- To approve budget virements over £200,000.
- To approve all virements from non-pay budget to pay budget.
- To approve amendments of direct revenue funding or the use of balances.
- To approve the write-off of any debt over £10,000.
- To approve capital scheme abortive fees in excess of £200,000.
- To approve one-off expenditure funded from reserves in excess of £200,000.

- To approve the appointment of external audit providers in accordance with the Authority's Financial Regulations.
- To agree and approve procedures for carrying forward under-spends on budget headings.
- To approve potential capital schemes with cost in excess of £1,000,000 before any expenditure is committed.

Assets

- To consider and approve the sale and purchase of land or buildings with a value greater than £250,000, or the disposal of land or buildings by way of lease or license for a period greater than 10 years or at a value greater than £100,000 per annum. For the avoidance of doubt, in exceptional circumstances, the Chief Fire Officer is authorised, following consultation with the Chairman and Chief Financial Officer to pay a deposit of up to £250,000 to secure the Authority's interest in the prospective purchase of land or buildings in circumstances where a decision to pay a deposit cannot wait until the next meeting of the Authority. In these circumstances the payment of the deposit will be reported to the next meeting of the Authority and any consequent decisions regarding proceeding with the transaction will be made by the Authority.

Approval of Strategies and Policies

To review and approve significant strategies and policies, including:

- the Integrated Risk Management Plan
- the Medium Term Financial Plan
- Authority Policies and Position Statements
- any other significant policies and strategies considered appropriate by the Chairman of the Authority or the Chief Fire Officer.

Risk and Performance Management

- To consider and receive reports on risk management.
- To regularly monitor performance against priorities and aims of the Safety Plan
- To consider and approve the Authority's insurance arrangements and oversight of any significant insured claims
- To consider and approve the Health and Safety Statement of Intent for signature by the Chief Fire Officer and Chairman of the Authority
- To consider and approve the annual report of the Audit and Governance Committee

People and Leadership

- To be responsible for the process of recruitment, appointment and dismissal of the Chief Fire Officer and the Deputy Chief Fire Officer.
- To appoint to the positions of Monitoring Officer and Chief Financial Officer to the Authority as 'Proper Officers' as set out in the Authority's Scheme of Delegation, Financial Regulations and relevant legislation.
- To consider and approve the Authority's Equality Statement for publication on an annual basis, and the Authority's Equality Objectives at least every 4 years, in accordance with the Equality Act 2010 and The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.
- To consider and approve the annual Pay Policy Statement for publication, in accordance with the Localism Act 2011.
- To complete the process required under the national terms and conditions of service for Principal Officers (Gold Book) for the annual review of performance and determination of local pay awards. For these purposes, the Authority shall establish a member working group to act as a Principal Officer Pay Group to provide recommendations to the Authority.

Governance

- To agree and adopt a Constitution for the Authority including the following elements and approve any revisions or replacements:
 - Standing Orders
 - Committee Terms of Reference
 - Contract Standing Orders
 - Scheme of Delegation

- Financial Regulations
 - Code of Conduct for Members, including Member role profiles
 - Arrangements to be applied for the investigation and determination of allegations of a failure to comply with the Code of Conduct for Members and co-opted Members
- To make appointments of members to committees, sub committees or working groups of the Authority.
 - To make appointments to the position of Chairman and Vice-Chairman of the Authority and committees/sub committees or working groups.
 - To make appointments to the Audit and Governance Committee
 - To make appointments to the Authority's Pension Board.
 - To appoint an Independent Person to the Authority in accordance with the Localism Act 2011.
 - To appoint members to the 3SFire CIC Stakeholder Committee.
 - To appoint to such other Member roles as the Authority determines from time to time.
 - To consider and approve a scheme for the payment of Members' Allowances in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003

Scrutiny

- To carry out joint Member/Officer pre and post implementation scrutiny of any major project, scheme or significant decision taken by the Authority or its Committees.
- To receive a report on any matter considered appropriate by the Chairman (or in their absence the Vice-Chairman) of the Authority or the Chief Fire Officer, Chief Financial Officer and Monitoring Officer.
- To consider and approve the settlement of uninsured claims, or claims not fully covered by the Authority's insurance arrangements in legal proceedings made by or against the Authority where the uninsured value is greater than £200,000.
- To consider and approve any special severance payments to the Chief Fire Officer, or any special severance payments of £100,00 and above
- To agree action in relation to 3SFire CIC as the shareholder and to have oversight of other commercial activity.

- To receive reports on urgent Financial actions taken by the Chief Financial Officer in consultation with the Chairman of the Authority and Chief Fire Officer in accordance with the Authority's Financial Regulations.
- To receive information relating to collaboration and partnership working
- To consider and approve a Slavery and Human Trafficking Statement in accordance with the requirements of the Modern Slavery Act 2015

When necessary, the Fire Authority will establish a working group to enable the fulfilment of any of the above.

3.2 Full Authority Timetable

The Authority's timetable of meetings for the coming year can be found on the Authority's website.

3.3 Audit and Governance Committee - Terms of Reference

The Audit and Governance Committee shall comprise 5 Members of the Authority or such other number as the Authority determines each year at the Annual Meeting of the Authority. Appointments to the Audit and Governance Committee shall be made each year at the Annual Meeting of the Authority.

The Audit and Governance Committee's terms of reference are:

The Audit and Governance Committee is a sub committee of the Hampshire and Isle of Wight Fire and Rescue Authority (HIWFRA) and is directly accountable to the full Authority.

The Committee is constituted in accordance with the recommended practice stated in the Chartered Institute of Public Finance and Accountancy (CIPFA) position statement on Audit Committees Local Authorities and Police 2022.

Purpose:

The Audit and Governance Committee will:

- provide an independent and high level focus on the adequacy of governance, risk, internal and external audit and financial arrangements.
- ensure there is sufficient and effective arrangements and controls in place to give confidence to our communities.
- provide objective oversight and fulfil the principles of good governance.

Key accountabilities:

Governance functions:

- Consider whether the Annual Governance Statement (AGS) properly reflects the risk environment and demonstrates how governance supports the achievement of the Authority's objectives.
- Approve the AGS for inclusion in the Statement of Accounts.
- Consider whether the Annual Assurance Statement provides adequate assurance across the Authority's range of operations.
- Approve the Annual Assurance Statement for publishing.
- Monitor the arrangements and preparations for financial reporting to ensure statutory requirements are met.
- Consider and approve the Statement of Accounts.
- Consider reports on the effectiveness of financial management controls and monitor arrangements including compliance with CIPFAs Financial Management Code.
- Receive reports detailing any identified fraud and corruption.
- Review governance arrangements for significant partnerships and collaborations.
- Seek assurances that the Authority's risk management arrangements adequately control risk related issues.
- Monitor progress in addressing risks on Authority's Strategic Risk Register.
- Request reports and seek assurances from relevant officers as is deemed necessary by any of the Committee Members.
- Consider any report of His Majesty's Inspectorate of Constabulary's and Fire and Rescue Service (HMICFRS).
- Monitor the progress of any HMICFRS action plan/Areas for Improvement and make recommendations where required.
- Monitor the progress of alignment with Fire Standards and make recommendations where required.

Audit functions:

- Internal Audit
 - Oversee internal audit's independence, objectivity and performance.
 - Support effective arrangements for internal audit.
 - Consider the annual Internal Audit opinion and Internal Audit Strategy.
 - Approve the annual risk based Internal Audit plan for the coming financial year.
 - Approve any significant changes to the risk based Internal Audit plan.
 - Consider Internal Audit progress reports.
 - Approve the Internal Audit Charter.

- External audit
 - Contribute to the operation of effective and efficient external audit arrangements.
 - Consider the External Auditor's management letter to the Authority and any reports from the External Auditor.
 - Make any recommendations relating to External Audit to the Full Authority as necessary.
 - Approve the provision of External Audit.
 - Consider additional commissions of work from External Audit.

Treasury Management

- Consider the arrangements put in place for the effective management and control of treasury management risks.
- Prior to approval by the Authority, receive and consider the:
 - Annual Treasury Management Strategy
 - Mid-year treasury management update report
 - End of year treasury management outturn report.
- Receive regular monitoring reports including reporting on required indicators.

Standards:

- Discharge the Authority's duty to promote and maintain high standards of conduct by Authority Members and co-opted Members through:
 - Championing the Core Code of Ethics and demonstrating behaviours aligned to the five principles within the Core Code of Ethics.
 - Making recommendations to the Authority on the revision or replacement of its Code of Conduct.
 - Making recommendations to the Authority on the arrangements to be applied for the investigation of allegations of Members failing to comply with the Members Code of Conduct including the appropriate involvement of the Independent Person.
 - Considering any allegation of failure to comply with the Members Code of Conduct as above.
- Oversee the recruitment of an Independent Person to the Authority (on a four yearly basis) and make a recommendation to the Authority for their appointment.
- Consider and determine any application by a Members or co-opted Member for the grant of dispensation under section 33 of the Localism Act 2011, relieving the restrictions on participation in and voting on, a matter in which the Members or co-opted Member has disclosed a pecuniary interest.
- Review the Members Allowance Scheme and make recommendations to the full Authority to approval of a Members Allowance Scheme.
- Act as the Authority's appeal body for appropriate categories of employees in accordance with approved policies, where it is not possible for an appeal to be heard by Officers.

Pension Board:

- Act as the Scheme Manager for the Hampshire and Isle of Wight Firefighters Pension Fund.

Administration of the Committee:

- The Audit and Governance Committee will meet 4 times a year.
- The Committee will comprise 5 Members of the Authority (or such number the Authority determines).
- Appointments to the Committee will be made annually at the Authority's Annual General Meeting (AGM).
- Regular officer attendees will be the Chief Finance Officer, the Deputy Monitoring Officer, the Head of Internal Audit, the Director of Corporate Services and the Deputy Chief Fire Officer.
- External Audit will attend as and when is required.
- The Committee can call upon other officers and agencies as required to fulfil their duties.
- The Chairman will meet with External Audit on an annual basis. Should the Chairman need to, they can engage at other times as is deemed necessary.
- The Committee will provide an annual performance report to the Full Authority detailing how it has complied with the CIPFA position statement, the report will include the work of the committee. The annual performance report will be published once reviewed by the Full Authority.

The Committee will pay due regard to the:

- Fire and Rescue National Framework for England
- CIPFA Financial Management Code
- CIPFA Treasury Management Code
- Local Government Act 2003
- Government Finance Act 1992
- Accounts and Audit Regulations 2015
- Accounts and Audit (Amendment) Regulations 2022
- Local Audit and Accountability Act 2014
- National Audit Office's 2020 Code of Audit Practice
- Statement of Responsibilities issued by Public Sector Audit Appointments (PSAA) Ltd
- Auditing Standards
- CIPFA publication titled Delivering Good Governance in Local Government Framework 2016.
- Principles of the Core Code of Ethics

3.4 Audit and Governance Committee Timetable

The Audit and Governance Committee's timetable of meetings for the coming year can be found on the Authority's website.

3.5 3SFire CIC Stakeholder Committee – Terms of Reference

Introduction

Hampshire and Isle of Wight Fire and Rescue Authority ("HIWFRA" and/or "the Authority") is the sole shareholder of 3SFire CIC ("the Company"). The Company is a local authority Community Interest Company. The Authority has delegated all shareholder functions, except insofar as these are expressly reserved, to a committee of the Authority known as the "3SFire CIC Stakeholder Committee" ("the Committee").

The Authority accepts and understands that the directors of the Company ("the Directors") are responsible for the management of the Company's business, subject to the powers that are reserved to the Company's shareholder by statute and/or the Company's Articles of Association ("the Articles"), further details of which appear below.

Composition

The Committee will be made up of 5 members of HIWFRA, appointed according to the overall proportionality of HIWFRA.

The Committee members (including the Chairman and Vice Chairman of the Committee) will be appointed by HIWFRA at its Annual General Meeting and/or at other times of the year as required.

Role of the Committee

The day to day direction and management of the Company will solely be a matter for the Directors (and for the executive directors to the extent of their delegated authority to bind the Company).

The Committee shall, without in any way issuing directions or instructions to the Directors in respect of the day to day business of the Company, undertake the shareholders' functions. This includes those functions that: (a) are expressly delegated to shareholders; (b) are to be exercised by the shareholders by operation of law; and/or (c) are expressly reserved in the Articles to HIWFRA, but excludes the shareholder functions reserved to the Authority as set out later in these Terms of Reference.

Specifically, and without limitation, the Committee's functions shall include:

1. Appointing and removing Directors;
2. Reviewing and amending the Articles;
3. Exercising the "Shareholders' reserve power" pursuant to Article 9 , and under which "the shareholders may, by special resolution, direct the directors to take, or refrain from taking, specified action";
4. Receiving reports from the Directors in relation to the following:
 - a. proposed resolutions, approvals and actions;
 - b. the Company's accounts;
 - c. the Company's business plan; and
 - d. such other matters as the Committee determines from time to time;
5. Discharging the shareholders' voting rights and responsibilities at General Meetings of the Company and/or as required by law. (NB As a corporate member, HIWFRA has authorised the Chairman and/or Vice Chairman of the Committee to act as HIWFRA's authorised representative at General Meetings of the Company pursuant to Article 42 of the Company's Articles and section 323 Companies Act 2006. Further, HIWFRA also expressly authorises the Chairman and/or Vice Chairman of the Committee to sign any resolution or other document necessary to implement any decision of the Committee. Any such resolution or document that is duly signed by the Chairman or Vice Chairman shall be deemed to be signed by HIWFRA as shareholder).
6. Exercising the Authority's financial controls over the Company pursuant to Article 67 of the Company's Articles, including providing such consents as may be required.

Deferral to the Authority

Whilst there are no functions reserved for the Full Authority, the Stakeholder Committee can choose to defer any decision if it is deemed large scale and/or particularly contentious.

Meetings

The Committee will meet at least two times per year. The Chairman may convene other meetings of the Committee as required.

Quorum

The quorum of the Committee shall be in accordance with the Authority's Constitution.

Publication of Information

Notice of the Committee's meetings, the agenda, papers and minutes will be published on the Authority's website in accordance with the Authority's Constitution and obligations under relevant local government law.

3.6 Terms of Reference for the Pension Board of the Hampshire and Isle of Wight Firefighter's Pension Scheme

1 Introduction

- 1.1. Hampshire and Isle of Wight Fire and Rescue Authority (HIWFRA) has established a Pension Board in accordance with the requirements of the Public Service Pensions Act 2013.

2 Role and Powers of the Hampshire and Isle of Wight Firefighter's Pension Board

- 2.1. The role of the Board is to:

- Assist HIWFRA as the administering authority of the Hampshire and Isle of Wight Firefighter's Pension Scheme (HIWFFPS):
 - to secure compliance with the Firefighter's Pension Scheme (FFPS) Regulations and any other legislation relating to the governance and administration of the FFPS.
 - to secure compliance with requirements imposed in relation to the FFPS by the Pensions Regulator.
- To ensure the effective and efficient governance and administration of the HIWFFPS by the Authority.
- To consider how discretionary and other pension related issues are being addressed from an operational viewpoint.
- To present an annual report to the Authority on the exercise of its functions.

- 2.2. The Board shall have the power to do anything which is calculated to facilitate or is conducive or incidental to the discharge of any of its functions.

3 Members of the Hampshire and Isle of Wight Firefighter's Pension Board

- 3.1. The Board shall initially consist of 8 members and be constituted as follows:

4 employer representatives;

- Persons appointed to the pensions board for the purpose of representing employers for the scheme and any connected scheme.

4 scheme member representatives;

- Active, deferred or pensioner members of the Firefighter's Pension Scheme, appointed for the purpose of representing members of the scheme and any connected scheme

- 3.2. The Chairman of the Board will be elected by the Board, from amongst its number at the first meeting of the Board following the Annual General Meeting (AGM) of the HIWFRA in each year.
- 3.3. With regard to 3.4, the Vice Chairman of the Board will be elected by the Board from amongst its number at the first meeting of the Board following the Annual General Meeting (AGM) of the HIWFRA in each year.
- 3.4. If the Chairman is a scheme member representative then the Vice Chairman will be an employer representative and vice versa.
- 3.5. The employer representatives will be appointed by the Authority at any time during the year.
- 3.6. Scheme member representatives will be appointed by the Authority, at any time during the year, in accordance with the recruitment policy agreed by the relevant Committee with responsibility for Scheme Management. They must be active, deferred or pensioner members of the FFPS. Where possible, and subject to suitable applications being received, scheme members will be appointed from both the Hampshire and Isle of Wight geographical areas.
- 3.7. The term of office of the Chairman and Vice Chairman will be one year, but either can be re-elected by the Board up to a maximum of four years.
- 3.8. Each employer representative and scheme member representative so appointed shall serve for a fixed four-year period which can be extended for a further period of four years.
- 3.9. Employer representatives and scheme member representatives will remain as members of the Board during their appointed term of office unless they become incapable of acting, cease to represent their constituency, resign by giving written notice to the Chairman of the HIWFRA or are removed from the Board pursuant to Paragraph 4 of the Board's Code of Conduct.
- 3.10. Employer representatives and scheme member representatives may also be removed from office during their term of appointment by a majority decision of a quorate meeting of the HIWFFPS Board if they do not comply with the requirements of paragraph 3.9. The removal of any Board member also requires the agreement of the HIWFRA.
- 3.11. Each Board member should endeavour to attend all Board meetings during the year and is required to attend at least half of the meetings held in each year.

Quorum

- 3.12. Half of the members of the Board will represent a quorum for Board Meetings.
- 3.13. In the absence of both the Chairman and the Vice-Chairman the members of the Board shall appoint a Chairman for that meeting who shall while presiding have any power or duty of the Chairman in relation to the conduct of the meeting.

4 Advisers to the Board

- 4.1. The Board will be supported in its role and responsibilities by officers of the HIWFRA and it will consult with such officers to help better perform its duties. In the event that specialist professional advice is not available from the officers of the HIWFRA then the Board may ask HIWFRS Officers to seek independent professional advice through the appointment of advisers on their behalf, subject to financial and legal considerations.

5 Knowledge and Skills

- 5.1. A member of the Board must be conversant with:
- The legislation and associated guidance of the FFPS.
 - Any document recording policy about the administration of the FFPS which is for the time being adopted by the HIWFRA.
- 5.2. A member of the Board must have knowledge and understanding of:
- The law relating to pensions, and
 - Any other matters which are prescribed in regulations.
- 5.3. A member of the Board representing employers or scheme members must have the relevant experience and capacity to represent employer and scheme members respectively on the Board.
- 5.4. Notwithstanding the requirements set out above, it is anticipated that training will be given to Board Members to help them fulfil their role and to keep them updated on changes in the FFPS.

6 Board Meetings

- 6.1. Meetings of the Board will be conducted in accordance with the Standing Orders of the HIWFRA and for all purpose including but not limited to notice of meetings, publication of agendas and reports, recording and publication of minutes of meetings and consideration of urgent items meetings of the Board shall be treated as if they were a meeting of a Committee of the HIWFRA.
- 6.2. There will be a minimum of two Board meetings a year and the Chairman of the Board, with the consent of the Board may call additional meetings. Urgent business of the Board between meetings may, in exceptional circumstances, be conducted via communications between members of the Board including telephone or video conferencing and e-mails.

