

Internal consultation feedback received in relation to Code of Conduct
Consultation period between August to September 2018

| ID no | Section | Feedback | Response |
|-------|-------------------------------------|--|--|
| | | <ul style="list-style-type: none"> • Sent to POD for feedback 12.07.18 for feedback by 23.07.18 • Sent to Leadership Group 17.08.18 • Presented to joint consultation forum 23.08.18 & taken back 28.11.18 • Published on iDrive for wider feedback 23.08.18 to 23.09.18 • Presented to POD SMT 03.12.18 • Presented to Business Transformation Board 20.12.18 | |
| 1. | Various | Grammatical amendments throughout | Amendments made where appropriate |
| 2. | 3.0 | Add information on the values | Values have been added |
| 3. | 3.0 | It should be clear that the whole of the Authority's and Services conduct falls from this document, otherwise it implies there are different sets of standards for different sectors of the Service and Authority. | Paragraph amended - Supplementary Codes of Conduct are applicable for Councillors and Co-opted Members of the Service and Members of the Local Pension Board |
| 4. | 5.18 hospitality & gifts | <p>As a Fire Authority we are funded almost entirely from public funds, either through grants from central government (funded through general taxpayer), or through council tax, funded from the local tax payer and it is essential that the Authority can demonstrate the highest standards of probity in general, and specifically in relation to its dealings with third parties. These relationships are a source of considerable interest and are subject to close scrutiny, both through formal and regular channels such as our auditors, and also through more ad hoc channels such as Freedom of Information requests.</p> <p>This policy covers both the receipt and offering of Hospitality and Gifts.</p> | Inserted with slight amends to wording, e.g. 'Fire' removed, 'Policy' replaced with 'Code' |

Internal consultation feedback received in relation to Code of Conduct
Consultation period between August to September 2018

| | | | |
|----|--------|---|---|
| 5. | 5.18.3 | <p>Offering Hospitality – Authority funds should not normally be used for offering hospitality to third parties. Only in exceptional circumstances Senior Officers may be in a position where they are required to provide hospitality (e.g. buying lunch for the purpose of managing the reputation of the Authority). For any officer other than SMT the need to incur such expenses must be approved in advance by a Senior Officer.</p> <p>Catering (including refreshments such as tea/coffee and biscuits) may be provided for formal meetings with external bodies in certain circumstances, for example, if meetings take place outside normal office hours. Catering for meetings should not be provided where no external guests are present. In line with the Authority’s Expenses Policy and Staff Handbook Policies (put in links), even if these meetings have to be arranged over a lunchtime period – it is expected that staff would provide their own lunch as any normal working day.</p> <p>Accommodation should not normally be provided for third parties. Consultants and advisors working with and for the Authority should provide their own accommodation and subsistence.</p> | Inserted with slight amends to wording |
| 6. | 5.1 | I do not believe we have separate procedure and guidance documents relating to the use of social media apart from the HEAT learning package. Suggest refer to section 5.20.1 – 5.20.5 | Procedures and guidance relating to social media removed |
| 7. | 5.12 | What is an acceptable standard? Acceptable to who? Needs further definition | Employees should come to work having attended to their personal hygiene each day, with clean clothes and hair and free from unpleasant odours – added |
| 8. | 5.2 | It would be useful to give some examples of specific laws that apply within the FRS | Noted. Not added |

Internal consultation feedback received in relation to Code of Conduct
Consultation period between August to September 2018

