

Tyne and Wear Fire and Rescue Authority

2007/2008 Annual Review of Corporate Governance and Internal Control Arrangements

Action Plan for 2008/2009

Ref.	Corporate Improvement Objectives	Responsible Officer
1	<ul style="list-style-type: none">• The framework and methodology for the annual review should be revised and formally approved by the Authority, including being updated in respect of the requirement to produce an Annual Governance Statement (rather than a SIC).• Membership of the Corporate Governance Steering Group needs to be determined and clearly stated in all documentation	Deputy Chief Fire Officer
2	Records of the Corporate Governance Steering Group, e.g. notes of discussions, issues and points for action should be maintained to evidence transparency of the process and record points for action.	Secretary to Corporate Governance Steering Group

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3	<p>The Authority should give consideration to developing a Whistleblowing Policy for the benefit of members of the public which aims to:</p> <ul style="list-style-type: none">• enable members of the public to raise concerns about suspected malpractice;• encourage and enable members of the community to communicate serious concerns rather than overlooking a problem;• encourage members of the public to feel confident in raising serious concerns;• reassure members of the public that they will be protected from victimisation and their concerns will be taken seriously;• provide avenues for members of the public to raise concerns and receive appropriate feedback on any action taken; and• ensure that members of the public get an appropriate response to the concerns they have raised and show how they may take the matter further if they are dissatisfied with the response.	Human Resources Manager and Corporate Communications Manager

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4	Employees should be reminded of all of the various circumstances, as detailed in the Code of Conduct, which may give rise to a conflict of interests and to consider if a declaration should be made.	Deputy Chief Fire Officer
5	A stock of Declaration of Interests forms should be held ready for use with the Register of Interests, Gifts and Hospitality, for employees.	