7 Voting

- 7.1. Each member of the Board will have an individual vote and items will be decided by a simple majority of members attending the meeting but it is expected the Board will as far as possible reach a consensus. The Chairman shall determine when consensus has been reached.

- 7.2. Where consensus is not achieved, this should be recorded by the Chairman who shall then have a casting vote.
- 7.3. In support of its core functions, the Board may make a request for information from the Scheme Manager, with regard to any aspect of the scheme manager's function. Any such request should be reasonable and complied with in both scope and timing.
- 7.4. In support of its core functions the Board may make recommendations to the Scheme Manager which should be considered and a response made to the Board on the outcome within a reasonable period of time.

8 Standards of Conduct

- 8.1. The role of Board members requires the highest standards of conduct and therefore the 'seven principles of public life' apply to all Board members, these are:
- Selflessness
 - Integrity
 - Objectivity
 - Accountability
 - Openness
 - Honesty
 - Leadership
- 8.2. The Code of Conduct for Board Members set out in Annex A shall apply to all members of the Board. Members of the Board who are also a member of other authorities also remain bound by the Member's Code of Conduct of their own authority.

9 Publication of Pension Board Information

- 9.1. Up to date information will be posted on the Authority's website showing:
- The names and information of the Board members.
 - How the scheme members are represented on the Board.
 - The responsibilities of the Board as a whole.
 - The full terms of reference and policies of the Board and how they operate.
 - The Board appointment process.
 - Who each individual Board member represents.
 - Any specific roles and responsibilities of individual Board members.

10 Accountability

- 10.1. The Board will be collectively and individually accountable to the relevant Committee with responsibility for Scheme Management and the Authority.

11 Reporting Breaches

- 11.1. Any potential or actual Breach that comes to the attention of the Board shall be reported to the Monitoring Officer and then to the Authority.

12 Expense Reimbursement

- 12.1. No basic allowance is payable to Board members although employer and scheme member representatives shall be entitled to claim Travelling Allowances on the terms set out in the then current Member's Allowance scheme, or HIWFRS employees' scheme as appropriate.

13 Definitions

- 13.1. The undernoted terms shall have the following meaning when used in this document:

<i>The Authority or 'HIWFRA'</i>	Means HIWFRA Full Authority
<i>'relevant committee with responsibility for scheme management or 'Scheme Manager'</i>	Means HIWFRA Audit and Governance Committee
<i>Breach</i>	Means non-compliance with a duty relevant to the administration of the FFPS which is likely to be of material significance to the Pensions Regulator in the exercise of any of its functions
<i>'Hampshire and Isle of Wight Firefighter's Pension Board', 'Fire Pension Board', 'Pension Board' or 'Board'</i>	Means the Pension Board of Hampshire and Isle of Wight Fire and Rescue Authority for the Hampshire and Isle of Wight Firefighters Pension Scheme as required under the Public Service Pensions Act 2013.
<i>'HIWFFPS', 'FFPS' or Regulations</i>	The Firefighter's Pension Scheme as constituted by the Firefighter's pension scheme 1992, as amended, the Firefighter's Pension Scheme 2006, as amended and the Firefighter's Pension Scheme Regulations 2014 as amended.
<i>'Scheme'</i>	Means the Firefighter's Pension Scheme as defined under 'HIWFFPS' above.
<i>'Scheme Member Representatives'</i>	Means active, deferred or pensioner members of the Firefighter's Pension Scheme, appointed for

	the purpose of representing members of the scheme and any connected scheme.
<i>'Employer Representatives'</i>	Means persons appointed to the pension board for the purpose of representing employers for the scheme and any connected scheme.

14 Interpretation

- 14.1. Any uncertainty or ambiguity or interpretation required relating to any matters contained in this document shall be resolved by reference to the Authority's Monitoring Officer.

Annex A

Code of Conduct for Members of the Hampshire and Isle of Wight Firefighter's Pension Board Members

1. Introduction

This Code of Conduct for the Hampshire and Isle of Wight Firefighter's Pension Board has been adopted by the HIWFRA pursuant to its statutory duty to appoint a Pension Board for the HIWFFPS.

This Code applies to members of the Hampshire and Isle of Wight Firefighter's Pension Board when acting in their capacity as members of the Board. For the avoidance of doubt, members of the Board who are also members of other authorities also remain bound by the Member's Code of Conduct of their own authority.

This Code is based on and is consistent with the principles of;

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty and
- Leadership

2. Obligations of Members of the Board

As a Member of Hampshire and Isle of Wight Firefighter's Pension Board, your conduct will address the principles of the Code of Conduct by:

- a. Not allowing other pressures, including the financial interests of yourself or others connected to you, to deter you from pursuing the interests of the HIWFFPS, or the good governance of the HIWFFPS in a proper manner.
- b. Exercising independent judgement and not compromising your position by placing yourself under obligations to outside individuals or organisations who might seek to influence the way you perform your duties.
- c. Listening to the interests of all parties, including relevant advice from statutory and other professional officers of the HIWFRA (or those acting on their behalf), taking all relevant information into consideration, remaining objective and making decisions on merit.

- d. Being accountable for your decisions and co-operating when scrutinised internally and externally.
- e. Contributing to making the Board's decision-making processes as open and transparent as possible.
- f. Restricting access to information when the wider public interest, the Board's Terms of Reference or the law requires it.
- g. Valuing your colleagues and Officers of the HIWFRA and engaging with them in an appropriate manner.
- h. Always treating all people with respect and propriety.

3. Conflicts of Interest

- a. No member of the Board may participate in any business of the Board if they have a financial or other interest which is likely to prejudice a person's exercise of functions as a member of the Board (this does not include a financial or other interest arising merely by virtue of membership of the Scheme or any connected Scheme) ('Conflict of Interest').
- b. All Board members must before becoming a member of the Board declare any potential Conflict of Interest to the Monitoring Officer of the HIWFRA.
- c. After appointment all Board members must within 14 days of becoming aware of any new potential Conflict of Interest declare that potential Conflict of Interest to the Monitoring Officer of the HIWFRA.
- d. A member of the Board must at any time provide the Monitoring Officer of the HIWFRA with such information as he or she requires for the purpose of establishing whether or not the Board member has a Conflict of Interest.
- e. A Board member should disclose any Conflict of Interest in any business of the Board either at the commencement of the meeting, the commencement of the consideration of the item or when the Conflict of Interest becomes apparent.
- f. If a Board member has a Conflict of Interest in any business of the Board then that Member may not participate in any discussion of, vote on or discharge any function in relation to the matter. In addition, the Board member should withdraw from the room where the meeting is being held.
- g. All members of the Pension Board (including non-elected members) will also be asked to complete a declaration of disclosable pecuniary interests (DPIs), as defined within Local Government law.

4. Non-Compliance with the Code of Conduct

Any alleged non-compliance with this Code of Conduct shall be referred to the relevant Committee with responsibility for Scheme Management for consideration. In the event that the Committee find that a member of the Board has failed to comply with the provisions of this Code then the Committee may determine that the Member is to immediately cease to be a member of the Board or take such other action as the Committee regard as appropriate. This can include but is not limited to requiring the member to apologise or requiring the member to undertake such training as they feel is appropriate.

3.7 Scheme of Delegation

1. Introduction

- 1.1 This Scheme of Delegation has been approved by Hampshire and Isle of Wight Fire and Rescue Authority (“the Authority”) and was drawn up in consultation with the Chief Fire Officer of Hampshire and Isle of Wight Fire and Rescue Service (the Chief Fire Officer”).
- 1.2 In accordance with the provisions of Section 101 of the Local Government Act 1972 the Authority may, subject to any express provision in any Act of Parliament, arrange for the discharge of any of its functions by a committee, a sub-committee or an officer of the Authority.¹
- 1.3 Where the Chief Fire Officer is authorised to discharge any functions on behalf of the Authority and is for any reason unable to discharge those functions the Authority’s Deputy Chief Fire Officer is authorised to discharge any functions on behalf of the Authority. In the absence of both the Chief Fire Officer and the Deputy Chief Fire Officer, the Assistant Chief Fire Officer shall be authorised to discharge those functions.
- 1.4 Where the Chief Fire Officer or the Authority’s Chief Financial Officer (“Chief Financial Officer”) is authorised to discharge any functions on behalf of the Authority and is for any reason unable to discharge those functions, those authorised to deputise for Chief Fire Officer or the Chief Financial Officer in respect of their office within their local authority may discharge those functions.
- 1.5 Where the discharge of a function is delegated to an officer under this Scheme of Delegation and that officer is for any reason unable to discharge those functions that officer may arrange for the discharge of that function to be undertaken by another officer nominated by him/her. ²
- 1.6 The Authority has appointed a Monitoring Officer and a Chief Financial Officer to the Authority who are responsible for supporting the Chief Fire Officer in the general administration of the Authority. The Chief Financial Officer is also the officer appointed by the Authority to be responsible for its financial affairs.

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1. *A Committee which is authorised to discharge an function on behalf of the Authority may delegate that power to a sub-committee or an officer, where arrangements have been made for a subcommittee to discharge any function it may delegate that function to an officer, arrangements may also be made between two or more fire authorities for the discharge of their functions.*
 2. *The term “officer” refers to people appointed to posts within the Authority. They may be directly employed or working for the Authority under Service Contracts, SLA or other arrangements.*

- 1.7 Various duties are conferred by legislation on the “Proper Officer” of the Authority. The term proper officer in relation to any person is interpreted as meaning the officer appointed for that purpose by the Authority or if not specifically appointed, the Monitoring Officer, Chief Financial Officer or Chief Fire Officer as appropriate. For the avoidance of any doubt, the Monitoring Officer, Chief Financial Officer and the Chief Fire Officer (where stated) are appointed as Proper Officers for the purposes set out in the table in the Annex hereto.
- 1.8 For the purposes of the Proper Officer provisions referred to in the Annex hereto the deputy to the Monitoring Officer, the Deputy Chief Financial Officer, and/or Deputy Chief Fire Officer (DCFO), or, in the absence of the DCFO, the Assistant Chief Fire Officer are authorised to act in the event of the Monitoring Officer, Chief Fire Officer or Chief Financial Officer being unable to act as the Proper Officer.

2. The Chief Fire Officer

- 2.1 The Chief Fire Officer is authorised to act on behalf of and exercise all the powers of the Authority, except for those matters specifically reserved for decision by the Authority, its Audit and Governance Committee or its 3SFire CIC Stakeholder Committee as set out in the Terms of Reference of the Authority and the Terms of Reference of the Committees, provided that any such action is in accordance with relevant legislation, the policies laid down by the Authority, the Authority’s approved budget and the Authority’s Constitution, in particular the Authority’s Financial Regulations.

3. The Monitoring Officer

- 3.1 The Authority is required to appoint an officer to perform the functions of the “Monitoring Officer” under Section 5 of the Local Government and Housing Act 1989 (“the Act”).
- 3.2 In accordance with the provisions of Section 5 of the Act the Monitoring Officer is required to prepare a report to the Authority with respect to any proposal, decision or omission by the Authority, any of its committees, officers or employees which has given rise to, or is likely to, or would give rise to, a contravention of any enactment or rule of law or any code of practice made or approved by or under any enactment.
- 3.3 In performing the duty conferred by Section 5 of the Act the Monitoring Officer will take account of reports made by any other officer and whether a matter is being resolved by other means including other reporting procedures.
- 3.4 The Monitoring Officer in performing the duties arising under Section 5 of the Act is authorised to incur expenditure where this is necessary in seeking advice outside the Authority.

Legal Proceedings

- 3.5 The Monitoring Officer or the Chief Fire Officer are authorised to instigate , defend or participate in any legal proceedings in any case where the instigation or defence of such proceedings is necessary to give effect to decisions of the Authority (or any committee, sub-committee or officer) or in any other case where the Monitoring Officer or Chief Fire Officer considers that the instigation or defence of or participation in legal proceedings is necessary to protect the Authority's interests. They are further authorised to approve settlements or other payments, in such proceedings, except for:
- Uninsured claims, or claims not fully covered by the Authority's insurers where the uninsured value is greater than £200,000.
- 3.6 Either the Monitoring Officer or Chief Fire Officer is authorised to take action in connection with the Authority's statutory functions in proceedings in magistrates and crown courts and in any other judicial or quasi judicial proceedings including laying information, making complaints and otherwise representing the Authority.
- 3.7 Where any document will be a necessary step in any legal procedure or legal proceedings on behalf of the Authority it shall be signed by the Monitoring Officer or Chief Fire Officer unless any enactment otherwise requires or authorises, or the Authority gives authority to, some other person for the purpose of such procedure or proceedings. Where any document is to be signed by a Solicitor it shall be signed by the Monitoring Officer or someone authorised to sign on the Monitoring Officer's behalf.

4. The Chief Financial Officer

- 4.1 The financial responsibilities of the Authority's Chief Financial Officer are set out in the Authority's Financial Regulations.

Annex to Scheme of Delegation- Purposes of the Proper Officer

Legislation	Purpose	Proper Officer
Section 100B (2) Local Government Act 1972	Access to Agenda and connected papers	The Monitoring Officer
Section 100 (B) (7) (c) Local Government Act 1972	Determination of whether any reports or parts should be excluded from those Supplied in accordance with a request from any newspaper	The Monitoring Officer
Section 100C (2) Local Government Act 1972	Inspection of minutes and other documents after meetings	The Monitoring Officer
Section 100 D (1) (a) Local Government Act 1972	Compilation of lists of background papers for the report or the part of the report.	The Monitoring Officer and/or the Chief Financial Officer depending on which officer is reporting to the Authority. In the case of joint reports, whose title first appears at the head of the report.
Section 100D (5) (a) Local Government Act 1972	Identification of background papers to reports	The Monitoring Officer and/or Chief Financial Officer (as in previous delegation)
Section 100F(2) Local Government Act 1972	Determining which Documents are available for public inspection	The Monitoring Officer
Section 115 Local Government Act 1972	Responsibility for the receipt of money due from officers	The Chief Financial Officer in respect of officers under Their respective direction and control
Section 229 Local Government Act 1972	Certification of documents	The Monitoring Officer and/or the Chief Financial Officer within delegated powers
Section 234 (1) Local Government Act 1972	Authentication of documents	The Monitoring Officer and/or the Chief Officer
Section 30 Local Government Act 1974	Reports on investigation/ Issued by a Local Commissioner	The Monitoring Officer

Part 4 - Rules of Procedure

This section of the Constitution contains the rules of procedure, responsibilities and governance framework governing decision making by elected members at Authority meetings or Committee meetings and decision making by officers under the Scheme of Delegation.

Section 4.1 contains the Authority's Standing Orders. These set out the rules of procedure that govern meetings of the Authority (i.e. members) and meetings of Committees and Sub Committees.

Section 4.2 contains the Authority's Financial Regulations. These identify the financial responsibilities of Hampshire and Isle of Wight Fire and Rescue Authority, Members, the Chief Fire Officer; the Monitoring Officer; the Chief Financial Officer; and other officers. Financial Regulations set out the responsibilities and framework within which all financial matters relating to the Authority are dealt with.

Section 4.3 contains the Authority's Contract Standing Orders. These set out the administrative procedures that have been adopted by the Authority and must be followed in relation to the procurement and award of contracts for goods, services or works with third parties.

4.1 Hampshire and Isle of Wight Fire and Rescue Authority - Standing Orders

1. Meetings of the Authority

- 1.1 The Authority shall hold an annual meeting between 1 April and 30 June each year. The first items of business on the agenda for the annual meeting shall be the appointment of Chairman and Vice-Chairman for the ensuing year to the next annual meeting.
- 1.2 In addition to the annual meeting of the Authority and any meeting convened by the Chairman or by members of the Authority, meetings for the transaction of general business shall be held on such days as may be determined by the Authority at its annual meeting provided that any such date may be varied at a subsequent meeting.
- 1.3 The Chairman of the Authority may cause a special meeting of the Authority to be called at any time.
- 1.4 A special meeting of the Authority shall be called on the request of at least one quarter of the whole number of members of the Authority by notice in writing and signed by them and given to the Chief Fire Officer or Monitoring Officer and specifying the business for which the meeting is to be called. After receipt of such request, the Chief Fire Officer or Monitoring Officer shall arrange for the special meeting to take place not less than 21 days and not more than 35 days after the receipt of the request.
- 1.5 In these Standing Orders “ordinary meeting” means a meeting described in paragraph (1) or (2) above other than a meeting convened by the Chairman or by members of the Authority. Unless otherwise specified, the term “year” means the period from the annual meeting in one calendar year to the start of the annual meeting in the following year.
- 1.6 All meetings of the Authority shall take place on a weekday and be held at a time determined by the Authority and published on the Authority’s website.
- 1.7 All public meetings of the Authority, and of its committees and sub-committees, shall be conducted in accordance with the building access and security requirements applicable to the premises in which the meeting is held. Appropriate arrangements shall be made to ensure that members of the public are able to attend public meetings and that other public facing activity is facilitated while maintaining compliance with those requirements.
- 1.8 The Police and Crime Commissioner for Hampshire and Isle of Wight shall be invited to attend the public part of meetings of the Authority and shall be entitled to speak to any of the items on the public agenda during debate under Standing Order 6(1). For the avoidance of doubt, the Police and Crime Commissioner for Hampshire and Isle of Wight shall not be a Member of the Authority and shall not have a right to vote on any matter. Standing Order 10 shall apply to the Police and Crime Commissioner for Hampshire and Isle of Wight when in attendance at meetings of the Authority. Standing Order 19

shall not apply to the Police and Crime Commissioner for Hampshire and Isle of Wight when in attendance at meetings of the Authority pursuant to the invitation contained in this Standing Order.

- 1.9 The Authority may from time to time appoint deputy members from any of the Constituent Authorities. Duly appointed deputy members may, after giving notice in advance to the Monitoring Officer, deputise for their Authority's substantive member at a meeting of the Authority, in the event their substantive member is unable to attend such meeting. Only a Constituent Authority's substantive member or their deputy member (and not both) may attend and vote at a particular meeting. Standing Orders shall apply to a deputy member when attending a meeting of the Authority in the same way as they apply to substantive members. Deputy Members shall not be entitled to receive allowances under the Authority's Members' Allowance Scheme.

2. Appointment of Committees and Sub-Committees

- 2.1 The Authority shall appoint at its annual meeting or at other times as required, such committees or sub-committees as it deems necessary; committees and sub-committees shall meet as and when required.
- 2.2 The Authority may at its annual meeting or at other times as required appoint up to one Substitute Member from each political group on the Authority which is represented on a committee or sub-committee of the Authority, to substitute for any member ('Ordinary Member') of such political group who is appointed to such committee or sub-committee in accordance with paragraph 2.1.
- 2.3 Where a Substitute Member is appointed in accordance with paragraph 2.2 above, then such Substitute Member may attend any meeting of the committee or sub-committee of the Authority to which such substitution relates in place of any Ordinary Member of the same political group appointed to such Committee or Sub-Committee of the Authority, on notification to the Clerk or Monitoring Officer by the relevant political group leader that an Ordinary Member is unable to attend and the Substitute Member will be attending in their place. A Substitute Member may only attend a Meeting when the Ordinary Member will be absent for the whole of the Meeting

3. Chairman of the Meeting

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

4. Quorum

- 4.1 At a meeting of the Authority the quorum shall be as set out in the Hampshire and Isle of Wight Fire and Rescue Authority (Combination Scheme) Order 2020, as amended from time to time.
- 4.2 The quorum for every meeting of a committee or sub-committee of the Authority, unless a special quorum is otherwise prescribed shall be at least one third of the whole number of the committee or sub-committee provided

that in no case shall a quorum of a committee or sub-committee be less than three members.

