



Buckinghamshire & Milton Keynes Fire Authority

Meeting and date: Overview and Audit Committee, 15 March 2023

Report title: Updated Code of Conduct (V4.0)

Lead Member: Councillor Gary Hall, Lead Member - People, Equality and Diversity and Assurance

Report sponsor: Mick Osborne; Chief Operating Officer / Deputy Chief Fire Officer

Author and contact: Faye Mansfield, HR Advisory and Development Manager

Action: Decision

Recommendations:

1. The Code of Conduct, as detailed in Appendix one, is approved for presentation at the Executive Committee for adoption.
2. The consultation feedback, as detailed in Appendix two, is noted.

Executive summary:

The Authority's Code of Conduct provides employees 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.

The Code of Conduct supports the overarching employment-related policy themes and is, therefore, compliant with the strategic direction of the Authority on employment-related policy matters, and supports delivery of corporate objectives.

This report presents the updated Code of Conduct (Appendix one), 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 (underlined) or deleted text struck through (struck through).

Appendix two 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 refining the wording with standards of dress and appearance in Section 15 to focus on the key objective of health and safety and to recognise the importance of self-expression within the confines of a professional working environment.

In addition, minor amendments have been made to the document to ensure relevance to current working practices and alignment to other procedures.

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 after three years from the date of publication. However, outcomes of any wider reviews may require that changes to the Code of Conduct be considered to ensure it remains fully aligned with the Authority's key strategic documents.

Financial implications:

There are no direct financial implications arising from this report.

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, employment related procedures and guidance notes are amended or created to support each employment-related policy theme.

Legal implications:

All procedures give due regard to appropriate legislation and best practice.

Privacy and security implications:

All procedures give due regard to appropriate legislation and best practice.

Duty to collaborate:

The [Policing and Crime Act 2017](#) requires the Authority to consider opportunities for collaboration with the police and ambulance services.

To support collaborative working, sharing of resources and working across boundaries, the Authority will continue to collaborate with others in the development of employment related policies and procedures where appropriate.

Health and safety implications:

There are no health and safety implications arising from this report.

Environmental implications:

There are no environmental implications arising from this report.

Equality, diversity, and inclusion implications:

An Impact Assessment has been completed as part of the update. There are no identified adverse impacts on any protected characteristics.

Consultation and communication: Stakeholder communication is a significant element of successful implementation of employment related procedures.

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 2023/24, which will target understanding of the Authority’s values along with other key standards of behaviour.

Background papers: The Public Interest Disclosure Act (1998)

<https://www.legislation.gov.uk/ukpga/1998/23/contents>

Report to Overview and Audit held 13 March 2019 – Updated Code of Conduct

<https://bucksfire.gov.uk/authority/overview-and-audit-committee-meetings-2019/>

Appendix	Title	Protective Marking
1	Updated Code of Conduct	
2	Consultation feedback	