| | | | |
|------------|--------------|---|---|
| 9. | 5.2 | Does this include speeding offences | Notify the Service of any endorsements to their driving licence – added |
| 10. | 5.2 | Not sure what 'Uphold the law at work' adds Paragraph following bullet points - I think this should be the other way around. Employees should notify line manager at the earliest possibility. A conviction would follow the charge. We should also be clear on the reporting expectations, what is this incident occurs over the weekend, in this case what is the reporting route? | Deleted Paragraph amended and addition sentence added - If the employee is unable to contact their line manager, they should notify the Duty Officer or HR Manager |
| 11. | | Not sure what this adds - The Service expects employees to work within the law. Unlawful or criminal behaviour at, or away from work, may result in a loss of trust and confidence in the employee or the Service and may result in a disciplinary investigation and action under the Discipline procedure. | Noted. No amendment made |
| 12. | 5.3 | Remove duplicate paragraph that starts 'the service values the diverse nature .. ' | Deleted |
| 13. | 5.3 | Added 'and respects the rights and privacy of all' to paragraph | Added |
| 14. | 5.4.2 | Operational Fitness - Suggest that the paragraph is equally relevant to all roles not just the firefighter role. Support Services - Should we not expect all staff to maintain a level of fitness relevant to their role? | Section amended to 'Fitness' therefore to applying to all employees |
| 15. | 5.4.2 | In Support Services staff - surely there is such an expectation? We may not take measures to test fitness of support staff but surely it is reasonable to expect them to take reasonable measures to be fit for work | Section amended to 'Fitness' therefore to applying to all employees |

Internal consultation feedback received in relation to Code of Conduct
Consultation period between August to September 2018

| | | | |
|------------|---------------|--|---|
| | | | |
| 16. | 5.4.4 | Smoking - Does the workplace also apply to the incident ground | Section amended to reflect what is stated in the Guidance note |
| 17. | 5.5 | Add Privacy to the Data protection heading and combine information from the two separate sections into one | Section now refers to Privacy and Data Protection |
| 18. | 5.20 | Amend Acceptable use of technology to Acceptable use of information and information systems | Amended |
| 19. | 5.20 | There appears to be a contradiction to the acceptable use of information and information systems procedure and use of personal equipment restrictions should be consulted on to ensure that this is practiced by everyone Employees should be aware that ICT systems are monitored. – since when? | Noted The use of ICT resources is presumed to be for work purposes and is therefore subject to monitoring for inappropriate use. Added (as referenced in the contract of employment) |
| 20. | 5.12 | Dismissal for dress code violation? | Dismissal reference removed |
| 21. | 5.12.1 | Paragraph on wearing business attire deemed inappropriate - would it be reasonable to add a line here that covers some meetings staff are encouraged to where casual clothing | Noted. Not added as it cannot be assumed this is encouraged and should be done on a case by case basis |
| 22. | 5.12.1 | Jewellery - what about other adornments such as leather/ woollen/ cotton wrist bands, necklaces and the like? | Paragraph amended to state at all times jewellery should be restricted to a minimum |
| 23. | 5.12.2 | Should this include 'clean shaven'? | Noted. Not added as the importance is with the seal. In the past moustaches have been allowed therefore clean shaven would be inappropriate |

Internal consultation feedback received in relation to Code of Conduct
Consultation period between August to September 2018

| | | | |
|------------|---------------|--|---|
| 24. | 5.12.2 | Facial hair - is there something here about individual responsibility? If facial hair is preferred it is the individual's responsibility should anything occur etc? | Paragraph amended – all operational employees have a responsibility to ensure an adequate seal is maintained whilst wearing BA |
| 25. | 5.12.2 | All operational personnel must comply with the Facial Hair and Cosmetics Procedure to ensure they are able to maintain suitable face seals with Breathing Apparatus sets and to ensure that the integrity of the face mask is not detrimentally affected by the wearing of Cosmetics The title of the procedure note will be amended to cover all cosmetics (make up and moisturisers etc.) | Section amended and now refers to hair, including facial hair and 'Operational employees must also comply with the Facial Hair and Cosmetics procedure and ensure that the integrity of the facemask is not detrimentally affected by the wearing of cosmetics.' Has been added to the end of the paragraph |
| 26. | 5.12.3 | Is this a little bit antiquated now? We have staff that have these tattoos on forearms. | This section has been amended, reference is made to above the collar and face and the restriction of tattoos on hands removed |
| 27. | 5.12.3 | Is this the right word, as the workplace cannot have requirements? | Sentence removed |
| 28. | 5.13.2 | Not sure this needs to be here as it is covered in a range of other areas | Removed |
| 29. | 5.15 | Register of interest – not sure this means much to the reader. Consider renaming to hospitality gifts and benefits 5.15, 5.18 5.18.1 5.18.2 have the same themes, can these be consolidated? | Section amended and now refers to 'Hospitality, gifts and benefits' |
| 30. | | Add a section on monitoring and assurance | Section added to end of document |