- 4.3 If within thirty minutes from the time appointed for the commencement of any meeting of the Authority or of a committee or sub-committee a quorum (that is one third of the whole number of members or three members, whichever is the greater) is not present, the meeting may be dissolved.

5. Circulation of Agenda and Confirmation of Minutes of the Authority*

- 5.1 A copy of the summons and agenda for the forthcoming meeting of the Authority, a committee or sub-committee and the minutes of the previous meeting shall be dispatched by the Monitoring Officer at least five clear days before such forthcoming meetings to each member, and such minutes shall be taken as read when submitted to the Authority for confirmation unless a majority of the members then present otherwise order. Unless similarly ordered, any document which comes up for consideration at any meeting, and which has been circulated to each member at or prior to such a meeting, shall be taken as read.

6. Motions and Amendments Generally*

- 6.1 After calling each item on the Agenda (other than Minutes) and after any introductory remarks by the Chief Fire Officer or other Officer of the Authority, the Chairman shall first call for questions and after these have been disposed of, shall call "any debate?" A member desiring to ask questions or to debate shall indicate by raising his/her hand.
- 6.2 If there is no debate, the Chairman shall put the Recommendation to the vote, or in the case of an item for information only, that it be noted and no seconder shall be required.
- 6.3 A member shall not, without the permission of the Chairman, speak more than once on any motion or amendment except on a point of order or by way of personal explanation.
- 6.4 Where the Agenda item contains a Recommendation, it shall be deemed at the commencement of debate on that item, unless the Chairman indicates otherwise, that the Recommendation has been formally moved by him/her and seconded and any subsequent motion shall be treated as an amendment to the Recommendation.
- 6.5 The Chairman may require the mover of a motion or amendment to put the same into writing and submit it to the Chair before speaking about it. Subject to this, no motion or amendment shall be debated until the mover has spoken to it and it has been seconded.
- 6.6 A member may not propose or second a motion or amendment on which he/she is disqualified from voting, and neither may a member move or second more than one amendment on the same motion.

7. Motions Affecting Persons Employed by the Authority*

- 7.1 If any matter arises at a meeting of the Authority, or a committee or sub-committee as to the appointment, promotion, dismissal, salary, superannuation, condition of service or the conduct of any person employed by the Authority, such matter shall not be the subject to discussion until the Authority, committee or sub-committee, as the case may be, has decided whether or not the power of exclusion of the public under Part 1 of Schedule 12A of the Local Government Act 1972, shall be exercised.

8. Amendments to Motions*

- 8.1 An amendment shall be relevant to the motion and shall be either:-
- 8.1.1 to refer a subject of debate to a committee or sub-committee for consideration or reconsideration;
 - 8.1.2 to leave out words;
 - 8.1.3 to leave out words and insert or add others;
 - 8.1.4 to insert or add words;

but such omission, insertion or addition of words shall not have the effect of introducing a materially new issue into or of negating a motion before the Authority.

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

9. Alterations or Withdrawal of Motion or Amendment*

- 9.1 A proposer of a motion may, with the concurrence of the seconder and the consent of the Authority, alter the motion if the alteration is such that it could properly be effected by an amendment of the motion. A proposer of an amendment may, with the like concurrence and consent, alter the amendment if the amendment as altered could properly have been moved in that form as an amendment. The altered motion or amendment shall if required by the Chairman be put into writing and handed to him/her before the consent of the Authority to the alteration is sought.
- 9.2 A proposer of a motion or of an amendment may, with the concurrence of the seconder and the consent of the Authority, withdraw the motion or amendment which he/she has proposed, and no member shall speak upon it after the proposer has asked permission for its withdrawal, unless such permission has been refused.
- 9.3 The giving or refusal of the consent of the Authority to the alteration or

withdrawal of a motion or amendment shall be signified without discussion.

10. Conduct of Members*

- 10.1 A member who has a disclosable pecuniary interest in any matter being considered at a meeting of the Authority must not participate in discussion of, or vote on, that matter, and must withdraw from the room where the meeting is being held, unless he or she has obtained a dispensation from the Audit and Governance Committee. The member may, however, make representations on the matter to the meeting, in accordance with the Authority's deputations procedure, provided that he or she withdraws from the room when those representations are concluded and before any discussion or vote takes place.
- 10.2 A member shall direct his/her speech to the question under discussion or to a personal explanation or to a point of order and shall not impute motives or use offensive expressions to or about any other member.
- 10.3 If any member in the opinion of the Chairman misconducts himself/herself by persistently disregarding the ruling of the Chairman or by behaving irregularly, improperly or offensively, or by willfully obstructing the business of the Authority, or by tedious repetition or unbecoming language in his/her speech, the Chairman or any other member may move "that the member named be not further heard" and such motion if seconded shall be put and determined without discussion.
- 10.4 If the member named continues his/her misconduct after a motion under the previous paragraph has been carried, the Chairman shall either:-
- 10.4.1 move "that the member named is to leave the meeting" (in which case the motion shall be put and determined without seconding or discussion); or
- 10.4.2 Adjourn the meeting of the Authority for such period as he/she in his/her discretion shall consider expedient.
- 10.5 In the event that a motion under Standing Order 10.4.1 has been carried and the named member refuses to leave the meeting the Chairman may order the removal of that member from the room in which the meeting is being held.

11. Questions*

- 11.1 A member may, if the question has been given to the Chief Fire Officer in writing by 10.00 a.m. three clear working days before the meeting of the Authority, ask the Chairman of the Authority or the Chairman of any committee, any question relating to the business of the Authority or the committee.
- 11.2 The question given to the Chief Fire Officer shall set out in full the question to be asked and the notice shall be signed and dated by the member giving the notice. The requirement for the notice to be signed by the member shall

not apply in the case of an electronic copy being received by the Chief Fire Officer.

- 11.3 The Chief Fire Officer shall record any questions submitted in the order in which they are received and the questions in that order shall be put to the appropriate meeting of the Authority.
- 11.4 Every question shall be put and answered without discussion, but the person to whom a question has been put may decline to answer. The member asking the question may ask one supplementary question arising out of the reply.
- 11.5 Where a reply to any question cannot conveniently be given orally, it shall be deemed as sufficient reply if a written answer is circulated to the member asking the question and to all other member of the Authority as soon as reasonably practicable after the meeting.
- 11.6 The amount of time devoted to questions under this Standing Order shall not exceed 30 minutes.

12. Agenda Items*

- 12.1 A member may, by giving 10 working days notice, require an item to be placed on the agenda either for an Authority or committee meeting. For the avoidance of doubt, the Authority or committee at which the agenda item is considered will determine what, if any, action it is proposed to be taken with the agenda item. If either the Authority or the committee determine that further action is required on the agenda item, the Authority or the committee will request officers to submit a full report on the agenda item to the next appropriate meeting of the Authority or committee.

13. Points of Order and Explanation*

- 13.1 A member may rise on a point of order or in personal explanation and shall be entitled to be heard immediately. A point of order shall relate only to an alleged breach of a Standing Order or statutory provision, and the member shall specify the Standing Order or statutory provision and the way in which he/she considers it has been broken. A personal explanation shall be confined to some material part of a former speech by him/her which may appear to have been misunderstood in the present debate.
- 13.2 The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

14. Formal Motion*

- 14.1 A member who has not spoken may, at the conclusion of a speech of another member, move without comment “that the question be now put” or “that the Authority now adjourn”, upon the seconding of which the Chairman shall put that motion to the vote without amendment or discussion and, if it is carried, the question before the meeting shall be put to the vote or the meeting shall stand adjourned, as the case may be; provided that if on the moving and seconding of any such formal motion as aforesaid the Chairman is of the opinion that the matter has not been sufficiently discussed, he/she may either refuse to accept the motion at that time or he/she may indicate how many more member he/she will permit to speak before putting the motion.

15. Relevance of Speeches*

- 15.1 A member shall direct his/her speech to the question under discussion or to an explanation or to a point of order.

16. Voting*

- 16.1 Every proposition shall, unless otherwise required by these Standing Orders or Statute, be determined by show of hands or, at the discretion of the Chairman, by voices.
- 16.2 In taking the votes on any proposition, only those members who are present when the proposition is put from the Chair shall be entitled to vote.
- 16.3 After a proposition is put from the Chair, but before the vote is taken, any five members by show of hands may require that the voting shall be recorded in the minutes of the meeting so as to show whether each member present gave his/her vote for or against that proposition or abstained from voting.
- 16.4 Where, immediately after a vote is taken at a meeting of the Authority or any committee, any member so requires, there shall be recorded in the minutes of the proceedings of that meeting whether that person cast his or her vote for the question or against the question or whether he or she abstained from voting.

16.5 The Chairman or person chairing meetings of the Authority and committees shall have a second or casting vote. For the avoidance of doubt, the Chairman may use such a second or casting vote on an equality of voting despite not having voted when the motion was put to the meeting for voting upon.

17. General Disturbances*

17.1 If a member of the public interrupts the proceedings at meetings the Chairman shall warn him/her. If he/she continues the interruption the Chairman shall order his/her removal from the room. In case of general disturbance in any part of the room open to the public the Chairman shall order that part to be cleared.

17.2 If, in the opinion of the Chairman, misconduct or obstruction renders the due and orderly dispatch of business impossible, the Chairman, in addition to any other power vested in him/her, may without the question being put suspend the meeting for a period not exceeding 30 minutes.

18. Adjourned Meeting*

18.1 When a meeting is adjourned to a future day, notice of the adjournment shall be sent to each member specifying the business to be transacted at the resumed meeting.

19. Deputations*

19.1 Subject to the provisions of this Standing Order, the Authority, and any of its committees or sub-committees shall receive deputations on any business that is properly within its terms of reference and the Deputation shall be allowed to address the meeting.

19.2 For the purposes of this Standing Order:-

19.2.1 Notice in writing shall be given to the Monitoring Officer or Chief Fire Officer that a Deputation wishes to address the meeting and the notice shall specify the subject before the meeting upon which the Deputation wishes to speak. In the case of a meeting of the Authority, committees and sub-committees the notice shall be given 3 clear working days in advance.

19.2.2 Deputations shall consist of not more than 4 people who shall be Local Government electors in the area of the Authority.

19.2.3 Any member of a Deputation may address the meeting.

19.2.4 The total time taken by the Deputation in addressing the meeting shall not exceed ten minutes.

19.2.5 Deputations shall be taken at the beginning of the meeting (after the Minutes) and the total time for all deputations shall not exceed one hour in duration.

- 19.2.6 No Deputation shall appear before the Authority at successive meetings or at any committee or sub-committee within six months of any previous appearance, on the same or similar topic.

20. Minority Order Procedure*

- 20.1 If Members numbering at least one quarter of the voting Members present at a meeting of a Committee so request immediately after the vote is taken on any matter which is otherwise within the delegated powers of the Committee, the decision shall take the form of a Recommendation to the Authority and shall not be effective unless and until approved by the Authority. Where any matter is for the time being delegated to a sub-committee, Members numbering at least one quarter of the voting Members present at the meeting of the subcommittee may in the same manner require that the decision shall take the form of a Recommendation to the appropriate Committee.
- 20.2 This Standing Order shall not apply to:-
- 20.2.1 Sub-Committees established to appoint officers of the Authority.
- 20.2.2 Any decisions of a quasi judicial nature.
- 20.2.3 Decisions where delay could put the Authority in breach of the law or in breach of legally binding obligations.

21. Canvassing of and Recommendations by Members

- 21.1 Canvassing of members of the Authority, or any Committee or Sub-Committee of the Authority, directly or indirectly for any appointment under the Authority shall disqualify the candidate concerned for that appointment. The purpose of this paragraph of this Standing Order shall be included in any form of application.
- 21.2 A member of the Authority shall not solicit for any person any appointment under the Authority but this shall not preclude a member from giving a written testimonial of a candidate's ability, experience, or character for submission to the Authority or the Chief Fire Officer with an application for appointment.

22. Relatives of Members or Employees

- 22.1 A candidate for any appointment under the Authority who knows that he/she is related to any member or employee of the Authority shall disclose that relationship in his/her application. A candidate who fails to disclose such a relationship shall be liable to be disqualified for the appointment and if appointed shall be liable to dismissal without notice.
- 22.2 Every member and senior officer of the Authority shall disclose to the Chief Fire Officer any relationship known to him/her to exist between

himself/herself and any person whom he/she knows is a candidate for an appointment under the Authority.

22.3 The purpose of this Standing Order shall be included in any form of application.

22.4 For the purpose of this Standing Order “senior officer” means any officer so designated by the Authority, and persons shall be deemed to be related if they are husband and wife, or if either of them or the spouse of either of them is the son or daughter or grandson or granddaughter or brother or sister or nephew or niece of the other, or of the spouse of the other.

23. Custody of Seal

23.1 The common seal of the Authority shall be kept in a safe place in the custody of the Monitoring Officer.

24. Sealing of Documents

24.1 The common seal of the Authority shall not be affixed to any document unless the sealing has been authorised by a resolution of the Authority or of a committee or sub-committee or a decision of an officer to which the Authority has delegated its powers on its behalf, but a resolution of the Authority (or of a committee, sub-committee or officer where that committee, sub-committee or officer has the power) authorising the acceptance of any tender, the purchase, sale, letting, or taking of any property, the issue of any stock, the presentation of any petition, memorial or address, the making of any contract, issuing a levy or the doing of any other thing, shall be a sufficient authority for sealing any document necessary to give effect to the authorisation.

24.2 The seal shall be attested by the Monitoring Officer or other person duly authorised in writing by him/her and an entry of every sealing of a document shall be made and consecutively numbered in a book kept for the purpose and shall be authenticated by the person who had attested the seal.

25. Special meetings of Committees and Sub-Committees

25.1 The Chairman of a committee or sub-committee or the Chairman of the Authority may cause a special meeting of the committee or sub-committee to be called at any time.

25.2 A special meeting of the committee or sub-committee shall be called on the request of at least one quarter of the whole number of members of the committee or sub-committee by notice in writing and signed by them and given to the Chief Fire Officer or Monitoring Officer and specifying the business for which the meeting is to be called. After receipt of such request, the Chief Fire Officer or Monitoring Officer shall arrange for the special meeting to take place not less than 21 days and not more than 35 days after the receipt of the request.

26. Proceedings of the Authority, Committees and Sub-Committees

- 26.1 Any Authority member may attend as an observer at meetings of committees and sub-committees (except those committees and sub-committees which the Authority may from time to time determine for the purposes of this Standing Order) to which he/she has not been appointed as a member, including meetings or items of business from which the public has been excluded. If given permission by the Chairman of the meeting, a member attending as an observer may speak (but not vote) on any matter.
- 26.2 Subject to the provision of Section 100 of the Local Government Act 1972, all Authority committee and sub-committee reports and all documents marked as “confidential”, “exempt” or “not for publication” shall be treated as confidential until they become public in the ordinary course of the Authority’s business.
- 26.3 No act of a committee or sub-committee shall have effect until approved by the Authority except to the extent that the committee or sub-committee has of itself power to act without the approval of the Authority and the power so to act has been conferred upon the committee or sub-committee.
- 26.4 In addition, to those Standing Orders which expressly related to the Authority, committees and sub-committees, Standing Orders 5 to 20 inclusive shall apply with any necessary modification to committee and sub-committees. These Standing Orders are highlighted by an asterisk. At any meeting of a committee or sub-committee, the Chairman of the committee or sub-committee shall have discretion to follow a more informal debating process than that set out at Standing Orders 6, 8.2 and 9 as he/she considers appropriate to enable the efficient conduct of business.

27. Chairman and Vice-Chairman of Committees and Sub-Committees

- 27.1 The Chairman and Vice-Chairman of each committee or sub-committee established by the Authority shall be appointed at the time the committee or sub-committee is first established and thereafter shall be appointed by the Authority at each annual meeting. A Chairman or Vice-Chairman so appointed may be removed by the Authority or may resign. If the Authority so decide, the appointment of the Chairman and Vice-Chairman of a committee or subcommittee may be left for that body itself to decide.
- 27.2 Subject to paragraph 27.1, the Chairman and Vice-Chairman of a committee or sub-committee appointed by the Authority shall hold office until the next annual meeting of the Authority after his/her appointment.
- 27.3 In the absence of the Chairman or Vice-Chairman at any meeting of a committee or sub-committee, the members present shall choose one of their number to preside over the meeting, subject to paragraph 27.4.
- 27.4 If the Chairman of a committee or sub-committee arrives at a meeting of the committee or sub-committee after the time for which the meeting has been summoned, he/she shall preside over the meeting after any question

under discussion on his/her arrival has been disposed of but not before then.

28. Rescission of previous Resolution

- 28.1 No motion to rescind any resolution passed within the preceding six months, and no motions or amendments to the same effect as one which has been rejected within the preceding six months, shall be proposed unless the notice thereof bears the names of at least four members of the Authority. When any such motion or amendment has been disposed of by the Authority, it shall not be open to any member to propose a similar motion within a further period of six months. This Standing Order shall not apply to motions moved in pursuance of a recommendation of a committee.

29. Audio or Visual Recordings at Meetings

- 29.1 Audio or visual recording equipment may only be used in accordance with the Authority's protocol for the filming, photographing and audio-recording of all public meetings, which complies with the Openness of Local Government Bodies regulations 2014

30. Display of Banners at Meetings

- 30.1 Except with the consent of the Chairman of the meeting, no member or members of the public shall display banners, posters or signs at meetings.

31. Variation and Revocation of Standing Orders

- 31.1 Any motion to add to, vary or revoke these Standing Orders shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Authority.

32. Suspension of Standing Orders

- 32.1 Subject to paragraph 32.2, any of the preceding Standing Orders may be suspended so far as regards any business at the meeting where its suspension is moved.
- 32.2 A motion to suspend any of the preceding Standing Orders shall not be moved unless there are at least one-half of the whole number of the members of the Authority present.

33. Interpretation of Standing Orders

- 33.1 The ruling of the Chairman as to the construction or application of any of these Standing Orders, or as to any proceedings of the Authority, shall not be challenged at any meeting of the Authority.
- 33.2 In these Standing Orders, references to the Chief Fire Officer shall be taken to include such persons as time to time are authorised by him/her to act on his/her behalf.

34. Reasonable Adjustments to Standing Orders

34.1 Where a member or other person attending a meeting of the Authority has a disability as defined in the Equality Act 2010 and any of these Standing Orders puts that member or other person at a substantial disadvantage in comparison with others who are not disabled then, having taken advice from the Monitoring Officer, the Chairman may:

34.1.1 make such adjustments to Standing Orders; or

34.1.2 apply such interpretations to Standing Orders,

as are reasonable in the circumstances, in order to avoid that disadvantage.

4.2 Financial Regulations

Introduction and overview

What are financial regulations?

