

Part 5 - Codes of Conduct and Protocols:

1. Code of Conduct for Members

Code of Conduct for Members and Co-Opted Members of West Yorkshire Fire and Rescue Authority

Application and Scope

This Code applies to the conduct of Members (including Co-Opted Members) of the Authority when they act in the capacity of a Member of the Authority.

1. Conduct Expected of Members

1. Members should endeavour to maintain high standards of personal conduct in a manner which is consistent with the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.
2. Members should seek to promote equality and seek to avoid doing anything which might cause the Authority to breach its duties under Equalities laws.
3. Members must treat other persons with fairness, dignity, and respect.
4. Members must not act in a manner which has the effect of compromising the impartiality of public servants or other persons working for or on behalf of the Authority.
5. Members must not use their position as a Member to secure any improper benefit for themselves or any other person and must comply with any statutory provisions and/or rules approved by the Authority regulating the receipt of gifts and hospitality.
6. Members must not misuse the resources of the Authority and must comply with any policies approved by the Authority regulating their use by Members.
7. Members must not disclose information which is confidential without having lawful authority for such disclosure.
8. Members must have regard to the advice of statutory officers when those officers are acting pursuant to their statutory duties.
9. Members must comply with any rules approved by the Authority regulating claims for payment of remuneration allowances and expenses.
10. Members must, when making decisions act in accordance with the relevant law, must have regard to any statutory codes of practice or guidance and must have regard to any relevant provisions of the Authority Constitution.

2. Disclosure of Pecuniary Interests Register

Members must, before the end of 28 days beginning with the day on which they become a Member, notify the Monitoring Officer of any disclosable pecuniary interests (“DPI”) which they have at the time the notification is given. Disclosable Pecuniary Interests (“DPI”)

includes specified interests of the Member, the Member’s spouse or civil partner, a person with whom the Member is living as husband and wife or as if they were civil partners, provided the Member is aware any other specified person has the DPI. The specified Disclosable Pecuniary Interests (“DPIs”) are as follows:

Schedule

Subject	Prescribed description
Employment, office trade, profession, or vacation (this may include membership of a Trade Union)	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.</p>
Contracts	<p>Any contract which is made between the relevant person (or body in which the relevant person has a beneficial interest) and the relevant authority –</p> <ul style="list-style-type: none"> 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	<p>Any tenancy where (to M’s knowledge) –</p> <ul style="list-style-type: none"> a) the landlord is the relevant authority; and

Subject	Prescribed description
	b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	<p>Any beneficial interest in securities of a body where –</p> <ul style="list-style-type: none"> a) that body (to M’s knowledge) has a place business or land in the area of the relevant authority; and b) either – <ul style="list-style-type: none"> 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.

3. Disclosable Pecuniary Interests in Matters Considered at Meetings

1. If a member is present at an Authority Committee or Sub-Committee or Joint Committee or Sub-Committee and the member is aware that they have any disclosable pecuniary interest (“DPI”) in a matter being considered but the interest is not entered in the register, then the member must disclose the details of that DPI to the meeting. If the Monitoring Officer is of the view that the nature of the DPI is sensitive in that disclosure of details may expose the member to violence or intimidation, then only the fact of the existence of a DPI need be made. (Members are referred to Sections 30-34 of the Localism Act 2011 and to the statutory regulations made thereafter for the full text of the statutory provisions dealing with disclosable pecuniary interests, their disclosure and registration and the restrictions on participation in meetings)
2. If the DPI is not entered in the register and is not the subject of a pending notification, the member must notify the Monitoring Officer before the end of 28 days beginning with the date of disclosure. (Member’s attention is drawn to the criminal offences set out in Section 34 of the Act for breach of the statutory obligations and restrictions. Sanctions include a financial penalty not exceeding level 5 on the standard scale and up to 5 years disqualification from holding office in any relevant authority.)

3. The member may not participate or participate further in any discussion of the matter at the meeting or participate in any vote or further vote taken on the matter at the meeting and shall, if Authority Standing Orders so require, be excluded from the meeting while any discussion of the matter or vote thereon takes place unless in any case the member has been granted a dispensation relieving the member from either or both of the restrictions and is permitted under Standing Orders to remain in the meeting.