

Buckinghamshire & Milton Keynes Fire Authority



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| MEETING | Overview and Audit Committee |
| DATE OF MEETING | 15 July 2015 |
| OFFICER | Lynne Swift, Director of People & Organisational Development |
| LEAD MEMBER | Councillor Roger Reed |
| SUBJECT OF THE REPORT | Revised Code of Conduct |
| EXECUTIVE SUMMARY | <p>The Authority's vision is "To make Buckinghamshire and Milton Keynes the safest places in England in which to live, work and travel." In order to achieve and maintain this, it is necessary for the Authority to have certain standards that all employees are expected to understand and adhere to.</p> <p>The Authority's Code of Conduct was first issued in 2006. Since being published, the Code of Conduct has been detailed in a variety of documents, built up over time to reflect different circumstances. The revised Code of Conduct, as detailed in Appendix 1 which is being presented at this meeting has been produced to bring together all standards into a single document. This approach was a recommendation from the Corporate Governance Audit 2014/15 (recommendation 3).</p> <p>This Code has taken account of constructive feedback provided during the formal consultation process held in March to April 2015 (Appendix 2 details feedback). Wording that is highlighted in green indicates proposed amendments to the original draft version of this document and wording highlighted in red with a strike through are proposed deletions to the original draft version.</p> |
| ACTION | Decision. |
| RECOMMENDATIONS | <p>It is recommended that:</p> <p>The revised Code of Conduct (Appendix 1) is recommended for approval by the Executive Committee.</p> |
| RISK MANAGEMENT | <p>Employees at all levels are required and expected to show professional conduct and behaviour in all aspects of their employment. The Code of Conduct sets out the standards expected by the Authority, and whilst it is not intended to be exhaustive, it sets and defines the minimum standards of behaviour for those who work for the Authority.</p> |

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| | <p>The Code of Conduct helps to promote, reinforce and support the highest standards from everyone who work for the Authority in order to achieve and maintain the Authority’s vision and values.</p> <p>The Code of Conduct seeks to mitigate risk for the Authority and its employees. A clear Code of Conduct will help reduce the risk of a breach of the standards expected by the Authority.</p> <p>All employees are expected to take ownership of the Code of Conduct. In order to embed the principles set out in the Code and ensure all employees fully understand the standards expected of them they will be advised of the Code of Conduct and the pertinent points within the document via their line management. The full Code of Conduct will also be published on the intranet and available to all employees. For new starters the Code of Conduct will form part of the induction process.</p> <p>Specifically for the Code of Conduct, behaviours are built into the Authority’s performance management system (appraisal). All employees will have an opportunity to receive feedback from their line manager at least on an annual basis and if necessary appropriate training and coaching will be made available.</p> <p>Human Resources will support line management and ensure all employment related policies and procedures reflect the Code of Conduct. Information will also be provided at staff training events which are periodically held on employment related policies and procedural matters.</p> |
| <p>FINANCIAL IMPLICATIONS</p> | <p>There are no financial implications arising.</p> |
| <p>LEGAL IMPLICATIONS</p> | <p>Incorporation into employees’ contracts is a matter of consultation rather than negotiation.</p> <p>Parliament introduced a power under section 82 of the Local Government Act 2000 (LGA 2000) to make regulations which would incorporate a prescribed National Code of Conduct into local government employees’ contracts. The ODPM consulted on a proposed draft National Code of Conduct in 2004; and the DCLG consulted again in 2008.</p> <p>The Code of Conduct regulations were implemented in Wales only, with the relevant parts of section 82 of the LGA 2000 being repealed in England by the Localism Act 2011. The Code being recommended for adoption is similar to the Code of Conduct in the Welsh regulations in terms of, for example, the text of the provisions relating to political neutrality and the treatment of confidential information.</p> |
| <p>HEALTH AND SAFETY</p> | <p>There are no health and safety implications arising.</p> |

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| <p>EQUALITY AND DIVERSITY</p> | <p>A People Impact Assessment has been updated and no adverse impacts have been identified.</p> |
| <p>USE OF RESOURCES</p> | <p>Contribution to the achievement of strategic objectives; the Code of Conduct provides a 'golden thread' mechanism to align the corporate objectives to individual performance outcomes and service delivery.</p> <p>Communication with stakeholders; stakeholder communication is a significant element of successful implementation of the Code of Conduct. The Code of Conduct will be communicated to staff in accordance with usual practice.</p> |
| <p>PROVENANCE SECTION & BACKGROUND PAPERS</p> | <p>Background: OC81/01 Code of Conduct issued September 2006</p> |
| <p>APPENDICES</p> | <p>Appendix 1 – Code of Conduct (version 2.0) Appendix 2 – Consultation feedback</p> |
| <p>TIME REQUIRED</p> | <p>10 minutes.</p> |
| <p>REPORT ORIGINATOR AND CONTACT</p> | <p>Lynne Swift lswift@bucksfire.gov.uk 01296 744679</p> |