- 1.1 The regulations set out at A to E below identify the financial responsibilities of Hampshire and Isle of Wight Fire and Rescue Authority, Members, the Chief Fire Officer; the Monitoring Officer; the Chief Financial Officer; and other officers
- 1.2 The Authority and its officers should maintain a written record of any decision-making that has been delegated to members of staff, including seconded staff. When decisions have been delegated or have been devolved to other bodies or responsible officers, references to members or officers in these regulations should be read as referring to them.

Who should read this document?

- 1.3 These regulations and the procedures they contain apply to all staff and members of the Authority. The prime audience for financial regulations are:
 - Members of the Authority
 - Chief Fire Officer
 - finance officers
 - staff with financial responsibilities.
- 1.4 More detailed guidance on how the regulations should be implemented in practice is contained in Financial Procedures, which apply to all members and all staff.

Why have financial regulations?

- 1.5 Financial regulations form part of the means by which the Authority manages its business. They clarify responsibilities and provide a framework for decision-making about financial matters. Where there are specific statutory powers and duties, the financial regulations seek to ensure that these are duly complied with, as well as setting out best professional practices and processes for all activities and decisions of the Authority, its committees and the Fire and Rescue Service.
- 1.6 In summary, financial regulations are the regulatory framework within which the financial affairs of the Authority operate.

Corporate governance and financial regulations

- 1.7 All staff and members must comply with the fundamental “principles of public life” as set out in the Committee on Standards in Public Life (the Nolan Committee): which include openness, integrity and accountability.
- 1.8 These regulations also reinforce the corporate governance “standards”, as recommended by the Nolan Committee, governing:
- organisational structures and processes
 - financial reporting and internal controls
 - standards of behaviour.

What do financial regulations cover?

- 1.9 The regulations apply to all the Authority’s activities. In practice, this means all budgets, money and funds administered by members and officers in carrying out their duties across all the Authority’s services and activities. This also includes:
- funds managed on behalf of third parties such as trust funds, community accounts and unofficial funds
 - partnership arrangements where the Authority is the accountable body.
 - External providers such as outsourced services, contractors and consultants who are managed through the contract process. The contract document will set out the financial requirements. These include, for example, compliance with key control procedures; performance standards and statistics; attendance at service client meetings; and access to accounts.

Awareness and access

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

Non-compliance with financial regulations

- 1.11 Failure to comply with these regulations and the accompanying financial procedures may have the following consequences:
- For employees, these regulations supplement the employee code of conduct so a breach will be considered a disciplinary offence that will invoke disciplinary procedures (and can lead to dismissal).
 - For members, these regulations supplement the code of conduct for members, so a breach may be reported to the Audit and Governance Committee.

Review of financial regulations

1.12 The Chief Financial Officer is responsible for maintaining a continuous review of these regulations.

Other rules

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

the law:

- relevant local government legislation
- relevant civil and criminal law
- the Hampshire and Isle of Wight Fire and Rescue Authority (Combination Scheme) Order 2020

Other Authority rules:

- Standing Orders
- the Scheme of Delegation
- Contract Standing Orders
- human resources policies and procedures
- service orders
- Financial Procedures

List of financial regulations

- A – Financial accountabilities and management
- B – Financial planning
- C – Risk management and control of resources
- D – Systems and procedures
- E – External arrangements

Financial regulation A – Financial accountabilities and management

Introduction

- A.1 Financial management covers all financial accountabilities in relation to the running of the Authority and Service, including the policy framework and budget.
- A.2 The Authority delegates day to day financial management to the Chief Fire Officer so that, as far as possible, the financial management of the Service takes place within the Service.
- A.3 The Authority, advised by its Chief Financial Officer, must be satisfied that the Chief Fire Officer exercises delegated financial responsibilities in a proper and effective manner.
- A.4 The Authority encourages the Service itself to devolve financial management so far as possible to local officers.
- A.5 Authority has the following specific responsibilities:

Finance

- To annually determine a revenue budget and capital programme for the Authority and the level of Council Tax precept for the forthcoming financial year.
- To monitor and approve the Authority's medium term financial plan and any proposal to amend the budget.
- To monitor and approve the Authority's treasury management strategy.
- To consider monitoring reports against the Authority's agreed revenue budget and capital programme and to consider and approve the annual budget outturn position as set out in the Authority's final accounts.
- To approve budget virements over £200,000.
- To approve all virements from non pay budget to pay budget.
- To approve the write-off of any debt over £10,000.
- To approve capital scheme abortive fees in excess of £200,000
- To approve one-off expenditure funded from reserves in excess of £200,000.

- To approve the appointment of external audit providers in accordance with the Authority's Financial Regulations.
- To agree and approve procedures for carrying forward under and overspends on budget headings.
- To approve potential capital schemes with cost in excess of £1,000,000 before any expenditure is committed.

Assets

- To consider and approve the sale and purchase of land or buildings with a value greater than £250,000, or the disposal of land or buildings by way of lease or license for a period greater than 10 years or at a value greater than £100,000 per annum. For the avoidance of doubt, in exceptional circumstances, the Chief Fire Officer is authorised, following consultation with the Chairman and Chief Financial Officer to pay a deposit of up to £250,000 to secure the Authority's interest in the prospective purchase of land or buildings in circumstances where a decision to pay a deposit cannot wait until the next meeting of the Authority. In these circumstances the payment of the deposit will be reported to the next meeting of the Authority and any consequent decisions regarding proceeding with the transaction will be made by the Authority.

Governance

- To agree and adopt a Constitution for the Authority including the following elements and approve any revisions or replacements;
 - Standing Orders
 - Committee Terms of Reference
 - Contract Standing Orders
 - Scheme of Delegation
 - Financial Regulations
 - Code of Conduct for Members, including Member role profiles
 - Arrangements to be applied for the investigation and determination of allegations of a failure to comply with the Code of Conduct for Members and co-opted Members

Legal Proceedings

- to consider and approve settlements of uninsured claims or claims not fully covered by the Authority's insurance arrangements in legal proceedings made by or against the Authority where the uninsured value is greater than £200,000.

Special Severance Payments

- to consider and approve any special severance payments to the Chief Fire Officer, or any special severance payments of £100,00 and above. In the case of a Special Severance Payment to the Chief Fire Officer, its recommended that the Authority will seek the views of its Independent Persons and take these into account before approving such payment.

Chief Fire Officer and their staff

- A.6 The Chief Fire Officer and their staff should have as much day to day responsibility for financial management of the Service as is possible within the framework of the agreed budget and rules of virement.
- A.7 The Chief Fire Officer shall control expenditure and income, monitor performance, and take the necessary action to avoid exceeding any financial allocation. He may authorise other officers to act on their behalf in sanctioning orders for payments, but such delegation does not in any way reduce the overall responsibilities of the Chief Fire Officer.
- A.8 Where expenditure or income involves a contract with a third party, the Chief Fire Officer must follow procedures laid down in Contract Standing Orders.
- A.9 The Chief Fire Officer is authorised to consider and approve any special severance payments below £20,000, and, in consultation with the Chairman of the Authority, special severance payments of £20,000 up to but not exceeding £100,000.

Monitoring Officer

- A.10 The Monitoring Officer is designated by the Authority under section 5 (1) of the Local Government and Housing Act 1989, with responsibility for reporting any illegal action, breach of any code of practice, maladministration or injustice, by:
- The Authority or any of its committees
Any officer of the service
Any employee of the service including any fire officer, or other local authority or organisation providing services to the Authority
- A.11 The Monitoring Officer or Chief Fire Officer is authorised to instigate, defend or appeal legal proceedings in any court or tribunal to protect the Authority's interests and interests of the Chief Fire Officer.
- A.12 The Monitoring Officer is authorised to settle all claims made against the Authority subject to appropriate financial approvals being obtained.

A.13 The Monitoring Officer shall in any circumstances which he or she considers urgent, take any action that he or she considers appropriate to protect the interest of the Authority and Chief Fire Officer.

Chief Financial Officer

A.14 The Chief Financial Officer has statutory duties in relation to the financial administration and stewardship of the Service. This statutory responsibility cannot be overridden. The statutory duties arise from:

- Section 151 of the Local Government Act 1972
- The Local Government Finance Act 1988
- The Local Government and Housing Act 1989
- The Accounts and Audit Regulations 1996.

A.15 The Chief Financial Officer is responsible for:

- the proper administration of the Authority's financial affairs
- reporting both to members of the Authority and to the external auditors any unlawful, or potentially unlawful, expenditure by the members or officers of the Authority or Service
- reporting both to the Authority and to the external auditor when it appears that expenditure is likely to exceed the resources available to meet that expenditure
- preparation of statutory and other accounts
- setting and monitoring compliance with accounting and financial management procedures and standards
- maintaining an effective and adequate internal audit and all audit arrangements
- advising on budgetary matters including any consequent long term implications
- key financial controls necessary to secure sound financial management
- providing financial information
- providing financial advice on all aspects of activity, including strategic planning and policy making process
- treasury management and banking arrangements

A.16 In carrying out these responsibilities, the Chief Financial Officer will:

- assist members in seeking to obtain best value for money
- advise the Authority on financial propriety
- advise, in consultation with the Monitoring Officer, on the safeguarding of assets, including risk management and insurance
- arrange for the notification to the billing authorities of precepts
- issue Financial Procedures and guidance to the Service containing general accounting and audit practices to be observed in the maintenance of their records

- oversee the accounting procedures and financial records of the Authority and its officers (in consultation with the Chief Fire Officer). Such procedures shall have regard to section 115 of the Local Government Act 1972, the Accounts and Audit Regulations 1996 and appropriate Accounting Standards.
- set schemes of financial delegation and/or authorisation
- oversee financial and related IT systems
- set out procedures and controls for ordering services, supplies and works
- make arrangements for the payment of accounts and collection of income
- make arrangements for pay and pensions.

A.17 Section 114 of the Local Government Finance Act 1988 requires the Chief Financial Officer to report to the members and external auditor if the Authority or one of its officers:

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

A.18 Section 114 of the 1988 Act also requires:

- that the Deputy Chief Financial Officer performs these functions in the absence of the Chief Financial Officer
- that the Authority provides the Chief Financial Officer with sufficient staff, accommodation and other resources – including legal advice when this is necessary – to carry out the duties under section 114.

Other financial accountabilities

Virement

A.19 Once the annual revenue and capital budgets are approved, and subject to the provisions of these Financial Regulations and Standing Orders, the budgets will give authority to the Chief Fire Officer in consultation with the Chief Financial Officer to incur expenditure without the need to obtain further approval from the Authority, except where:

- the Chief Fire Officer proposes a change in policy and/or the objectives and targets in the Safety Plan and/or
- there is a proposed virement of over £200,000. In this case the Authority would be required to authorise the adjustment.

- A.20 Virement shall not be made from a capital budget to a revenue budget except where the Authority has approved an amendment of direct revenue funding or the use of balances.
- A.21 The Chief Fire Officer shall identify officers to whom he or she proposes to delegate responsibility to manage and control budgets under delegated arrangements and such officers shall manage and control the budgets so delegated.
- A.22 Virement into an employee budget to appoint new permanent members of staff is not permitted without the specific approval of the Authority.

Treatment of year-end balances

- A.23 The Authority is responsible for agreeing procedures for carrying forward under and overspendings on budget headings on the advice of the Chief Financial Officer.

Accounting policies

- A.24 The Chief Financial Officer is responsible for determining accounting policies and financial systems and ensuring that they are applied consistently.

Accounting records and returns

- A.25 The Chief Financial Officer is responsible for determining the accounting procedures and records for the Authority.

The annual statement of accounts

- A.26 The Chief Financial Officer is responsible for ensuring that the annual statement of accounts is prepared and certified in accordance with *the Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice* (CIPFA/LASAAC). The Audit and Governance Committee is responsible for approving the annual statement of accounts on the recommendation of the Chief Financial Officer.

Debt write-offs

- A.27 The Chief Fire Officer is authorised to write off debts up to £5,000 and in consultation with the Chief Financial Officer is authorised to write off any debt up to £10,000. Details of all write-offs must be maintained in a central register by the Chief Fire Officer. The write-off of any debt over £10,000 must be approved by the Authority.

Use of Reserves

- A.28 The Chief Fire Officer in consultation with the Chief Financial Officer is authorised to approve one off expenditure to be funded from reserves up to

a value of £200,000 per discreet item. Amounts in excess of £200,000 must be reported to the Authority for approval.

Capital Scheme Abortive Fees

A.29 The Chief Fire Officer in consultation with the Chief Financial Officer is authorised to approve capital scheme abortive fees up to a value of £200,000, which shall be reported to the Authority for information. Amounts in excess of £200,000 must be reported to the Authority for approval.

Financial regulation B – Financial planning Introduction

B.1 The Authority is responsible for agreeing the policy framework and budget, which will be proposed by the Chief Fire Officer. In terms of financial planning, the key elements are:

- the Service Plan
- the Medium Term Financial Plan
- the revenue budget
- the capital programme.

Budgeting

Budget format

B.2 The general format of the budget and budget guidelines will be approved by the Authority and proposed by the Chief Fire Officer on the advice of the Chief Financial Officer. The draft budget should include allocation to different services and projects, proposed taxation levels and contingency funds.

Budget preparation

B.3 The Chief Financial Officer is responsible for ensuring that a revenue budget and a forward financial forecast for three years is prepared each year for consideration by the members, subject to information being made available by the Government to facilitate this. The Authority may amend the budget or ask the members to reconsider it before approving it. In the absence of appropriate information, an interim financial plan will need to be approved by the Authority.

B.4 The members, in consultation with the Chief Financial Officer, are responsible for issuing guidance on the general content of the budget as soon as possible following approval by the Authority.

B.5 The Chief Fire Officer is responsible for ensuring that budget estimates reflecting agreed service plans are submitted to the members, and that these estimates are prepared in line with members' guidance.

B.6 The precept has to be notified to the billing authorities by the end of

February in respect of the ensuing financial year. It must be supported by a balanced budget approved by the Authority in consultation with the Chief Fire Officer and Chief Financial Officer.

Budget monitoring and control

- B.7 The Chief Financial Officer is responsible for providing appropriate financial systems to enable budgets to be monitored effectively. The Chief Financial Officer must monitor expenditure against budget allocations and report regularly to the members on the overall position.
- B.8 The Chief Fire Officer is responsible for controlling income and expenditure on their budgets and for monitoring performance, taking account of financial information provided by the Chief Financial Officer. The Chief Fire Officer should report on variations and take any action necessary to avoid exceeding budgets, and should alert the Chief Financial Officer to any problems. Any abort proposal containing significant financial implications must take note of the Chief Financial Officer's advice.

Capital expenditure

- B.9 The Chief Financial Officer is responsible for ensuring that a capital programme is prepared each year for consideration, before submission to Members.
- B.10 The Chief Fire Officer, in consultation with the Chief Financial Officer, shall prepare a draft capital programme for the ensuing year and following two years, which indicates the assumed financing for each year. Due regard should be given to the provisions of the Prudential Code.
- B.11 Potential schemes, with cost in excess of £1,000,000 must be formally appraised and a report submitted to the Authority for approval, before any expenditure can be committed.
- B.12 The draft capital programme for the ensuing year should be submitted to the Authority for approval and include:
- details of all schemes, showing the total cost and the phased cost to completion
 - method of funding
 - an estimate of the revenue implications and confirmation as to whether this can be contained within the agreed revenue budget.
- B.13 The Chief Fire Officer shall be responsible for the control of expenditure against the approved capital programme and for the provision of timely and complete and accurate financial information as required by the Authority and Chief Financial Officer.
- B.14 Capital expenditure is defined by Part IV of the Local Government and Housing Act 1989.

- B.15 The Chief Financial Officer shall be notified of all proposed finance and operating lease arrangements to ensure they are appropriate.
- B.16 The Chief Fire Officer and Chief Financial Officer may approve an increase in the capital programme of up to £50,000 and the Chief Fire Officer and Chief Financial Officer in consultation with the Chairman of the Authority may approve an increase of up to £100,000. In both cases the approved expenditure must be subsequently reported to the full Authority.
- B.17 The Chief Fire Officer, in consultation with the Chief Financial Officer and Chairman of the Authority is authorised to make changes within the overall approved capital programme limits where it is in the Authority's interests, with the changes being reported back to the full Authority.

Maintenance of balance and reserves

- B.18 The Chief Financial Officer is responsible for advising the members and/or the Authority on prudent levels of balances and reserves for the Authority.

Urgent Decisions

- B.19 Where an urgent financial decision is required that falls outside of the defined process or limits within Financial Regulations or Financial Procedure Rules, but is felt to be in the wider interests of the Authority, the Chief Financial Officer in consultation with the Chief Fire Officer and Chairman of the Authority can make the decision subject to it being reported back to the Authority.

Financial regulation C – Risk management and control of resources

Introduction

- C.1 It is essential that robust systems are developed and maintained for identifying and evaluating all significant financial and operational risks to the Authority on an integrated basis. This should include the active participation of all staff associated with planning and delivering services.

Risk management

- C.2 The Authority is responsible for approving the service plan and strategy and for reviewing the effectiveness of risk management.
- C.3 The Chief Fire Officer is responsible for ensuring that proper insurance exists where appropriate.
- C.4 The Chief Fire Officer is responsible in consultation with the Monitoring Officer for preparing the Authority's Policy Framework that includes risk management and for promoting it throughout the Service, and for advising the Authority on proper insurance cover where appropriate.
- C.5 The Chief Fire Officer is responsible for reviewing risks at least annually.

Internal control

- C.6 Internal control refers to the systems of control to ensure that the Authority's objectives are achieved in a manner that promotes economical, efficient and effective use of resources and that the Authority's assets and interests are safeguarded.
- C.7 The Chief Finance Officer is responsible for advising on effective systems of internal control. These arrangements need to ensure compliance with all applicable statutes and regulations, and other relevant statements of best practice. They should ensure that public funds are properly safeguarded and used economically, efficiently, and in accordance with the statutory and other authorities that govern their use.
- C.8 The Chief Finance Officer is responsible for establishing sound arrangements for planning, appraising, authorising and controlling operations in order to achieve continuous improvement, economy, efficiency and effectiveness and for achieving financial performance targets.

Audit requirements

- C.9 The Accounts and Audit regulations 1996 require the Chief Finance Officer to maintain an adequate and effective internal audit.
- C.10 The Authority is responsible for appointing external auditors, but this may be delegated to a third party with the approval of the Authority. The basic duties of the external auditor are governed by section 15 of the Local Government Finance Act 1982, as amended by section 5 of the Audit Commission Act 1998.
- C.11 The Authority may, from time to time, be subject to audit, inspection or investigation by external bodies which have statutory rights of access, such as HM Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) and HM Revenue and Customs (HMRC).

Preventing fraud and corruption

- C.12 The Chief Financial Officer is responsible for developing and maintaining procedures to prevent fraud and corruption.

Assets

- C.13 The Chief Fire Officer should ensure that all records and assets are properly maintained and securely held. He should also ensure that contingency plans are in place for the security of assets and continuity of service in the event of disaster or system failure.

