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| **Agenda item:** | **10** |
| **Attachment:** | **D** |

**HRA BOARD COVER SHEET**

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| **Date of Meeting:** | 22/07/2015 |

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| **Title of Paper:** | HRA Code of Conduct |
| **Purpose of Paper:** | To present for discussion and approval the Code of Conduct that is applicable to directly employed members of staff and agency workers. It also applies to secondees and contractors but only to those who provide a service fundamental to the achievement of HRA business objectives.It is not applicable to Board Non-executive Members who are asked to comply with the Code of Conduct for Board Members of Public Bodies nor to all volunteer members (including Research Ethics Committee (REC), Social Care REC, Confidentiality Advisory Group (CAG) and NREAP members) who comply with the Terms and Conditions of their appointment and Standard Operating Procedures (SoPs).  |
| **Reason for Submission:** | For sign off and approval |
| **Details:** | **Background**An internal audit into the HRA’s Ethical Conduct was undertaken during the winter of 2014 with the report published in February 2015. The report found areas for improvement specifically relating to the organisational Code of Conduct. These issues have been discussed with management, who recognise there are gaps relating to this policy. The key issues are summarised as follows:* Staff and in particular new staff are not aware of the requirement to complete a Code of Conduct declaration;
* Few line managers are aware of the existence of the Code of Conduct;
* Given the lack of awareness of the Code of Conduct, there is also no reinforcement of the content to strengthen its objectives. A requirement to review this on a regular basis would also ensure any staff who have not seen it at induction stage would be made aware of it;
* The Code of Conduct is currently a list of general expectations without reference to specific policies or organisational values. The content requires more comprehensive detail explaining behavioural expectations of staff and linking to other relevant procedures; and
* The Code of Conduct has not been approved by the Board. As a core policy, it should be appropriately scrutinised and approved at the correct level.

**Recommendations:*** Include the requirement to read and understand the Code of Conduct within induction procedures for new staff;
* Communicate the Code of Conduct to all staff to ensure everybody is made aware of the policy;
* Introduce the requirement for all staff to sign a declaration on an annual basis to demonstrate they have read, understood and agreed to the Code of Conduct;
* Review the Code of Conduct to ensure the content is fit for purpose, ensure it is in line with the cabinet office model code of conduct and the framework agreement with DH and policies are appropriately referenced within it; and
* Obtain Board approval for the Code of Conduct.

**Actions conducted to date:*** Review Code of Conduct and revise in line with DH Framework Agreement requirements: w/c 01/06/2015
* Preliminary approval at EMT: 15/06/2015
* COMMENCE STAFF CONSULTATION. Code of Conduct emailed to all staff with Consultation Paper: 17/06/2015
* Placed in HRA News and included in All Staff Video Conference: 22/06/2015
* Engagement through Staff Forum: 23/06/2015
* Managers encouraged to discuss the Code at team meetings: Throughout the consultation period
* END OF STAFF CONSULTATION: 10/07/2015
* Collation of responses and incorporation into final draft: 14/07/2015
* Submit for Board Approval: 22/07/2015

**Actions still to be taken:*** Subject to Board approval, send final Code of Conduct to all staff;
* Ask all staff to sign or acknowledge acceptance of the revised code and submit to their line managers by 1st November 2015 (protocol to be drafted); and
* Update the appraisal documentation to ensure that there is an annual review and confirmation of agreement to the Code of Conduct within it; and
* Implement incorporation of Code of Conduct in Induction.
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| **Time required for item:** | **10** |

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| **Recommendation / Proposed Actions:** | **To Approve** | **x** |
| **To Note** |  |
| **For Discussion** |  |
| **Comments** |  |

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| **Name:** | Stephen Robinson |
| **Job Title:** | Corporate Secretary |
| **Date:** | 15/07/2015 |