



Buckinghamshire & Milton Keynes Fire Authority

MEETING	Overview and Audit Committee
DATE OF MEETING	13 March 2019
OFFICER	Lynne Swift, Director of People and Organisational Development
LEAD MEMBER	Councillor Steven Lambert
SUBJECT OF THE REPORT	Updated Code of Conduct (V3.0)
EXECUTIVE SUMMARY	<p>The Authority's Code of Conduct provides individuals with an understanding of the standards expected when performing duties as an employee and guides behaviour, placing an obligation on all employees to take responsibility for their own conduct.</p> <p>This report presents the updated Code of Conduct (Appendix 1), which has been reviewed in line with normal practice. This document has undergone formal consultation and all feedback has been considered and incorporated into the updated document where appropriate. Apart from accepted minor amendments, changes are shown as either additional text underlined (<u>underlined</u>) or deleted text struck through (struck through).</p> <p>Appendix 2 details feedback received during the formal consultation process and responses to each, as incorporated into the updated Code of Conduct. As noted, some changes have been made to the document, such as making specific reference to the Authority's values in Section 3 and other sections have been amalgamated to give a more concise document. In addition, minor amendments have been made to the document to ensure relevance to current working practices and alignment to other procedures.</p> <p>If approved, this document will be presented to the Executive Committee with recommendations for adoption. The approved document would then be published both internally and externally as the Authority's Code of Conduct. This document will be monitored by Human Resources, with a full review undertaken three years from the date of publication. However, a review of the Authority's values as part of the employee engagement culture survey action plan is scheduled for Autumn 2019. In addition as part of the updated Public Safety Plan (2020-2025) the Authority's Vision may also be reviewed. The</p>

	outcomes of these reviews may require that changes to the Code of Conduct be considered to ensure it remains fully aligned with these key strategic documents.
ACTION	Decision
RECOMMENDATIONS	It is recommended that the Committee: <ol style="list-style-type: none"> 1. note the proposed changes to the current Code of Conduct and consultation feedback as detailed in Appendix 2; 2. approve the content of the updated Code of Conduct as detailed in Appendix 1, for presentation to the Executive Committee for adoption.
RISK MANAGEMENT	If managers and employees do not have directional guidance from fit for purpose procedures aligned to the corporate objectives, there is a risk of potential employment relations issues and a non-consistent management approach. On a three-yearly or risk critical basis, the employment related procedures and guidance notes are amended or created to support each employment-related policy theme.
FINANCIAL IMPLICATIONS	There are no financial implications.
LEGAL IMPLICATIONS	All procedures give due regard to appropriate legislation and best practice.
CONSISTENCY WITH THE PRINCIPLES OF THE DUTY TO COLLABORATE	The Policing and Crime Act 2017 requires the Authority to keep opportunities for collaboration with the police and ambulance services under review. The Authority continues to collaborate with other Fire Authorities in the development of employment-related policies and procedures where practicable. The current operational focus is on the alignment of operational policy and procedures. The workforce reform focus is on operational recruitment and apprenticeships related processes and procedures.
HEALTH AND SAFETY	There are no health and safety implications.
EQUALITY AND DIVERSITY	The Integrated Impact Assessment/Privacy Impact Assessment has been completed as part of the update. There are no identified adverse impacts on any protected characteristics.
USE OF RESOURCES	Contribution to delivery of corporate objective; The Code of Conduct supports the overarching employment-related policy themes and is, therefore,

	<p>compliant with the strategic direction of the Authority on employment-related policy matters, and supports delivery of the current corporate plan.</p> <p>Communication with stakeholders; Stakeholder communication is a significant element of successful implementation of the employment related procedures.</p> <p>Following approval of the updated Code of Conduct, this document will be communicated to employees in accordance with usual practice. This will be followed up as part of a suite of training and awareness sessions during 2019, which will target understanding of the Authority's values along with other key standards of behaviour.</p> <p>Systems of Control; To ensure the highest standards of public service and provide necessary assurance to the Authority, routine monitoring of activity as specified within the Code will be carried out and reported. This will include reviewing the appraisal system for behaviours and achievement of objectives, analysing results from the employee engagement culture survey and reviewing case management statistics. These reports will be presented to the Performance Board or Business Transformation Board as appropriate.</p>
<p>PROVENANCE SECTION & BACKGROUND PAPERS</p>	<p>Background Report to Executive Committee held 29 July 2015 - Revised Code of Conduct (V2.0): https://bucksfire.gov.uk/files/7114/5527/6772/EXECUTIVE_COMMITTEE_PACK_290715.compressed.pdf</p>
<p>APPENDICES</p>	<p>Appendices:</p> <ol style="list-style-type: none"> 1. Updated Code of Conduct 2. Formal consultation feedback
<p>TIME REQUIRED</p>	<p>10 minutes.</p>
<p>REPORT ORIGINATOR AND CONTACT</p>	<p>Faye Mansfield; HR Development Manager fmansfield@bucksfire.gov.uk 01296 744623</p>