Treasury management

- C.14 The Chief Financial Officer shall be responsible for advising the Authority on all matters relating to treasury management and shall have control of all aggregated monies and securities of the Authority.
- C.15 The Authority has adopted CIPFA's Code of Practice for Treasury Management in Local Authorities and accordingly will create and maintain:
- A treasury management policy statement, stating the policies and objectives of its treasury management activities
 - Suitable treasury management policies (TMPs), setting out the manner in which the organisation will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

- C.16 The Chief Financial Officer is responsible for reporting to the Authority on its treasury management policies, practices and activities. The Authority will approve, before the start of the financial year, a capital and investment strategy and an annual treasury management strategy. The Authority will receive a mid-year review and annual report at the end of the financial year.
- C.17 The Authority delegates responsibility for the execution and administration of treasury management decisions to the Chief Financial Officer, who will act in accordance with the Authority's policy statement and TMPs and CIPFA's Standard of Professional Practice on Treasury Management.

Banking arrangements

- C.18 All arrangements with bankers must be made only by the Chief Financial Officer, who is authorised to operate such bank accounts as are considered necessary.

Staffing

- C.19 The Chief Fire Officer is responsible for determining how officer support will be organised for the members and for all other member roles within the Authority.
- C.20 The Chief Fire Officer is responsible for providing overall management to staff and for ensuring that there are systems for the proper evaluation of pay for all staff.
- C.21 The Chief Fire Officer is responsible for controlling total staff numbers by:
- advising the Authority on the budget necessary in any given year to cover estimated staffing levels
 - adjusting the staffing numbers within approved budget provision, varying the provision as necessary within that constraint to meet changing operational needs

Financial regulation D – Systems and procedures

Introduction

- D.1 Sound systems and procedures are essential to an effective framework of accountability and control.

General

- D.2 The Chief Financial Officer is responsible for the operation of the Authority's IT systems for financial and business-related purposes, for accounting systems, the form of accounts and the supporting financial records. Any changes made by officers to the existing financial systems or the establishment of new systems must be approved by the Chief Financial Officer. However, officers are responsible for the proper operation of financial processes within their own areas of budgetary control.
- D.3 Any changes to agreed procedures by officers to meet their own specific service needs should be agreed with the Chief Financial Officer.
- D.4 The Chief Fire Officer should ensure that their staff receive relevant financial training which has been approved by the Chief Financial Officer.
- D.5 The Chief Fire Officer must ensure that, where appropriate, computer and other systems are registered in accordance with data protection legislation. Officers must ensure that staff are aware of their responsibilities under data protection and freedom of information legislation.

Income and expenditure

- D.6 The Chief Fire Officer is responsible for ensuring that a proper scheme of authorisation has been established and is operating effectively. The scheme of authorisation should identify staff authorised to act on the Chief Fire Officer's behalf, in respect of payments, income collection and placing orders. It must also identify the limits of their authority. As part of the overall control framework of accountability and control, the Chief Financial Officer is responsible for specifying procedures for ordering, making payments and for collecting income, and for approving procedures for writing off debts.

Payments to employees, members and pensioners

- D.7 The Chief Financial Officer is responsible for paying all allowances to employees, members and pensioners

Taxation

- D.8 The Chief Financial Officer is responsible for advising officers on all taxation issues that affect the Service in the light of guidance issued by appropriate bodies and relevant legislation.

- D.9 The Chief Financial Officer is responsible for maintaining the Authority's tax records, making all tax payments, receiving tax credits and submitting tax returns by their due date.
- D.10 In accordance with advice received from Customs and Excise, the Authority will not accept settlement in cash of any transaction above the value of 15,000 euros equivalent (approximately £12,750).

Stocks, stores and inventories

- D.11 Inventories shall be kept at each location of:
- all items of operational equipment
 - all vehicles and plant with purchase value of over £500
 - all items of non-operational equipment and moveable furniture with purchase value over £500. However local managers should also include attractive items of a lower value.
- D.12 The Chief Fire Officer shall be responsible for maintaining proper security of all assets and should aim to achieve the maximum utilisation of such assets in the provision of services.
- D.13 The advice of the Chief Fire Officer should be sought on the disposal of surplus or obsolete assets, which should normally be by competitive tender or public auction.
- D.14 The sale of land is subject to different procedures as described in the Scheme of Delegation and the advice of the Chief Fire Officer must first be sought.

Information technology systems

- D.15 The Chief Fire Officer must ensure there is a corporate approach to systems development in line with the IT and e-government strategy.

Devolved Budget arrangements

- D.16 The Chief Financial Officer will agree standards, systems and procedures for all budget holding officers within the Service, and the Chief Fire Officer will ensure that all budget holding officers are accountable to the Chief Financial Officer on all financial matters.

Financial regulation E – External arrangements Introduction

- E.1 The Authority must develop and contribute to local community plans and act to achieve the promotion or improvement of the economic or social or environmental well-being of its area.

Partnerships

- E.2 The Authority has oversight of partnership arrangements with other local public, private, voluntary and community sector organisations to address local needs, including participation in Community Plans.
- E.3 The Authority can delegate functions – including those relating to partnerships – to officers. Delegated functions are set out in the Scheme of Delegation. When functions are delegated, the Authority remains accountable for them.
- E.4 The Chief Fire Officer is responsible for ensuring due diligence and legality for all partnership arrangements.
- E.5 The Chief Fire Officer and Monitoring Officer are responsible for promoting and maintaining the same high standards of conduct with regard to partnerships that apply throughout the Authority.
- E.6 The Chief Financial Officer must ensure that accounting arrangements adopted for partnerships and joint ventures are satisfactory, and that the overall corporate governance arrangements are satisfactory when contracts are arranged with external bodies. The Chief Financial Officer must ensure that the risks have been fully appraised before partnership agreements are made with external bodies.
- E.7 The Chief Fire Officer is responsible for ensuring that appropriate approvals are obtained before any negotiations are concluded in relation to work with external bodies.

External funding

- E.8 The Chief Financial Officer is responsible for ensuring that all funding notified by external bodies is received and properly recorded in the Authority's accounts.

Work for third parties

- E.9 The Chief Financial Officer and Monitoring Officer are responsible for approving the contractual framework for any work for third parties or external bodies

4.3 Contract Standing Orders

- 1. Interpretation/Glossary of Terms**
- 2. Status of, and Compliance with, Standing Orders**
- 3. Approval to Spend**
- 4. Contract Value and Aggregation**
- 5. Framework Agreements and Suitability of Contractors**
- 6. Publication of Notices**
- 7. Purchasing Procedures for Contracts of a Value Less Than the UK Threshold**
- 8. Tendering Procedures for Contracts of a Value equal to or greater than the relevant UK Threshold for Goods and Services but less than relevant Other UK Thresholds**
- 9. Tendering Procedures for Contracts above the relevant UK Thresholds and Modifications to Contracts above Thresholds**
- 10. Receipt and Opening of Tenders**
- 11. Evaluation of Tenders and Award of Contract**
- 12. Waiver of Contract Standing Orders**

Interpretation/Glossary of Terms

1.1. In these Contract Standing Orders, the following terms have the following meanings:

“Advance Works Order” means an Advance Works Order issued under CSO 11.11.

‘Authorised Officer’ is an Officer who has the authority to give such approval under the Authority’s Scheme of Delegation and/or Financial Regulations.

“Authority” means Hampshire and Isle of Wight Fire and Rescue Authority.

“Central Digital Platform” means a web-based portal provided for the purposes of the UK Procurement Legislation by or on behalf of the Cabinet Office.

“Contract” means
(i) any agreement for the supply of Goods, Services, or the execution of Works to or for the Fire Authority including the use of consultants;
(ii) any Framework; or
(iii) any agreement where no payment is made by the Authority but which is of financial value to the Contractor but does not include (without exception)
(iv) an employment Contract: or
(v) a Grant Agreement.

“Contract Lead Officer” means a Hampshire and Isle of Wight Fire and Rescue officer nominated to deal with Contracts in accordance with CSO 3.3.

“Contractor” means the party or potential party to a Contract.

“Contracts Finder” means a web-based portal provided for the purposes of the UK PCR 2015 by or on behalf of the Cabinet Office.

“CSO”/“CSOs” means Contract Standing Order/Contract Standing Orders.

“Evaluation Report” means a report on the evaluation of tenders prepared under CSO 11.

“Framework” means a contract between a contracting authority and one or more Contractors that provides for the future award of contracts by a contracting authority to the Contractor or Contractors as defined in CSO 5.1

“Grant Agreement” means an agreement giving financial assistance to an individual or organisation with no supply of Goods or Services, or execution of Works, in return.

“Most Advantageous Tender” is the tender that the Authority considers:

- (a) satisfies the Authority’s requirements, and
- (b) best satisfies the award criteria when assessed by reference to:
 - (i) the assessment methodology under section 23(3)(a) PA 2023; and
 - (ii) if there is more than one criterion, the relative importance of the criteria under section 23(3)(b) PA 2023.

“PCR 2015” means the Public Contract Regulations 2015 which continues to apply to any tender commenced or contract procured prior to the Procurement Act coming into force on 24 February 2025.

“Thresholds” means the Thresholds for public advertisement of goods, works and services contracts as provided for in the UK Procurement Legislation and advised by the Government.

“UK e-notification service” as defined in the UK Procurement Legislation.

“UK Procurement Legislation” means the PCR 2015, Procurement Act 2023 (PA 2023), Procurement Regulations 2024 and the Health Care Services (Provider Selection Regime) Regulations 2023 (PSR) as amended from time to time.

“UK e-Notification Service” is defined in the UK Procurement Legislation.

“UK Procurement Legislation” means the PCR 2015, Procurement Act 2023 (PA 2023), Procurement Regulations 2024 and the Health Care Services (Provider Selection Regime) Regulations 2023 (PSR) as amended from time to time.

“Works” “Supplies” and “Services” as defined in the UK Procurement Legislation.

Status of, and Compliance with, Standing Orders

- 2.1. By law, the Authority is required to make standing orders with respect to Contracts for the supply of goods or materials or for the execution of

Works which provide for securing competition and regulation of the manner in which tenders are invited.

- 2.2. The Authority is a contracting authority for the purposes of the UK Procurement Legislation and is thereby legally bound to comply with certain practices and procedures in the award of Contracts.
- 2.3. The Authority has therefore adopted these Contract Standing Orders (CSOs), setting out the administrative procedures that must be followed in relation to the procurement and award of a Contract. CSOs provide a framework to:
 - Ensure the Authority uses its resources efficiently in making purchasing decisions to obtain best value in public services.
 - Comply with the laws that govern the spending of public money, and
 - Provide a means of safeguarding the reputation of the Authority and its staff from any implication of dishonesty or corruption.
- 2.4. The Chief Financial Officer and the Monitoring Officer are the joint custodians of these CSOs and are responsible for keeping them under review. This includes giving advice on their implementation and interpretation.
- 2.5. Every Contract made by the Authority or on its behalf (irrespective of the source of funding) shall comply with the UK Procurement Legislation, and all other applicable domestic legal requirements, CSOs and Financial Regulations. In the event that there is any conflict or inconsistency between the provisions of CSOs and any legal requirement, the legal requirement shall apply.
- 2.6. The UK Procurement Legislation - set out core procurement objectives and principles which apply generally in the award of public contracts – including those of a value below the Thresholds. These are broadly; equal treatment of suppliers/contractors and not putting them at unfair advantage or disadvantage, transparency, delivering value for money, maximising public benefit, sharing information, integrity and having regards to small and medium-sized enterprises (SMEs). Contracting authorities must "have regard" to any published national procurement policy statement (NPPS).. Care must be taken at all times to ensure that nothing is done which is discriminatory, inconsistent with the procurement objectives, improper or which distorts competition.
- 2.7. These CSOs are supplemented by the Procurement Best Practice Guide published and maintained by Hampshire County Council. In the event

that there is any conflict or inconsistency between the provisions of the Procurement Best Practice Guide and the CSOs, then CSOs shall apply.

- 2.8. These CSOs supplement the Employee Code of Conduct and a failure to comply will normally be regarded as a disciplinary offence. Where a person who is not a Hampshire and Isle of Wight Fire and Rescue Service employee is contracted to a position where they are authorised to carry out purchasing functions, it is a condition of their Contract that they comply with CSOs.
- 2.9. These CSOs shall always be interpreted and applied in a way that supports the achievement of the Authority's identified business objectives, within relevant legal frameworks.
- 2.10. Any Contracts procured and awarded by way of collaboration with other public bodies where a competitive process has been followed that complies with the equivalent of these CSOs of the leading organisation (but does not necessarily comply with these CSOs) will be deemed to comply with these CSOs and no waiver in accordance with CSO 12 (Waiver of Contract Standing Orders) will be required.

3. Approval to Spend

- 3.1. The procurement of a Contract (not including a Framework contract) is subject to the approval of the relevant decision maker who has the authority to give approval for the relevant expenditure under the Authority's Financial Regulations and/or the Scheme of Delegation. The giving of approval is subject to the expenditure involved having been included in approved estimates and sufficient budgetary provision having been made in the Authority's capital programme or revenue budget.
- 3.2. In estimating the value of the Contract, the principles of CSO 4 (Contract Value and Aggregation) shall be applied.
- 3.3. In all cases, the Authorised Officer shall designate a Contract Lead Officer for the Contract. It shall be the responsibility of the Contract Lead Officer to ensure that the processes followed in relation to the procurement and award of the Contract are compliant with these CSOs.

4. Contract Value and Aggregation

- 4.1. The estimated value of a Contract shall be the total value of the Contract net of VAT. This is the total consideration estimated to be payable over the full term of the Contract by the Authority to the Contractor which shall include any option to extend the term under the Contract. Where the Contract is one where no payment is made by the Authority (e.g. a

concession) a best estimate of the financial value to the Contractor shall be ascertained.

- 4.2. Where the Contract period is indefinite or uncertain, the contract will be deemed to be above the relevant Threshold.
- 4.3. The estimated value of a Framework Agreement is the total value of all the Contracts which could be entered into by the Authority and other contracting authorities, further to that Framework Agreement.
- 4.4. Purchases of the same or similar Goods or Services must be aggregated wherever practicable. Contracts must not be artificially separated so as to circumvent the application of any part of CSOs or the UK Procurement Legislation.
- 4.5. Contracts which are each of a value below the relevant Threshold may nevertheless be subject to full UK Procurement Legislation tendering requirements, where they constitute a series of related or repeat purchases. Advice should be sought where this is the case, in order that the relevant procurement route can be adopted.

5. Frameworks and Suitability of Contractors

- 5.1. A Framework is a contract between a contracting authority and one or more Contractors that provides for the future award of contracts by a contracting authority to the Contractor or Contractors, the purpose of which is to establish the terms governing Contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged by the Framework contracts may be established by the Authority, or by other public bodies, or public sector buying consortia, as arrangements through which the Authority, along with other public bodies, may make specific purchases.
- 5.2. Where appropriate a Framework Agreement that has been approved as suitable by the Chief Fire Officer in consultation with the Monitoring Officer should be used for the making of the proposed purchase. A suitable Framework Agreement shall be appropriate for the specific requirement and procured in compliance with the UK Procurement Legislation, and the terms and conditions applicable shall meet the minimum requirements of the Authority.
- 5.3. Provisions contained in the UK Procurement Legislation which govern Frameworks must be complied with when concluding a Framework contract or awarding a Contract based on a Framework.
- 5.4. In all cases where a Contract is awarded under these CSOs, a Contractor can only be appointed who, as a minimum:

- i) meets the Authority's insurance requirements for the Contract (in respect of public liability, product, professional indemnity and/or employer's liability as appropriate, based on an assessment of risk for the Contract), and
- ii) is registered for tax and holds a valid certificate (where appropriate)

6. Publication of Notices

- 6.1. In all cases where, by virtue of these CSOs or by UK Procurement Legislation, a public notice is required, it shall be placed on the corporate tendering opportunities portal on Hantsweb and on the Central Digital Platform or Contracts Finder (as applicable).
- 6.2. Where the value of the Contract is £25,000 or greater, a Framework or a dynamic market call-off contract at any value, the information regarding the Contract award is required to be placed on the Central Digital Platform or Contract Finder (only if the PCR 2015 applies).
- 6.3. Where the value of the Contract exceeds the relevant Threshold, the appropriate required notices shall also be placed in the UK e-notification services in accordance with the UK Procurement Legislation.

7. Purchasing Procedures for Contracts of a Value Less Than the UK Threshold

- 7.1. Where the estimated value of the Contract, calculated in accordance with CSO 4 (Contract Value and Aggregation), is less than the relevant UK Threshold and there is a suitable Framework approved by the Chief Fire Officer and Monitoring Officer under CSO 5.2, that Framework Agreement shall be used.
- 7.2. Where no suitable Framework is available, and the estimated value of the Contract, calculated in accordance with CSO 4 (Contract Value and Aggregation), is less than £10,000, then one written quotation should be obtained. These CSOs do not limit the number of quotations and more should be obtained where appropriate.
- 7.3. Where no suitable Framework is available, and the estimated value of the Contract calculated in accordance with CSO 4 (Contract Value and Aggregation), is £10,000 or greater and less than the UK Threshold for Goods and Services then three written quotations should be obtained against the same written request for quotation in accordance with the procedure set out in the Procurement Best Practice Guide. These CSOs do not limit the number of quotations and more should be obtained, or a full tendering exercise should be undertaken if appropriate.

- 7.4. In the selection of the Contractor, the Contract Lead Officer shall bear in mind the need to seek best value for money and be able to demonstrate that they have achieved this.
- 7.5. The Contract shall be evidenced in writing, by submission of an order in accordance with the Framework or, where a Framework is not used, by the placing of an order on the basis that the price in the written quotation received shall apply.

8. Tendering Procedures for Contracts of a Value equal to or greater than the relevant UK Threshold for Goods and Services but less than relevant Other UK Thresholds

- 8.1. Where the estimated value of the Contract, calculated in accordance with CSO 4, is equal to or greater than the relevant UK Threshold for Goods and Services, but less than the relevant Threshold (in the case of Works or Concessions, for example), and there is a suitable Framework contract approved by the Chief Fire Officer and Monitoring Officer under CSO 5.2, that Framework shall be used.
- 8.2. Where no suitable Framework is available, tenders shall be invited using a procedure comparable/similar to the Open procedure under the UK Procurement Legislation.
- 8.3. The procedure requires the publication of a notice in accordance with CSO 6 (Publication of Notices). The public notice shall specify:
- (i) a time period within which interested parties may express an interest in tendering and
 - (ii) the method by which such interest shall be expressed.

At the end of this period, an invitation to tender shall be sent to all parties who have expressed an interest, specifying a reasonable period for tenders to be returned.

- 8.4. In all cases, every invitation to tender shall include the following:
- A statement that the tendering process will be conducted within the Authority's corporate electronic tendering system;
 - Full instructions on how to submit their tender to this system;
 - Advice that tenders, once received in the system, will be anonymous until the time specified for their opening;
 - Advice as to the deadline for submission of tenders to this system
- 8.5. The Invitation to Tender shall state the evaluation criteria, including sub-criteria and sub-criteria (where used), weightings and scoring criteria that will be applied in the award of the Contract. These criteria must be

capable of objective assessment, include price and any other relevant factors, and be weighted by relative importance. The Invitation to Tender shall also include the terms and conditions that will apply to the Contract.

