

CONFIDENTIAL REPORTING CODE

PORTFOLIO HOLDER: Cllr. Norman Williams
LEAD OFFICER: Martin Jepson – Head of Legal and Democratic Services
REPORT AUTHOR: Martin Jepson – Head of Legal and Democratic Services

Summary: Recommends revisions to the Confidential Reporting Code

Recommendation: Executive Recommend to Council:-
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| <div>1.The revised amended Code together with any other amendments Executive wish to make;
2. The revised Code be placed on the Council's external website and further work be carried in bringing it to public attention.</div> |
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Impact on delivering Corporate Plan objectives: No direct impact but makes a direct contribution to creating a quality Council.

Impact on other statutory objectives (e.g. crime & disorder, LA21): None

Financial and human resource implications: Some staff time in training and publicity issues, which can be accommodated within existing workloads.

Project & Risk Management: All Council's are required to have a Confidential Reporting Code as part of Good Governance.

Key Decision Status

- **Financial:** No
- **Ward:** No

Other Ward Implications: No

1. BACKGROUND

- 1.1 The Confidential Reporting Code was last reviewed in April 2003.
- 1.2 A copy of the current Confidential Reporting Code is shown at Appendix A to this report. Recommended changes to the code are shown in italics. An earlier draft was presented to OSC PR on 19.01.06 and their suggested comments have been added to the current draft.
- 1.3 The purpose of the Confidential Reporting Code is to set out a format for Officers, Members and Members of the Public to be able to raise serious concerns about the workings of the Council and to allow those concerns to be dealt with in a sensitive professional and confidential manner.

1.4 The procedure within a Code should:-

- ⇒ At 1.5 Instead of “you”, we have add “Members and Officers” in the last sentence.
- ⇒ At 2.2 By way of explanation we have add three additional areas where the Code is likely to come into play – listed after “other unethical conduct”.
- ⇒ At 4.1 An extra sentence has been added.
- ⇒ At 6.1 An extra sentence has been added,
- ⇒ At 7.1 An extra sentence has been added.
- ⇒ Generally, contact points and job descriptions have been updated.

1.6 The draft Code has been compared to the adopted Codes of a number of other Councils. There are no major outstanding issues which have been included in other Codes. Union representatives have been consulted.

1.7 The current Code can be found out on the Council’s Intranet (Manuals →Policies and Procedures) but not on our external website. It is recommended that if approved the draft Code be added to our website and further work be carried out in publicising it.

List of Appendices

Appendix A – [Draft Confidential Reporting Code](#)

List of Background Documents: Current Confidential Reporting Code

List of Consultees:

Chief Executive;
Head of Finance and Business Development
Head of Policy and Performance;
Personnel Manager;
Trades Union Representatives.