Report to: THE BOARD OF THE SCOTTISH FIRE AND RESCUE SERVICE
Report No: B/BS/2-14
Date: 29 MAY 2014
Report By: KENNETH FRASER, BUSINESS MANAGER (CHIEF OFFICER AND THE BOARD)

Subject: REVISED MODEL CODE OF CONDUCT FOR BOARD MEMBERS

1 PURPOSE
1.1 The purpose of this report is to present the revised Model Code of Conduct for Board Members (See Appendix A), which has been prepared by the Commissioner for Ethical Standards in Public Life and reviewed by the Scottish Fire and Rescue Service (SFRS).

2 RECOMMENDATION
2.1 Members are asked to:
   a) Approve the revised Model Code of Conduct for Board Members attached at Appendix A;
   b) Note the revisions that have been made to the revised Model Code of Conduct, as outlined in Section 4 of this report;
   c) Consider arrangements for ensuring that they have appropriate levels of awareness of the SFRS policies/areas highlighted at Section 4.1 of this report.

3 BACKGROUND
3.1 The Ethical Standards in Public Life etc (Scotland) Act 2000 provides for Codes of Conduct for local authority councillors and members of relevant public bodies, including the SFRS. The Act requires the Scottish Ministers to lay before Parliament
3.2 The Commissioner for Ethical Standards in Public Life has prepared the attached revised Model Code of Conduct and the Scottish Government has asked the SFRS to adopt this template.

4 REVISIONS
4.1 In summary, the attached revised Model Code of Conduct now highlights the need for Board members to have an awareness of SFRS policies, in particular those covering the following areas:
- Appointments (page 4)
- Equality and diversity (page 4)
- Succession planning (page 4)
- Bullying and harassment in the workplace and the (page 7)
- Bribery Act 2010 (page 8)

In order to meet this need, Board Members are asked to consider arrangements for ensuring that they have appropriate levels of awareness of the abovementioned areas.

4.2 Furthermore, it introduces a new requirement for:
- Registration of gifts and hospitality over £50; (page 7) and
- Shares and securities, which may be significant to or relevant to the work of the SFRS (page 11).

In order to meet the latter requirement, arrangements will be made to update Board Members’ register of interests.

5 ADOPTION
5.1 The revised Model Code of Conduct is to be submitted to Scottish Government by 31 May 2014. Once the code is formally approved by Scottish Government, the code and a copy of the approval letter will be passed to the Standards Commission for their records and for publication of the Code on their website.

6 FINANCIAL IMPLICATIONS
6.1 There are no financial implications arising from the adoption of the provisional schedule of meetings.

7 LEGAL CONSIDERATIONS
7.1 The Ethical Standards in Public Life etc (Scotland) Act 2000 requires Scottish Ministers to issue a Model Code of Conduct for Members of Devolved Public Bodies.

8 EQUALITY IMPACT ASSESSMENT
8.1 As a result of the revisions to the attached Model Code of Conduct, the Equality Impact Assessment (EIA) covering the services Board Governance and Corporate Administration arrangements has been reviewed. The need for Board members to have an awareness of SFRS policies such as equality and diversity, succession planning and bullying and harassment in the workplace helps to promote high standards of behaviour and good corporate governance.

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29 MAY 2014

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