- 8.6. The Contract shall be evidenced in writing by the completion of a formal written Contract, the terms of which have been approved by the Monitoring Officer or other person authorised by him for this purpose.

9. Tendering Procedures for Contracts above Thresholds and Modifications to Contracts above Thresholds

- 9.1. The UK Procurement Legislation set a financial threshold beyond which prescribed tendering procedures must be followed. The Thresholds are reviewed every two years, and the updated figures can be found in the Procurement Best Practice Guide.

- 9.2. Where the estimated value of the Contract is in excess of the relevant Threshold, the procedures set out in the UK Procurement Legislation must be followed. Under the PA 2023, the competitive tendering procedure has been reduced to just two procedures, namely the open procedure and the competitive flexible procedure. All above-threshold procurements that commence on or after 24 February 2025 must use one of these two competitive procedures, unless the contracting authority is making a direct award or awarding a call-off contract under a framework. All awards under a dynamic market must be made using a competitive flexible procedure. The aim of the competitive flexible procedure is to enable a contracting authority to design a bespoke procedure that suits the nature of the individual procurement.

- 9.3. In certain specialist cases where complex procedures are used advice on which procedure is appropriate to the specific case should be sought from the Head of Procurement who shall consult with the Monitoring Officer, where appropriate.

- 9.4. Any proposed modifications to existing Contracts which have not been provided for in the initial procurement documents in clear, precise and unequivocal review clauses shall be approved by the Chief Fire Officer in consultation with the Monitoring Officer and Chairman. If the Chief Fire Officer determines that the contract relates to a strategic or policy decision, then the approval of the Authority shall be sought.

10. Receipt and Opening of Tenders

- 10.1. Subject to CSO 10.2 all tenders shall be opened at the same time, by an officer independent of the procurement process and appropriately trained to open tenders on the electronic tendering system as soon as

reasonably practicable on or after the date for return of tenders. People under contract to the Authority, but not permanent employees of the Authority shall not open tenders unless approved by an Authorised Officer.

10.2. The officer opening tenders shall record, in respect of each tender opened, the name of the tenderer and, where applicable, the total value.

11. Evaluation of Tenders and Award of Contract

11.1. The Contract Lead Officer (who should normally be an employee of the Authority) shall ensure that the tenders received are evaluated in accordance with the evaluation criteria that have been adopted for the Contract and stated in the invitation to tender. These criteria must be capable of objective assessment, include price and other relevant factors, and be weighted by relative importance.

11.2. The Contract Lead Officer shall produce a written report evaluating each tender received against the evaluation criteria. The report shall identify the tenderer who has submitted the Most Advantageous Tender i.e. the tender that achieves the highest score in the evaluation and recommend the award of the Contract to that tenderer. This report shall be submitted to the person authorised to award the Contract under CSO 11.4.

11.3. No Contract may be awarded unless the expenditure involved has been included in approved estimates and sufficient budgetary provision made in the Authority's capital or revenue accounts in accordance with CSO 3.1. The Evaluation Report shall confirm how this requirement is met.

11.4. An Authorised Officer is authorised to award and sign any Contract entered into on the Authority's behalf, where it relates to their Area of Responsibility, and where the value of the Contract is less than the relevant Threshold. The Contract may be awarded and signed by an Officer who is authorised to do so on behalf of the Authorised Officer, as documented in the Chief Fire Officer's Scheme of Authorisation. All other Contracts shall be awarded by the Chief Fire Officer in consultation with the Monitoring Officer. They should then be signed by the Monitoring Officer or a Senior Officer nominated by the Monitoring Officer.

11.5. Where the value of a Contract is above the relevant Thresholds, the Contract shall be awarded in accordance with the UK Procurement Legislation and in particular the requirements relating to a "standstill" period prior to the Contract being entered into.

11.6. All Contracts, including an arrangement subject to a purchase order, must be made in writing under English Law, and must clearly and

carefully specify the Supplies, Services, or Works to be provided, the agreed programme for delivery and the price and terms for payment together with all other terms and conditions.

11.7. Where purchases of a value less than relevant UK Threshold are made for which standard terms and conditions have been approved by the Monitoring Officer those standard terms should be used.

11.8. Where a Contract is estimated at a value equal to or greater than the relevant UK Threshold for Goods and Services or is of an unusual or complex nature, the Monitoring Officer shall be consulted to produce a suitable set of conditions of Contract or to advise on existing conditions for use under a Framework.

11.9. Every Contract must also include certain clauses, in a form approved by the Monitoring Officer, to protect the Authority from fraud and to ensure that Contractors understand their responsibilities when they are acting on the Authority's behalf as well as clauses required to comply with the UK Procurement Legislation.

11.10. The Authorised Officer shall allocate to an Officer the responsibility for the ongoing management of the Contract.

11.11. In exceptional circumstances, where a Contract has been awarded under CSO 11.4, but it is considered necessary in the best interests of the Authority to initiate the provision of Goods or Services under that Contract prior to the Contract being signed, the issue of an Advance Works Order by the Monitoring Officer may be requested. Issue will be subject to confirmation that a decision to award the Contract has been made in accordance with CSOs, the necessary funding for the Contract having been approved, and the value of the Advance Works Order not exceeding the relevant UK Threshold.

12. Waiver of Contract Standing Orders

12.1. Any of the requirements of these CSOs may be waived in an individual case, by the person authorised as follows:

Where the estimated value of the Contract is less than the relevant UK Threshold	The Authorised Officer within whose Area of Responsibility the Contract falls
Where the estimated value of the Contract is equal to or greater than the relevant UK Threshold	The Chief Fire Officer or other officer authorised by the Chief Fire Officer in consultation with the Monitoring Officer and Chairman

Where the contract relates to a strategic or policy decision	The Authority
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12.2. A request for the issue of a waiver must be made in writing to the person authorised under CSO 12.1 with full reasons as to why the waiver is required, and evidence that the issue of a waiver will not prevent best value from being obtained. The decision in response to the request must also be in writing. No action shall be taken to enter into the Contract until such request has been submitted, the decision made and the transparency notice has been published.

12.3. Before a direct award is approved, the Authority must determine that a justification applies or conclude that there are no suitable tenders following a competitive tendering procedure and have published a transparency notice stating its intention to make a direct award.

12.4. The Authority is subject to legal requirements to ensure fair competition for Contracts of a value exceeding the Thresholds, and subject to obligations under the UK Procurement Legislation to ensure that all Contracts (regardless of value) are awarded having regard to the need to avoid any action that is discriminatory, improper or which distorts competition.

12.5. It is understood that waiver may be utilised where it can be demonstrated that the ability to act quickly to engage a single supplier would make economic sense and fit with service requirements, in circumstances where there is no more effective way to secure the capacity.

Part 5 – Appendices, Codes and Protocols

Appendix 1

Hampshire and Isle of Wight Fire and Rescue Authority Members' Allowances Scheme – 2026-2030

This scheme is made by Hampshire and Isle of Wight Fire and Rescue Authority (HIWFRA) in accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 and is effective from 1 April 2026 until 31 March 2030.

1. A Basic Allowance of £7218.48 per annum shall be paid to each properly appointed Member of HIWFRA (excluding Deputy Members, where appointed).
2. A special responsibility allowance (SRA) shall be paid to those Members who hold the offices of special responsibility listed in the table below and the amount of each allowance shall be the amount specified.
3. Should a Member be appointed to more than one role for which an SRA is payable, only one (the higher) SRA may be claimed.

Basic Allowance: £7218.48

Special Responsibility Allowances:

Role	SRA Formula	SRA monetary value (based on £6,569 Basic Allowance)
Chairman of the Authority	2 x Basic	£14,436.96
Vice-Chairman of the Authority	0.5 x Basic	£3,609.24
Audit and Governance Committee Chairman	0.25 x Basic	£1,804.62
Audit and Governance Committee Vice-Chairman	0.125 x Basic	£902.31
Principal Opposition Spokesperson	0.5 x Basic	£3,609.24
Other Opposition Spokesperson	0.125 x Basic	£902.31

4. Travel and other expenses, including childcare and dependent carers' allowances accrued whilst undertaking HIWFRA duties to be claimed by each Member through and in accordance with the Members' Allowances Scheme of their respective appointing Authority.

5. Any local government pay award** made in this period will be applied as an index for the adjustment of Member allowances. In doing so retaining the ratio between basic allowance and SRAs as set out above.

(**The applicable pay award shall be the equivalent percentage increase received by HIWFRA employees at Grade P and shall exclude any additional pay award given to officers on lower pay grades.)

Appendix 2

HAMPSHIRE AND ISLE OF WIGHT FIRE AND RESCUE AUTHORITY

Arrangements for dealing with the Assessment, Investigation and Determination of Complaints that a Member or Co-opted Member of Hampshire and Isle of Wight Fire and Rescue Authority has failed to comply with the Code of Conduct for Members

1. Introduction

- 1.1. These arrangements set out the procedure to be followed when a complaint is received that a Member or Co-opted Member of the Authority has failed to comply with the Authority's Code of Conduct for Members.
- 1.2. The Code of Conduct for Members is attached at Appendix 3 to this Constitution, and is available for inspection and on the Authority's website and on request to the Monitoring Officer to the Authority at the address detailed in paragraph 2 below.

2. Making a Complaint

- 2.1. A complaint must be made in writing by post to:

The Monitoring Officer (HIWFRA)
c/o Democratic and Member
Services, Hampshire County Council
The Castle
Winchester
SO23 8UJ

or e mail : members.services@hants.gov.uk

- 2.2. The standard complaints form should be used, which is attached to this procedure and can also be obtained on request from the Monitoring Officer.
- 2.3. Anonymous complaints will not be considered unless the complaint is accompanied by documentary or photographic evidence

indicating an exceptionally serious or significant matter.

- 2.4. The Monitoring Officer will acknowledge receipt of a complaint within five working days of receipt of a completed complaint form.

3. Initial Validation of Complaint

- 3.1. Once a complaint has been received the Monitoring Officer will carry out an initial validation of the complaint. In carrying out this initial validation three tests will be applied. These are:

- 3.1.1 Is it a complaint against one or more named Members or Co-opted Members of the Authority?

- 3.1.2 Was the named Member or Co-opted Member in office, and acting or purporting to act in his official capacity as a Member or Co-opted Member of the Authority at the time of the alleged conduct; and

- 3.1.3 Would the complaint, if proven, amount to a breach of the Members' Code of Conduct.

- 3.2. The Monitoring officer will normally make an initial validation within 20 working days of receipt of a complaint, and the complainant will be notified of the outcome within five working days of the decision being made.

4. Initial Assessment of Validated Complaint

- 4.1. Once a complaint has been validated by the Monitoring Officer, an initial assessment of the complaint will be carried out by the Monitoring Officer, in consultation with the Chairman of the Audit and Governance Committee and an Independent Person. The Subject Member will be informed of the complaint. A copy of the complaint will be forwarded to the Subject Member, unless the Complainant is an officer of the Authority, and the Monitoring Officer, in consultation with the Chairman of the Audit and Governance Committee, considers it appropriate to withhold the specific details of the complaint at this stage.

- 4.2. An Independent Person is a person other than a Member or Co-opted Member of the Authority whose views must be sought and taken into

account before the Authority makes any decision about an allegation that a Member or Co-opted Member of the Authority has breached the Code of Conduct for Members which the Authority has decided to investigate, and whose views may be sought by the Authority in relation to an allegation in other circumstances, or by a Member or Co-opted Member of the Authority against whom an allegation has been made.

- 4.3. The purpose of the initial assessment by the Monitoring Officer is to determine whether the complaint should be accepted for further consideration by an Assessment Panel or rejected.
- 4.4. In determining whether a complaint should proceed the Monitoring Officer, in consultation with the Chairman of the Audit and Governance Committee and an Independent Person will apply the following criteria:
 - 4.4.1 Sufficiency of information – Is there sufficient information or evidence provided with the allegation? If it appears that substantiating evidence may be available, but has not been provided, the Monitoring Officer may ask for additional evidence, but the onus is on the complainant to ensure that all relevant information is provided.
 - 4.4.2 Seriousness of the complaint – is the complaint trivial, vexatious, malicious, politically motivated, or ‘tit for tat’? Would the resources/cost involved in investigating and determining the complaint be disproportionate to the allegation if proven?
 - 4.4.3 Duplication – Is the complaint substantially similar to a previous allegation considered by the Audit and Governance Committee, or subject of an investigation by another relevant authority?
 - 4.4.4 Length of time – Did the events or behaviour to which the complaint relates take place more than six months prior to receipt of the complaint. Does the time lapse mean that those involved are unlikely to remember matters clearly, or does the lapse of time mean that there would be little benefit in taking action.
 - 4.4.5 Public Interest – Is the public interest served in referring the complaint further. Has the Subject Member offered an apology or other remedial action?
 - 4.4.6 Anonymous – Is the complaint anonymous? Anonymous complaints will not normally be considered unless there is additional documentary or photographic evidence to support the complaint, and the complaint is sufficiently serious to consider.

- 4.5 The Complainant and the Subject Member will normally be informed by the Monitoring Officer of the initial assessment decision within ten working days of it being made. Should it be determined by the Monitoring Officer, in consultation with the Chairman of the Audit and Governance Committee and an Independent Person that the complaint should not proceed, then that is the end of the matter.

5. Assessment Panel

- 5.1 Should it be determined, having regard to the criteria referred to at Paragraph 4.4 above, that the complaint be accepted for further consideration, a meeting of an Assessment Panel will be convened.
- 5.2 The Assessment Panel will include three members of the Audit and Governance Committee and will be proportionally constituted. An Independent Person will be invited to attend the meeting of the Assessment Panel.
- 5.3 A meeting of an Assessment Panel will not be open to the press or public if the Panel resolve in accordance with Part VA and Schedule 12A to the Local Government Act 1972 that this is appropriate.
- 5.4 The Assessment Panel will determine how the complaint should thereafter proceed. The views of the Independent Person will be sought by the Assessment Panel in making any decision.

6. Outcome of Assessment Panel

- 6.1. The Assessment Panel will make one of the following three decisions:
- 6.1.1 Refer the complaint to the Monitoring Officer for investigation; or
 - 6.1.2 Refer the complaint to the Monitoring Officer for 'other action'; or
 - 6.1.3 Determine that no further action should be taken in respect of the allegation.

The Complainant and the Subject Member will normally be informed by the Monitoring Officer of the decision within ten working days of the meeting of the Assessment Panel. Where the decision of the Assessment Panel is that no further action should be taken, then that is the end of the procedure.

7. Other Action

- 7.1. On occasions the Assessment Panel might consider that action other than a formal investigation is the most appropriate way of dealing with a complaint. An example might be where it is considered that the Subject Member requires training on the Code of Conduct for Members and/or the Authority's procedures. 'Other action' might constitute but is not limited to the following:

- 7.1.1 Arranging for the Subject Member to receive training from the Monitoring Officer.
- 7.1.2 Arranging for the Complainant and the Subject Member to engage in a process of conciliation.
- 7.1.3 Any other steps (other than investigation) which appear appropriate.

8. Investigation

- 8.1. Where the decision of the Assessment Panel is to investigate the complaint, the Monitoring Officer, in consultation with the Chairman of the Audit and Governance Committee, will appoint an Investigating Officer. The Investigating Officer may be an Officer of the Authority, or an external investigator.
- 8.2. The Investigating Officer will follow guidance issued by the Monitoring Officer on the investigation of complaints, and the investigation will be carried out in accordance with such guidance.
- 8.3. At the end of the investigation, the Investigating Officer will produce a draft report and send copies of the draft to both the Complainant and the Subject Member for comment. The Investigating Officer will take the comments of the Complainant and Subject Member into account, before issuing his final report to the Monitoring Officer.
- 8.4. The Subject Member may take the views of an Independent Person at any stage in the investigation.

9. Investigation Consideration Panel

- 9.1. Following completion of the investigation by the Investigating Officer, the Monitoring Officer will prepare a report for consideration by an Investigation Consideration Panel. The Investigation Consideration Panel will comprise three Members of the Audit and Governance Committee and will be proportionally constituted. Membership of the Investigation Consideration Panel should be drawn, where possible, from the Membership of the Assessment Panel.
- 9.2. An Independent Person will be present at the Investigation Consideration Panel, and Members of the Investigation Consideration Panel will take the views of the Independent Person into account in its determination.
- 9.3. A meeting of an Assessment Panel will not be open to the press or public if the Panel resolve in accordance with Part VA and Schedule 12A to the Local Government Act 1972 that this is appropriate.
- 9.4. The Investigation Consideration Panel shall reach one of three conclusions. These are:

- 9.4.1 That the matter should be referred to a hearing of the Audit and Governance Committee; or
- 9.4.2 That the complaint can be disposed of by informal resolution; or
- 9.4.3 That there was no failure by the Subject Member to observe the Code of Conduct for Members.

10. Informal Resolution:

- 10.1 If the Investigation Consideration Panel, having consulted with the Independent Person, consider that the matter can be resolved without the need for a formal hearing, the Panel may determine that the matter may be disposed of by way of informal resolution. "Informal Resolution" might constitute but is not limited to the following:
 - 10.1.1 Arranging for the Subject Member to receive training from the Monitoring Officer.
 - 10.1.2 Requesting that the Subject Member offer an apology, and / or other remedial action.
 - 10.1.3 Any other steps (other than a formal hearing) which appear appropriate.
- 10.2 Where a decision to seek informal resolution of a complaint is made, this means that the Investigation Consideration Panel consider that the conduct of the Subject Member was not in accordance with the Code of Conduct for Members. Thus, if the Subject Member refuses informal resolution, or to engage with the agreed outcome, the matter will be referred by the Monitoring Officer for a hearing. Where the Investigation Consideration Panel consider that an apology is appropriate, the wording shall be agreed by the Monitoring Officer, in consultation with the Chairman of the Panel.
- 10.3 Where the decision of the Investigation Consideration Panel is that the complaint may be disposed of by way of Informal Resolution, and the Subject Member co-operates with the requests of the Investigation Consideration Panel, the Monitoring Officer will report the outcome to the Investigation Consideration Panel, and that is the end of the matter

11. Hearing

- 11.1 Where the Investigation Consideration Panel consider that the matter should be referred to a hearing, or Informal Resolution has been declined by the Subject Member, a Hearing Panel will be arranged. The Hearing Panel will comprise three members of the Audit and Governance Committee and will be proportionally constituted.
- 11.2 An Independent Person will be present at the Hearing Panel, and members of the Hearing Panel will take the views of the Independent Person into account in its determination.

- 11.3 A Hearing Panel meeting will normally be open to the press and public, unless the Panel decide in accordance with Part V A and Schedule 12 A to the Local Government Act 1972, that the matter should be considered in private session.
- 11.4 The Investigating Officer shall present his report to the Hearing Panel and call such witnesses as he considers necessary to substantiate his conclusions. The Subject Member may also make representations to the Hearing Panel, and call such witnesses as he considers necessary, and shall be entitled to take the views of an Independent Person at any stage in the Hearing. Should the Subject Member decline to attend the Hearing, the hearing will proceed in the Subject Member's absence, unless the Hearing Panel is satisfied with the Subject Member's reasons for not being able to attend, in which case it may arrange for the Hearing to take place on another date.

