

# **BROMSGROVE DISTRICT COUNCIL**

## **AUDIT BOARD**

**17<sup>th</sup> MARCH 2008**

### **PROCEDURES RE CODE OF CONDUCT**

Responsible Portfolio Holder	Councillor Geoff Denaro
Responsible Head of Service	Head of Financial Services

#### **1. SUMMARY**

- 1.1 To report to the Board the procedure in place at the Authority for officers to comply with the Code of Conduct.

#### **2. RECOMMENDATION**

- 2.1 The Board is asked to note the current policy in place and to make any comments in relation to the policy

#### **3. BACKGROUND**

- 3.1 Attached at Appendix A is the current Code of Practice in place for officers of the Council to provide guidance as to the responsibilities officers have when undertaking Council duties.
- 3.2 In addition the Modern Manager Framework is in place for all managers to demonstrate a consistent approach to behaviour and standards of conduct within the Council.
- 3.3 The Code of Conduct is presented to all new employees of the Council as part of the induction process.
- 3.4 The Code of Conduct includes responsibilities in relation to :
- Political impartiality
  - Confidentiality
  - Declaration of relationships with officers or contractors
  - Gifts and Hospitality
- 3.5 An assessment is made by the Head of Service with advice from the Human Resources as to the risk associated with any specific responsibilities on the impact of service delivery. If the risk is not deemed as being high there is no reason for the officer to revise their conduct in any way.

- 3.6 There is a specific request in relation to employees with access to the benefits system for officers to inform the Head of Financial Services, in writing, of any relationships with landlords, tenant or benefit claimants to ensure appropriate checks are in place to protect the Council.
- 3.7 Internal Audit would highlight any specific issues in relation to Code of Conduct when undertaking an audit of a particular service. This would form part of a recommendation to the Head of Service and be tracked through the reporting procedures to the Audit Board.
- 3.8 The Code of Conduct in place provides appropriate protection for the Council and its employees and has not placed the Council at risk of non compliance with the Code.

**4. FINANCIAL IMPLICATIONS**

4.1 None

**5. LEGAL IMPLICATIONS**

5.1 None

**6. COUNCIL OBJECTIVES**

6.1 Council Objective 02: Improvement.

**7. RISK MANAGEMENT**

7.1 The Code of Conduct ensures that the Councils officers adhere to certain responsibilities to ensure the Councils services are delivered within a robust managerial framework.

**8. CUSTOMER IMPLICATIONS**

8.1 No customer implications.

**9. EQUALITIES AND DIVERSITY IMPLICATIONS**

9.1 No equalities and diversity issues.

**10. OTHER IMPLICATIONS**

Procurement Issues: None
Personnel Implications: None
Governance/Performance Management: Effective governance process.

Community Safety including Section 17 of Crime and Disorder Act 1998: None
Policy: None
Environmental: None

## 11. **OTHERS CONSULTED ON THE REPORT**

Portfolio Holder	No
Chief Executive	Yes
Corporate Director (Services)	No
Assistant Chief Executive	No
Head of Service	Yes
Head of Financial Services	Yes
Head of Legal, Equalities & Democratic Services	No
Head of Organisational Development & HR	No
Corporate Procurement Team	No

## 12. **APPENDICES**

12.1 Appendix A – Corporate Code of Conduct

## 13. **BACKGROUND PAPERS**

13.1 None.

## **CONTACT OFFICER**

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