

Dimension 5 : Standards of Conduct

How the principles of corporate governance should be reflected

The openness, integrity and accountability of individuals within a local authority form the cornerstone of effective corporate governance. The reputation of the authority depends on the standards of behaviour of everyone in it, whether members, employees or agents contracted to it.

Therefore, members and senior officers of a local authority will need to:

- exercise leadership by conducting themselves as role models for others within the authority to follow
- define the standards of personal behaviour that are expected from members and staff and all those involved in service delivery, and put in place arrangements to ensure:
 - **accountability**, through establishing systems for investigating breaches and disciplinary problems and taking actions where appropriate, including arrangements for redress
 - **effectiveness** in practice through monitoring their compliance
 - that objectivity and impartiality are maintained in all relationships to demonstrate **integrity**
 - that such standards are documented and clearly understood to display **openness and inclusivity** and are reviewed on a regular basis to ensure that they are kept **up to date**.
- self assessment score (1 = need to improve, 2 = adequate and 3 = good)

The local code should reflect the requirements to:	Source documents/processes/other means that may be used to demonstrate compliance	Self Assessment Score	Action plan for improvement
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(a)	<p>The Council has developed and adopted formal codes of conduct defining the standards of personal behaviour to which individual members, officers, and agents of the authority are required to subscribe and put in place appropriate systems and processes to ensure that they re complied with</p>	<p>Section 14: Rules for Conducting Meetings.</p> <p>Section 19: Codes and Protocols.</p> <ul style="list-style-type: none"> • 19.1 Members Code of Conduct • 19.2 Member and Officer Protocol • 19.3 Planning, Licensing, etc. - Member Protocol • 19.5 Officers Code of Conduct. <p>Managers Handbook: Appraisal Process - senior managers. Disciplinary Scheme Fraud and Corruption Strategy Grievance and Disputes Harassment Policy Internet Use Policy Staff Appraisals</p> <p>Complaints Procedure</p>	2	<ul style="list-style-type: none"> • Agents - review arrangements with contractor • Standing list of contractors issues
(b)	<p>The Council has put in place arrangements to ensure that members and employees of the authority are not influenced by prejudice, bias or conflicts of interest in dealing with different stakeholders and put in place appropriate processes to ensure</p>	<p>Constitution</p> <p>Section 19: Codes and Protocols</p> <ul style="list-style-type: none"> • 19.1 Members Code of Conduct • 19.3 Planning, Licensing, etc. - Member Protocol 	3	

	<p>that they continue to operate in practice.</p>	<ul style="list-style-type: none"> • 19.5 Officers Code of Conduct. <p>Managers Handbook Disciplinary Scheme Employment of ex-offenders Policy Equal Opportunities Statement Equal Opportunities Policy Equal Opportunity in Service Delivery Grievance and Disputes Harassment Policy Racial Equality Statement</p> <p>Register of Members Interests Register of Officers Interests Complaints Procedure Internal Overview Committee Standards Committee</p>		
(c)	<p>The Council has put in place arrangements to ensure that their procedures and operations are designed in conformity with appropriate ethical standards, and to monitor their continuing compliance in practice.</p>	<p>Constitution</p> <p>Procurement Regs Standard Contract Prof Services</p> <p>Section 19: Codes and Protocols</p> <ul style="list-style-type: none"> • 19.1 Members Code of Conduct • 19.3 Planning, Licensing, etc. - Member Protocol • 19.5 Officers Code of Conduct <p>Financial Procedure Rates</p>		

(d)	Put in place arrangements for whistle blowing to which staff and all those contracting with the council have access.	Whistle blowing policy publicising the Audit Commission hotline established under the Public Interest Disclosure Act 1998	2	Promote revised whistle blowing policy
Reference documents		Tools to assist local authorities for self assessment purposes		
<ul style="list-style-type: none"> Standards Committees: Strengthening Conduct in Local Government The University of Birmingham School of Public Policy (1999) 		<ul style="list-style-type: none"> Ethical Governance Audit I&DeA (2000) 		

Other References

- Corporate Governance : A Framework for Public Service Bodies CIPFA (1995)
- Accountability : A Framework for Public Services CIPFA (1998)