12 **Action following Hearing**

12.1 The Hearing Panel will reach one of two conclusions:

12.1.1 That the Subject Member failed to comply with the Code of Conduct for Members; or

12.1.2 That there was no failure by the Subject Member to comply with the Code of Conduct for Members.

12.2 Where the decision of the Hearing Panel is that there was a failure by the Subject Member to comply with the Code of Conduct for Members the Hearing Panel may:

12.2.1 Publish its findings in such manner as the Panel considers appropriate

12.2.2 Report its findings to the Authority for information

12.2.3 Recommend to the Authority that the Subject Member be censured by resolution of the Authority

12.2.4 Recommend to the Subject Member's Group leader that the Subject Member be removed from Committees of the Authority and / or other appointed positions (as appropriate).

12.2.5 Instruct the Monitoring Officer to arrange such training for the Subject Member as the Panel considers appropriate.

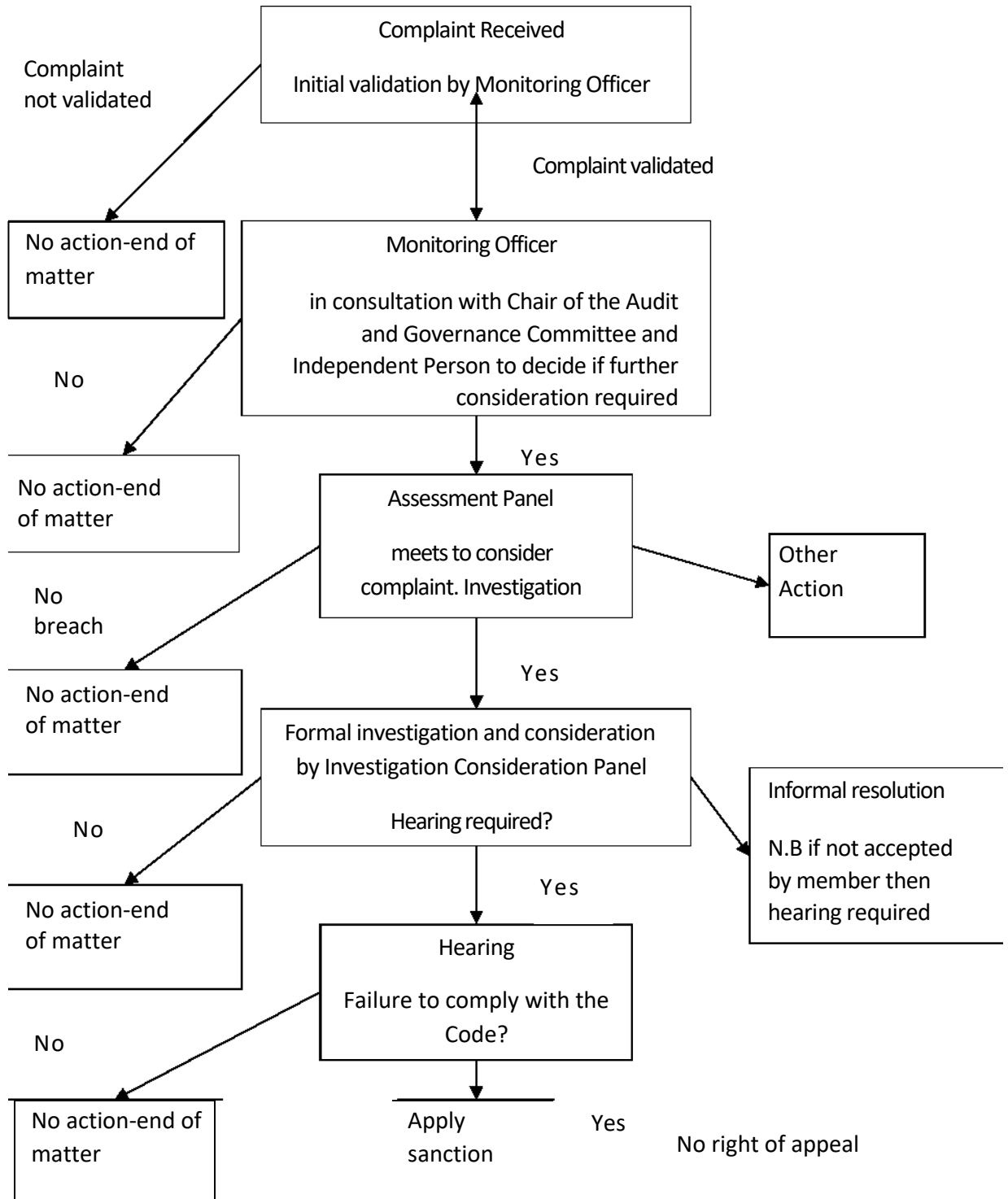
NB:- A Hearing Panel has no power to suspend or disqualify a Member or to withdraw a Member's allowances. Removal of a Member from a Committee will require a formal decision of the Authority.

12.3 Where the decision of the Hearing Panel is that there has been no breach of the Members' Code of Conduct, then that is the end of the procedure.

13. **Appeals**

13.1 There is no right of appeal against any decision in respect of a Code of Conduct complaint, except through the Courts by way of judicial review.

Procedure for the Assessment, Investigation and Determination of Complaints of Breach of the Code of Conduct



HAMPSHIRE AND ISLE OF WIGHT FIRE AND RESCUE AUTHORITY

COMPLAINT FORM

To be used if you wish to make an allegation that a Member of the Authority has failed to comply with the Members Code of Conduct.

Your details

1. Please provide us with your name and contact details

Title:	
First Name:	
Last Name:	
Address:	
Telephone Number:	

Your personal data will only be used for the purpose of processing your complaint, and will be retained securely in accordance with our retention policy

The following people will be informed of the details of the complaint:

- The Member(s) you are complaining about
- The Chief Fire Officer
- The Chair of the Authority
- The Monitoring Officer
- Officers processing the complaint

We will tell them your name and give them a summary of your complaint; We will give them full details of your complaint where necessary or appropriate to be able to process it. If you have serious concerns about your name and a summary, or details of your complaint being released to the individuals above, please complete section 5 of this form.

2. Please tell us which complainant type best describes you:

- Member of the public
- An elected or co-opted member of an authority
- Member of Parliament
- Local authority monitoring officer
- Council officer or authority/service employee
- Other

Making your complaint

Once you have submitted your complaint, it will be considered in accordance with the published arrangements for dealing with the Assessment, Investigation and Determination of Complaints that a Member or Co-opted Member of Hampshire and Isle of Wight Fire and Rescue Authority (“the Authority”) has failed to comply with the Code of Conduct for Members.

3. Please provide us with the name of the member(s) you believe have breached the Code of Conduct of Hampshire and the Isle of Wight Fire and Rescue Authority.

Title	First Name	Last Name

4. Please explain in this section (or on separate sheets) what the Member has done that you believe breached the Code of Conduct. If you are complaining about more than one Member you should clearly explain what each individual person has done that you believe breached the Code of Conduct.

A copy of the Authority Code of Conduct for Members can be found within the Constitution.

- You should be specific, wherever possible, about exactly what you are alleging the Member said or did. For instance, instead of writing that the Member insulted you, you should state what it was they said.
- You should provide the dates of the alleged incidents wherever possible. If you cannot provide exact dates, it is important to give a general timeframe.
- You should confirm whether there are any witnesses to the alleged conduct and provide their names and contact details if possible.
- You should provide any relevant background information.

Continue on a separate sheet if there is not enough space on this form

Please provide us with:

- the details of your complaint and
- the outcome from this complaints process that you would like to see happen (in accordance with the Constitution, Appendix 3 Code of Conduct for Members and Appendix 2 Arrangements for Handling Members Complaints).

Only complete this next section if you are requesting that your identity is kept confidential.

5. In the interests of fairness and natural justice, we believe Members who are complained about have a right to know who has made the complaint. We also believe they have a right to be provided with a summary of the complaint. We are unlikely to withhold your identity or details of your complaint unless you have good reason to justify the Authority doing so.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The Monitoring Officer to the Authority will consider the request alongside the substance of your complaint. We will then contact you with the decision. If your request for confidentiality is not granted, we will usually allow you the option of withdrawing your complaint.

However, it is important to understand that in certain exceptional circumstances where the matter complained about is very serious, we can proceed with an investigation or other action and disclose your name even if you have expressly asked us not to.

Please provide us with details of why you believe we should withhold your name and/or the details of your complaint:

Additional Help

6. Complaints must be submitted in writing. This includes electronic submissions. However, in line with the requirements of the Equality Act 2010, we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing.

We can also help if English is not your first language.

If you need any support in completing this form, please let us know as soon as possible.

Submitting Your Complaint

7. This complaint should be submitted to the Monitoring Officer to the Authority by sending to the following contact addresses:

By post to:

The Monitoring Officer to the Authority,
Hampshire and Isle of Wight Fire and Rescue Authority,
c/o Democratic and Member Services,
Hampshire County Council
The Castle
Winchester
SO23 8UJ

Or by e-mail to: members.services@hants.gov.uk

Appendix 3

Hampshire and Isle of Wight Fire and Rescue Authority Members' Code of Conduct

This Code is adopted pursuant to the Authority's statutory duty to promote and maintain high standards of conduct by members and co-opted members of the Authority. It applies to all members and co-opted members, when acting in their role as a member or co-opted member of the Authority.

This Code is not intended to be an exhaustive list of all the obligations placed on members and co-opted members of this Authority. It is your responsibility to comply with the following provisions of this Code as well as other legal obligations beyond the scope of this Code.

This Code is based on and consistent with the following principles:

SELFLESSNESS: Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP: Holders of public office should promote and support these principles by leadership and example.

Part 1: General obligations of members and co-opted members

1. You must treat others with respect.
2. You must not do anything which may cause the Authority to breach equalities legislation.
3. You must not bully any person.
4. You must not intimidate, or try to intimidate, anyone who has complained about you or who may be involved with a complaint about you.
5. You must not do anything which compromises the impartiality of the Authority's officers.
6. You must not disclose confidential information (other than in very limited circumstances permitted by law and following consultation with the Authority's Monitoring Officer).
7. You must not prevent a person from gaining access to information to which they are entitled.
8. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or Authority into disrepute.
9. You must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person an advantage or disadvantage.
10. You must, when using or authorising the use by others of the resources of the Authority, act in accordance with the Authority's reasonable requirements, and ensure that the resources are not used improperly for political purposes.
11. You must have regard to the Code of Recommended Practice on Local Authority Publicity.
12. When reaching decisions, you must have regard to relevant advice from the Authority's officers and give reasons for decisions.

Part 2: Registration and Disclosure of Interests Disclosable Pecuniary Interests

13. You must, within 28 days of becoming a member or co-opted member, notify the Authority's Monitoring Officer of any disclosable pecuniary interest as set out in Part 3 of the Code, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living as a husband or wife, or as if you were civil partners, and where you are aware that that other person has that interest. The Authority's Monitoring Officer will cause the interest notified to be entered in the Authority's Register of Interests.
14. Where a disclosable pecuniary interest has not been entered in the Register of Interests, and it is a disclosable pecuniary interest in any matter being considered at

a meeting of the Authority, committee or sub-committee at which you are present, you must disclose the interest to the meeting, except where the matter is a 'sensitive interest'³. Where the interest is a 'sensitive interest', you must disclose merely the fact that you have a disclosable pecuniary interest in the matter concerned.

15. Where you have a disclosable pecuniary interest in any matter being considered at a meeting of the Authority, committee or sub-committee, you must not participate in discussion of, or vote on, that matter, and must withdraw from the room where the meeting is being held, unless you have obtained a dispensation from the Audit and Governance Committee. However, this does not prevent you from making representations on the matter to the meeting, in accordance with the Authority's deputations procedure, provided that you withdraw from the room when those representations are concluded and before any discussion or vote takes place.
16. Following any disclosure of an interest not on the Authority's Register of Interests maintained by the Authority's Monitoring Officer, or the subject of pending notification, you must notify the Monitoring Officer of the interest within 28 days beginning with the date of disclosure.

Personal Interests

17. You have a "personal interest" in an item of business where it relates to or is likely to affect any of the following bodies of which you are a member: a public or charitable body, any body to which you have been appointed by the authority, any political party, trade union or other body one of whose principal purposes is to influence public opinion or policy.
18. You also have a personal interest in an item of business where a decision in relation to it might reasonably be regarded as affecting the well being or financial position of you, a member of your family or person with whom you have a close association, more than other council tax payers, ratepayers or inhabitants of the Authority's area.
19. You must disclose a personal interest at a meeting of the Authority, committee or sub-committee, where you consider that interest to be relevant to an item of business being considered at that meeting. The disclosure shall be made at the commencement of the meeting, or when the interest becomes apparent, and shall be recorded in the minutes of the meeting.

³ A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

20. Disclosure of a personal interest does not affect your ability to participate in discussion or vote on the relevant item, provided it is not also a disclosable pecuniary interest.

Gifts and Hospitality

21. You must enter in the Authority's register of interests the receipt of any gift or hospitality, where you estimate the value to be at least £50, within 28 days of receipt.

Part 3: Disclosable Pecuniary Interests

22. In accordance with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, the pecuniary interests required to be disclosed are set out below:

Subject	Prescribed description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(2).</p>
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.

Corporate tenancies

Any tenancy where (to M's knowledge) -
(a) the landlord is the relevant authority; and
(b) the tenant is a body in which the relevant person has a beneficial interest.

Securities

Any beneficial interest in securities of a body where
(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and
(b) either -
(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Appendix 4

Hampshire and Isle of Wight Fire and Rescue Authority: Protocol for the filming, photographing and audio-recording of all public meetings, and reporting on all public meetings

1. The Openness of Local Government Bodies Regulations 2014 came into force on 6th August 2014. The new Regulations gave the public and press new legal rights to record and report at public meetings of Hampshire and Isle of Wight Fire and Rescue Authority (“the Authority”) and/or its committees and/or sub-committees, including the use of digital and social media.
2. The Authority is committed to being open and transparent in the way it conducts its business. Any persons, including professional, citizen journalists or members of the public, are welcome to take photographs, film and audio-record the proceedings, and report on the proceedings at any meetings of the Authority and its committees and sub-committees, that are open to the public. The Authority also welcomes the use of social media (such as Twitter, YouTube and Facebook) and micro blogging to communicate with people about what is happening, as it happens.
3. This Protocol provides practical information to assist anyone considering filming, photographing or making audio recordings of public meetings, and reporting of those meetings, including the use of digital and social media.
4. Whilst no prior permission is required to carry out the recording and reporting, as a courtesy to the public, officers and members, anyone intending to film, photograph or audio record, or report a public meeting of the Authority and/or its committees/sub-committees is encouraged to contact the Monitoring Officer for advice and guidance within 48 hours of the meeting. Reasonable advance notice will enable practical arrangements to be made and special requirements to be discussed, such as space to view and hear the meetings, seats, and a desk. In addition the Monitoring Officer can inform the relevant Chair of what is to take place on the day.

5. Flash photography, additional lighting or large equipment will not be permitted, unless it can be accommodated without causing disruption to the proceedings. Requests to use equipment of this nature will be subject to consideration of the constraints of the meeting rooms. Anyone filming, photographing and/or audio-recording, or reporting a meeting of the Authority shall bear all the costs of doing so themselves.
6. The Chair of the meeting will be informed of any intention to film, photograph and/or audio-record, or report and s/he will, at the beginning of each meeting, make an announcement that the meeting may be filmed, audio-recorded or photographed, or reported and will ask if anyone actively objects to this. Anyone who remains at the meeting after the Chair's announcement will be deemed to have consented to the broadcast of their image and anything they say.
7. In addition to the right of persons to film, photograph and/or audio-record, as set out above, the Authority may film and live stream full Authority meetings on its own website. Such recordings may also be made available for repeated viewing on the website for a period following the meeting.
8. In respect of physical meetings, a note will also be posted on the door of the meeting room advising anyone who attends the public meeting that the meeting may be live streamed on the Authority's website (in the case of full Authority meetings) and that they may be filmed, photographed and audio-recorded, and reported on and that by attending the public meeting they are consenting to the broadcast of their image and anything they say. Meeting agendas for physical meetings will also include the following statement:

“The Openness of Local Government Bodies Regulations are in force, giving a legal right to members of the public to record (film, photograph and audio-record) and report on proceedings at meetings of the Authority, and its committees and/or its sub-committees. The Authority has a protocol on filming, photographing and audio-recording, and reporting at public meetings of the Authority which is available on our website. This includes, in the case of full Authority meetings, live streaming of the meeting on the Authority's website. At the start of the meeting the Chair will make an announcement that the meeting may be recorded and reported. Anyone who remains at the meeting after the Chair's announcement will be deemed to have consented to the broadcast of their image and anything they say.”
9. It should be noted that the Chair of a meeting will have absolute discretion to terminate or suspend the meeting for a period not exceeding 30 minutes, if, in their opinion, continuing to exercise any of the above activities would distract or disrupt the meeting, and this could result in expulsion of the person. Essentially, disruptive behaviour can, for the purposes of this protocol, include:

- a. Moving to areas outside the areas designated for the public without the consent of the Chair;
 - b. Excessive noise in recording or setting up or re-siting equipment during the debate/discussion;
 - c. Intrusive lightning and the use of flash photography;
 - d. Asking for people to repeat statements for the purpose of recording.
10. In allowing filming, photography or audio-recording, or reporting to take place, the Authority requires those participating not to edit the film, photograph or audio-recordings, and report in a way that could lead to misinterpretation of the proceedings of the meeting. This includes refraining from editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being photographed, filmed or recorded. When published or broadcast, recordings and reports are to be accompanied by information including when and where the recording and/or reporting was made and the context in which the discussion took place.
 11. Deputations will be invited to declare their names before speaking. In making a deputation, individuals will by doing so, give their consent to be filmed, photographed, audio-recorded, or reported.
 12. The Authority may wish to maintain its own record of proceedings to ensure a comparison copy is available. It may choose to publish this via its own web- site. No copies or transcripts will, however, be made available from the Authority's own records.
 13. Written minutes of meetings, once confirmed, will remain the formal record of all decisions taken.
 14. All meetings of the Authority, committees and sub-committees are open to the public except in limited circumstances where the Authority is legally required, or allowed, to close the meeting to the public. Any recording or reporting of such meetings should cease immediately if and when the Chair of the meeting agrees to formally exclude the Press and public due to the business of an Exempt or confidential nature.
 15. Recording and reporting of the Authority's meetings is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation. The Authority accepts no liability whatsoever for such breaches.
 16. Where virtual meetings of the Authority are permitted, then this Protocol shall apply to any virtual meetings held but shall be interpreted in such a way as to give effect to the Openness of Local Government Bodies Regulations 2014 and any other legislation or other legal requirements applicable to virtual meetings of the Authority.

