

ROYAL BERKSHIRE FIRE AUTHORITY



COMMITTEE	AUDIT AND GOVERNANCE COMMITTEE
DATE OF MEETING	3 NOVEMBER 2020
SUBJECT	EMPLOYEE CODE OF CONDUCT
LEAD OFFICER	NIKKI RICHARDS, DIRECTOR OF SUPPORT SERVICES
LEAD MEMBER	N/A
EXEMPT INFORMATION	NONE
ACTION	FOR DECISION

1. **EXECUTIVE SUMMARY**

1.1 The Audit and Governance Committee's terms of reference require the Committee to approve and monitor effectiveness and outcomes relating to a number of the Authority's policies including:

- Governing the conduct of employees of the Authority (CO39b)

1.2 A review and substantial re write of the Employee Code of Conduct has been undertaken and is presented for consideration and approval by the Committee.

2. **RECOMMENDATION**

That the Audit and Governance Committee:

2.1 **APPROVE** the revised Employee Code of Conduct.

3. **REPORT**

Employee Code of Conduct

3.1 The Employee Code of Conduct (Appendix A) has been revised. The document brings together, in one place, an overview of the expectations the organisation places on individuals in the form of a single document.

- 3.2 The development of this document has been based on benchmarking across a range of organisations from both the public and private sector. This revised version makes the information more accessible to all stakeholders.
- 3.3 The Employee Code of Conduct contributes to the RBFRS People Strategy and supports our equality, diversity and inclusion objectives by specifically indicating, amongst other things, the essential behaviours of respect, responsibility and acting lawfully. This Code is also aligned with the Behavioural Competency Framework.

4. CONTRIBUTION TO STRATEGIC COMMITMENTS

- 4.1 Commitment 4 – We will seek opportunities to contribute to a broader safety, health and wellbeing agenda.
- 4.2 Commitment 5 – We will ensure that Royal Berkshire Fire and Rescue Service provides good value for money.

5. FINANCIAL IMPLICATIONS

- 5.1 There are no direct financial implications arising from this report.

6. LEGAL IMPLICATIONS

- 6.1 The code of conduct forms part of the employee's contract of employment with the Service.
- 6.2 The policies and procedure to be reviewed contribute to compliance with the following legislation:
- Employment Rights Act 1996
 - Data Protection Act 2018
 - The Fraud Act 2006
 - The Bribery Act 2010
 - The Equality Act 2010

7. EQUALITY AND DIVERSITY IMPLICATIONS

- 7.1 The Employee Code of Conduct contributes to the RBFRS People Strategy and supports our equality, diversity and inclusion objectives by specifically indicating, amongst other things, the essential behaviours of respect,

responsibility and acting lawfully. This Code is also aligned with the Behavioural Competency Framework.

8. RISK IMPLICATIONS

8.1 There are no significant risk management issues arising from this report.

9. CONSISTENCY WITH DUTY TO COLLABORATE

9.1 N/A.

10. PRINCIPAL CONSULTATION

10.1 Monitoring Officer

10.2 Head of Finance and Procurement

10.3 Chief Fire Officer

10.4 The policies within the code have been subject to consultation with Representative Bodies and staff.

11. BACKGROUND PAPERS

11.1 N/A.

12. APPENDICES

12.1 Appendix A Employee Code of Conduct

13. CONTACT DETAILS

13.1 Nikki Richards

Director of Support Services

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