

Standards of Performance, Conduct, and Behaviour Policy

1. Officers' Recommendation:

That the Authority adopts the Standards of Performance, Conduct, and Behaviour Policy (for Members) as set out in Agenda Item 8 Annex A.

2. Background

D&S IFCA has multiple policy documents in place, with most only applicable to D&S IFCA's Officers, rather than Authority Members.

Policy documentation has largely been produced for D&S IFCA by human resource specialists, such as HR ONE (Devon County Council), with much of it last reviewed externally in 2018. Since 2018, some policy documentation has been refined, and where possible merged, by D&S IFCA's Senior Management Team. This is not to lose the underlying content, but to improve presentation or to adapt to changes in the workplace, that have occurred over time. For example, making it clear in policy documentation that the Chief Officer, rather than Line Managers, is responsible for disciplinary matters for D&S IFCA Officers, which corresponds to updated job profiles of employees.

3. Widening Scope of Policy

It is apparent that some, but not all D&S IFCA's Policies, are equally relevant to both D&S IFCA Officers and Members. The Senior Management Team have recently been able to merge two Officer focussed HR ONE Policies relating to **Standards of Performance** and **Acceptable Behaviour** into one policy.

The original Acceptable Behaviour Policy was applicable to all Officers and Members. The reviewed policy for Officers now sets out what constitutes good and poor performance and also highlights how poor performance and unacceptable behaviour (extending to gross misconduct) can be addressed, both informally and formally. Regarding the Officers' policy, its content includes reference to base line criteria such as meeting the content of job profiles, and adherence to other standards such as Standard Operating Procedures. A separate Formal Discipline Procedure for Officers is in place. Having a documented baseline of standards can assist in the appraisal process for Officers and potentially helps to identify training needs.

There is currently no policy underpinning the standard of performance of Members. Although the Marine Management Organisation (MMO) set out some requirements in the terms of appointment for General Members (appointed by the MMO), this is limited. In addition, it is the view of Officers that the D&S IFCA's Handbook for Members does not go far enough in setting the criteria that constitutes the standards for Members in

delivering their role, including the decision making of Members. Having a documented baseline of standards can assist in the appraisal process for Members, and potentially help to identify training needs.

4. Standards of Performance, Conduct, and Behaviour Policy (for Members)

A draft policy is set out as **Agenda Item 8 Annex A**. The draft policy has been produced in a similar style to the policy applicable to Officers, with much of it setting out the same information. Where the draft policy differs is in relation to the criteria which underpin good performance by Members, including having knowledge of and regard to accessible information that can assist them in their decision making.

Key Parts Include:

- Organisational Standards
- The Nolan Principles
- The range of underpinning information to assist Members in their role
- Requirements regarding attending and preparing for meetings
- What constitutes poor standards
- What constitutes unacceptable personal behaviour
- Decision making and understanding the governance process

Combining both Standards of Performance and Unacceptable Behaviour into a single Policy for Members has the advantage of providing consistency between the performance and standards of Officers and Members, but still allows for the required differences in content of the Policy documentation.

5. Officers Assisting Members

The draft policy highlights additional information that should be familiar to Members. Much of this information, including the D&S IFCA Members' Handbook, Standing Orders, Terms of Reference, and Scheme of Delegation, is available within different parts of D&S IFCA's website Resource Library.

Officers can highlight the exact location of reading material available on D&S IFCA's website, or provide copies of information upon request.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers

Agenda Item 8 Annex A – Draft Standards of Performance, Conducts, and Acceptable Behaviour Policy (for Members)