Appendix 5

Protocol for Member - Officer Relations

1 Introduction

- 1.1 An effective and professional relationship between Members and Officers in which both understand each other's role is essential in the success of the Hampshire and Isle of Wight Fire and Rescue Authority and Service. The roles are complementary to each other and ensure effective governance which is transparent and accountable.
- 1.2 The purpose of this protocol is to give clarity to the role and expectations of Members and Officers to ensure mutual respect and trust. It is also intended to help Members and Officers perform effectively in their roles and ensure an understanding of the relationship.
- 1.3 The protocol applies to Members of Hampshire and Isle of Wight Fire and Rescue Authority (including any co-opted Members) and Officers of Hampshire and Isle of Wight Fire and Rescue Service.
- 1.4 The protocol is approved by the Hampshire and Isle of Wight Fire and Rescue Authority and forms part of the Constitution.
- 1.5 The protocol must be read in conjunction with the Hampshire and Isle of Wight Fire and Rescue Authority Members Code of Conduct, the Hampshire and Isle of Wight Fire and Rescue Service Employee Codes of Conduct and all documents contained within the HIWFRA Constitution.
- 1.6 The protocol is not prescriptive and does not cover every situation. The intention is to give guidance as to how to deal with certain issues and to be used as a reference point in maintaining high standards of conduct.
- 1.7 Breaches of this protocol and of the Members and Officer Codes of Conduct may result in disciplinary action.

2 Role of Officers

- 2.1 Officer (and staff) means any person employed by the Authority. Officers are accountable to the Chief Fire Officer.
- 2.2 Officers:
 - should seek to assist a Member when required but must not exceed the powers which have been delegated to the Chief Fire Officer set out in the Scheme of Delegation.

- can provide support services to Members (typing, stationary, printing, photocopying, transport) but only for Authority business and not in connection with party political campaigning activity.
- will not provide advice or information to a party group and should not be asked to brief a party group meeting or discussion.
- are accountable to the Authority for the implementation of policies, the delivery of services to communities and for the day to day management of services.
- will provide professional and technical advice to Members to assist with their policy and decision making functions

2.3 In fulfilling these roles, Officers can expect Members;

- to treat them with respect and courtesy
- to act with integrity, mutual support and confidentiality
- not to put Officers under any undue or unnecessary pressure
- not to ask Officers to take part in any work of a party political nature
- to be aware that support cannot extend beyond providing support, information and advice on Fire Authority matters
- to show commitment and attend public meetings and events (including Members Awareness Sessions)
- to demonstrate political leadership and direction
- to recognise the fact that Officers have delegated authority within the Scheme of Delegation
- not to use their positions or relationships to advantage or disadvantage a personal interest or to influence a decision improperly
- to obtain agreement in advance from the Station Manager if visiting a station so as to avoid adverse impact on operational activities or planned training
- to comply with the Members Code of Conduct
- to have due regard to any advice, guidance and training on Members' roles and responsibilities
- to be committed to Member Development
- to never act in a way which cannot be justified to the public

2.4 Officer representation at Full Authority meetings and Audit and Governance Committee meetings will consist of the Monitoring Officer or their Deputy, the Chief Fire Officer and/or Deputy Chief Fire Officer, and the Chief Financial Officer or their Deputy. Other Directors and Officers will attend if required to present a report and in the absence of any of the roles above. Representatives from the Governance and Policy Team, and Democratic and Member Services Team provide procedural and administrative support.

3 Role of Members

- 3.1 Members of the Authority are appointed by Hampshire County Council (HCC), Portsmouth City Council (PCC), Southampton City Council (SCC) and Isle of Wight Council (IWC).
- 3.2 The responsibilities of the Authority are set out in the Constitution.
- 3.3 Members:
- should not involve themselves in the day to day management of the Service but are entitled to be listened to when raising issues on behalf of the people they represent
 - May attend the local crime and disorder reduction partnership meetings where they wish to attend, noting that Officers will be appointed to formally represent the Authority at those meetings
 - can approach the Chief Fire Officer, Monitoring Officer or Chief Financial Officer to provide them with information required to fulfil their role as a Member
 - follow Authority policies for the access to documents and information held (adhering to the Data Protection and Human Rights Acts)
- 3.4 In fulfilling their roles, Members can expect Officers to:
- provide objective unbiased information and advice on matters of the Authority
 - act with integrity and respect confidentiality within the limits of each own Officer's responsibility
 - respect and support the role of each Member along with associated workloads and pressures
 - not copy any correspondence provided to them to another Member without making it clear that they are doing this
 - behave professionally perform their duties effectively and efficiently
 - be aware of and sensitive to the political environment
 - support the Member role and development of the role
 - comply with the Hampshire and Isle of Wight Fire and Rescue Service Employee Codes of Conduct
- 3.5 Members may from time to time take a lead for the Authority in different areas of the Authority's business ("Member Champions"). This enables individual members to have more detailed involvement in certain areas, develop their own knowledge, act as a link between the Authority and officers in respect of specific projects or programmes, and bring their greater knowledge and experience back to Full Authority meetings. Member champion roles are not formal roles requiring formal appointment by the Authority and individual Member Champions have no executive authority to make any decisions or otherwise exercise any functions of the Authority. The Chief Fire Officer has delegated authority to agree from time to time, in consultation with the Chairman, which members will act as member champions and in respect of which specific issues.

3.6 To support understanding of roles, a summary of operational and strategic responsibilities is outlined below:

- Operational Responsibilities - the Chief Fire Officer (CFO) and Service leadership team manage day-to-day operations, including service delivery, emergency response, resource deployment, staffing, training, and risk management, ensuring the Service operates safely, effectively, and in line with the strategic priorities set by the Fire Authority
- Strategic Responsibilities - the Fire Authority sets long-term priorities, approves budgets and major capital projects, establishes overarching policies, and monitors overall performance and governance

4 Role of Chairman and Vice Chairman

4.1 The Chairman and Vice Chairman of the Authority are elected by the Authority. They are responsible for visibly leading the Authority. The Chairman, and in their absence the Vice Chairman will have the following roles and functions:

- Chairing Authority meetings – the Chairman will preside over Authority meetings and ensure that they are conducted in accordance with the Standing Orders of the Authority, set out in this Constitution;
- Ensuring that Authority meetings are a forum for the debate of matters of concern to Members and a place at which Members are able to hold Officers and the Authority to account;
- Promoting public involvement in the Authority's activities;
- Representing the Authority at such Civic and ceremonial functions as may be appropriate
- Upholding the Constitution of the Authority.

4.2 The Chairman will have regular one to one briefings with the Chief Fire Officer.

4.3 The Chairman and Vice Chairman of the Authority will not hold the Member Development role but can form part of a working group.

5 Role of all other Members

5.1 Members can request a briefing with the Chief Fire Officer or another Officer if required.

5.2 The Role of the Chair and Vice Chair of the Audit and Governance Committee is to chair meetings of the Audit and Governance Committee and ensure that they are conducted in accordance with the Authority's Standing Orders.

5.3 Role of Working Groups:

Working Groups are set up when there is a requirement for Members to work together on a specific area of Authority business. The working group

will then feed back to the Fire Authority. A Member Working Group will not exercise any decision making functions.

5.4 Member Development

Development is available to all Members. Officers will ensure opportunities for development are highlighted to Members. Members will receive an annual induction session and ongoing awareness sessions facilitated by Officers.

6. Protocol

- 6.1 The operation of this protocol will be monitored by the Authority and reviewed as required.
- 6.2 The Monitoring Officer to the Authority, when required, will offer advice on the implementation and operation of the protocol.

Appendix 6 – Communications Protocol



COMMUNICATIONS GUIDANCE FOR HIWFRA MEMBERS

This document has been produced to provide guidance on how to use information and intelligence provided to you by HIWFRS officers and advise on ways it can be distributed.

Our Control Room can be contacted on the number below at any time to enquire about an incident or to be put through to an officer or the on-call duty press officer:

Tel: 0203 162 0063

The 10 guiding principles:

1. Members play a pivotal role in advocating the work of HIWFRS and this should not be constrained in any way.
2. Information provided by HIWFRS officers should be used and disseminated in an appropriate manner.
3. The use of any provided information should reflect the Members Code of Conduct and the values of the Fire Authority.
4. Consider - what is the purpose or public benefit of the information you are sharing?
5. When information is provided, seek clarity from officers, if necessary, on how that information should be used.
6. Information shared may be personal or sensitive, so seek clarity on its use if unsure.
7. Think before posting on social media – be aware of the speed information travels online.
8. If approached by the media or a constituent to discuss an issue, speak to an officer to be clear on the facts (if necessary)
9. Be aware of the context in which you are responding and be clear on the difference between factual information or a personal opinion.
10. To the public, you are always a Member of the Fire Authority.

Why information is shared with Members by HIWFRS officers:

- To help you fulfil your role as Members
- To provide you with suitable information to be a community touchpoint for your residents
- To ensure you are briefed ahead of any enquiries from the media or public

Ways information can be shared:

- Media
- Social media
- Press releases
- Printed material (leaflet, newsletter etc)
- Comments made in public
- Conversations with constituents
- Public meetings
- Local authority meetings
- Any occasion when you can be seen to be acting as a HIWFRA Member

Appendix 7 – Code of Corporate Governance

Code of Corporate Governance

1. Introduction

- 1.1. Governance is about how **we make sure that we are doing the right things, for the right people, in a way which is timely, open, honest and accountable.**

Governance comprises the arrangements put in place to ensure that intended outcomes for stakeholders are defined and achieved.

- 1.2. The Hampshire and Isle of Wight Fire and Rescue Authority (“HIWFRA”) have key statutory responsibilities as set out in this Constitution.
- 1.3. The HIWFRA have approved and adopted this Code of Corporate Governance in accordance with the core principles set out in the Chartered Institute for Public Finance and Accountancy (CIPFA) Delivering Good Governance in Local Government Framework (2016 edition). The Framework defines the principles that should underpin the governance of each local government organisation and provides a structure to assist with the approach to governance. To achieve good governance, each local government organisation should demonstrate that they comply with the core principles set out below.
- 1.4. The Monitoring Officer will be responsible for monitoring and reviewing the operation of the Code of Corporate Governance and reporting annually to the Audit and Governance Committee through the Annual Governance Statement.

The Monitoring Officer will be assisted by the Chief Financial Officer and Chief Internal Auditor. The Code of Corporate Governance links to the Annual Governance Statement which is included within the Authority’s Statement of Accounts.

- 1.5. The seven core principles from the Good Governance in Local Government Framework (2016 edition) form the basis on which effective governance should be built:
- Behaving with integrity, demonstrating strong commitments to ethical values and respecting the rule of law
 - Ensuring openness and comprehensive stakeholder engagement
 - Defining outcomes in terms of sustainable economic, social and environmental benefits
 - Determining the interventions necessary to optimise the achievement of the intended outcomes
 - Developing the entity’s capacity including the capability of its leadership and the individuals within it
 - Managing risks and performance through robust internal control and strong financial management
 - Implementing good practices in transparency, reporting and audit to deliver effective accountability

1.6. This Code of Corporate Governance relates to how the HIWFRA carries out their role. It does not directly relate to the role and responsibilities of the Hampshire and Isle of Wight Fire and Rescue Service (HIWFRS). However, the HIWFRA recognises that they have a responsibility for ensuring the Service also adheres to the core principles within the Local Government Framework and will require the Chief Fire Officer to demonstrate this.

2. The Code of Corporate Governance

2.1. The HIWFRA have developed a local Code of Corporate Governance which incorporates the core good governance principles. The HIWFRA Code of Corporate Governance demonstrates how they commit to the core principles and how they will achieve the commitment.

2.2. The way in which each of the core principles of good governance are put into practice by HIWFRA is set out in the Authority's Annual Governance Statement which is published on the Authority's web pages. To support the Annual Governance Statement, a table is created which provides evidence as to how the core principles of good governance are being met. This table is below.

3.1. The Annual Governance Statement is reviewed annually alongside the table below.

'The International Framework: Good Governance in the Public Sector' defines 'governance' as comprising the arrangements put in place to ensure that the intended outcomes for stakeholders are defined and achieved. The framework also states that to deliver good governance in the public sector both governing bodies and individuals working for them must try to achieve their entity's objectives while acting in the public interest at all times.		
	Principle	Policy/Documents
A	Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law	<p>HIWFRA Governance Review</p> <p>Hampshire and Isle of Wight Fire and Rescue Authority Constitution including; Scheme of Delegation Contract Standing Orders Financial Regulations</p> <p>Leadership Framework Fire Authority Members Code of Conduct Arrangements for Assessment, Investigation and Determination of a complaint that a Member has failed to comply with the Members' Code of Conduct Members Register of Interests Register of interests for staff Communications protocol for Members Protocol for Members/officers Members' Allowance Scheme Corporate Governance Policy which includes anti-theft, fraud corruption and bribery Sponsorship and Charities position Policy Gifts and hospitality register for staff</p>

		<p>Political Restrictions on Local Government employees policy Disclosure and Barring Policy Safeguarding Children, Young People & Adults at Risk Policy</p> <p>Complaints policy Code of Conduct for Staff</p> <p>Health and Safety Statement of Intent</p> <p>HIWFRS Governance Framework</p> <p>Policy, Procedure and Guidance (PPG) Framework</p>
B	Ensuring openness and comprehensive stakeholder engagement.	<p>HIWFRA Safety Plan</p> <p>Publication scheme Freedom of Information Policy Procurement data published on website Transparency Agenda</p> <p>Fire Authority and Committee papers Report template and guidance for staff</p> <p>Previous consultation including Risk Review consultation, Combined Fire Authority consultation and Budget Consultation</p> <p>LGA Peer Review</p> <p>Members Allowances Scheme Pay Policy Statement</p>
C	Defining outcomes in terms of sustainable economic, social and environmental benefits.	<p>HIWFRA Safety Plan</p> <p>Corporate Governance Framework Directorate Plans Impact Assessments Change Management Organisational Learning</p> <p>People Impact Assessments</p>
D	Determining the interventions necessary to optimise the achievement of the intended outcomes.	<p>Corporate Governance Framework Report templates</p> <p>Budget and precept requirement Budget and outturn monitoring reports Service Improvement Plan Annual Audit and Inspection Letter</p> <p>Corporate Governance Policy which includes risk management and risk registers</p>

E	Developing the entity's capacity including the capability of its leadership and the individuals within it.	<p>Members Updates and Diary Dates</p> <p>Member Awareness sessions Members Development</p> <p>People and Organisational Development Policy</p> <p>Performance Development Review Process</p> <p>Workforce Development offer Online training tools</p>
F	Managing risks and performance through robust internal control and strong public financial management.	<p>Corporate Governance Policy which includes risk management Corporate Services Management Board</p> <p>Mid-Year and End of Year Performance Reports to HIWFRA Internal Audit Plan Internal Audit Charter External Audit Corporate Governance Policy which includes anti-theft, fraud, corruption and bribery</p> <p>Internal Audit Opinion Audit and Governance Committee terms of reference</p> <p>Medium term financial plan Reserves Policy</p> <p>Treasury Management Strategy</p>
G	Implementing good practices in transparency reporting and audit to deliver effective accountability.	<p>Internal Audit Charter</p> <p>Internal Audit progress reports to Audit and Governance Committee</p> <p>External Audit letter and reports</p>

APPENDIX 8

THE AUTHORITY’S KEY STATUTORY RESPONSIBILITIES

The table below summarises the key statutory responsibilities of Hampshire and Isle of Wight Fire and Rescue Authority. It is not intended to be an exhaustive list of all pieces of legislation that apply to the Authority. It is an aide memoir in respect of key statutory provisions.

Legislation	Key points	Key responsibilities within HIWFRA
<p>Hampshire & Isle of Wight Fire and Rescue Authority (Combination Scheme) Order 2020</p>	<p>Established a fire authority for the Combined areas of the councils of Portsmouth City Council, Southampton City Council, Isle of Wight Council and Hampshire County Council.</p> <p>Sets out high level constitutional arrangements of HIWFRA</p>	<p>Monitoring Officer (MO): Advises on constitutional issues/compliance.</p> <p>Chief Fire Officer: Understands principles and ensures compliance within the Service.</p> <p>Members: understand structure/key principles</p>
<p>Fire and Rescue Services Act 2004</p>	<p>Sets out HIWFRA’s statutory The main duties/powers include:</p> <ul style="list-style-type: none"> • Fire safety – the promotion of fire safety in the Authority’s geographical area. • Fire fighting – extinguishing fires and protecting property and life in Authority’s geographical area. • Road Traffic Accidents - Rescuing people in the event of RTAs and protecting people from serious harm in the event of RTAs in the Authority’s geographical area, to the extent considered reasonable. 	<p>Chief Fire Officer: Understands the functions and ensures the Service discharges them</p> <p>Monitoring Officer: Advises on functions and compliance.</p> <p>Members: Understand functions and compliance</p>

	<ul style="list-style-type: none"> Emergencies – such functions as the Secretary of State confers relating to emergencies other than fires and road traffic accidents in the Authority’s geographical area. 	
Local Government Act 1972	A fire and rescue authority is a “principal council” for the purposes of various provisions in the Local Government Act 1972 – E.g. public access to meetings, agenda papers and minutes, discharge of functions etc.	<p>Monitoring Officer: advises on responsibilities and compliance</p> <p>Members: Understand at appropriate level the framework within which H&IWFRA operates.</p>
Regulatory Reform (Fire Safety) Order 2005	<p>HIWFRA is the Enforcing Authority for fire safety duties in respect of relevant premises in the Authority’s geographical area.</p> <p>HIWFRA is responsible for appointing inspectors for the purposes of enforcement.</p>	<p>Chief Fire Officer: Operational responsibility for enforcement/ appointing inspectors.</p> <p>MO: advises on functions/legal issues associated with enforcement.</p>
Policing and Crime Act 2017	<p>Introduces a duty to keep collaboration with other blue lamp services under consideration.</p> <p>Introduces a duty to have regard to the Policing and Crime Plan for the area.</p> <p>Introduces new powers in respect of governance of Fire and Rescue functions.</p>	<p>Chief Fire Officer: Understands duties and ensures compliance within the Service.</p> <p>Members: Understand new governance arrangements and provide strategic direction.</p> <p>MO: Advises on functions and compliance.</p>
Civil Contingencies Act 2004	Sets out HIWFRA’s statutory duties for responding to civil emergencies, which are defined as events or situations which threaten serious damage to human welfare or the environment of a place in the UK, or war or terrorism which threatens serious damage to the security of the UK.	<p>Chief Fire Officer: Understands the functions and ensure the Service discharges them</p> <p>Members: Understand functions and compliance</p> <p>MO: Advises on functions and compliance</p>

<p>Fire and Rescue National Framework</p>	<p>Issued by the Secretary of State pursuant to the 2004 Act.</p> <p>HIWFRA must have regard to the National Framework and as part of this must produce and maintain an Integrated Risk Management Plan, work with communities, collaborate with other FRAs to deliver interoperability etc.</p>	<p>Chief Fire Officer: Understands duties and ensures compliance/delivery within the Service.</p> <p>Members: Understand obligations and ensure Service is led and managed in a way that meets them.</p> <p>MO: Advises on responsibilities and compliance.</p>
<p>Serious Violence Duty</p>	<p>The Serious Violence Duty makes councils and local services work together to share information and target interventions to prevent and reduce serious violence.</p> <p>The Duty covers the requirements set out in Chapter 1 of Part 2 of the Police, Crime, Sentencing and Courts Act 2022</p>	<p>Chief Fire Officer: Understands duties and ensures compliance/delivery within the Service.</p> <p>Members: Understand obligations and ensure Service is led and managed in a way that meets them.</p> <p>MO: Advises on responsibilities and compliance.</p>