

**Appendix - Ethical Audit Desktop Analysis**  
**Matrix of Key Information held by Slough Borough Council**  
**September 2023**

	<b>Key Information</b>	<b>Held</b>	<b>Current position</b>	<b>Area of review or action to be identified by the Standards Committee</b>
1	Constitution/ Current Decision-Making Framework	Yes	<p>The constitution is reviewed at least annually and a full report was presented to the Annual Meeting of Council on 18<sup>th</sup> May 2023 which approved extensive amendments to the constitution including changes in the Overview and Scrutiny process. The constitution is also being reviewed as necessary during the year and this is currently being carried out in stages having regard to available resources. The most recent changes were to the Planning Committee procedures and Planning Code of Conduct which were approved by Council at its July 2023 meeting. A report on the terms of reference of the Health &amp; Wellbeing Board is being considered by Council at its September 2023 meeting. The constitution's operation is monitored by the Council's Monitoring Officer whose recommendations feed into the review process. The Member Panel of the Constitution enables member oversight of any changes being proposed to Council.</p>	
2	Council Procedure Rules <i>(Part 4.1 of the Constitution)</i>	Yes	These Rules were last updated May 2021.	
3	Contract Procedure Rules <i>(Part 4.6.1 of the Constitution)</i>	Yes	These Rules were last updated November 2022.	
4	Employees Code of Conduct	Yes	This Code was last updated May 2021.	

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	<i>(Part 5.3 of the Constitution)</i>		<p>The Employees Code of Conduct is referred to in the contract of employment of all staff. The Code meets the recommendations of the Nolan Committee on Standards in Public Life.</p> <p>The Employee Code of Conduct is intended to promote:</p> <ul style="list-style-type: none"> <li>• The highest standards in public life</li> <li>• Harmonious working relationships</li> <li>• The Council's values and priorities</li> </ul> <p>It is planned to review the Employees Code of Conduct during 2023/24.</p>	
5	Councillors Code of Conduct <i>(Part 5.1 of the Constitution)</i>	Yes	<p>The updated Councillors Code of Conduct was approved at the Annual Council on 20th May 2021, under the Localism Act 2011 and the Complaints Process was last updated at the July 2022 Council meeting.</p> <p>The Councillors Code was last reviewed in May 2023 during the Constitution review of 2023, which included the Code. However, it was deemed that the Code was still up to date, and no changes were required. The Monitoring Officer conducts regular reviews of the Code, typically annually, but more frequently if needed to align with best practices.</p> <p>Members Code of Conduct training is provided annually. The Monitoring Officer has offered guidance and training on the Member's Code of Conduct to Officers and Members, as well as to parish Clerks and Parish Councillors. Refresher training is also provided regularly.</p> <p>An initial session for all members elected following the all-out election in May 2023 was delivered by the Monitoring Officer at the Member's welcome evening on Thursday, 11th May 2023. A workshop session on the Code of Conduct and the Member and</p>	

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			Officer Relations Code (see no. 6 below) was subsequently held by the Monitoring Officer on Thursday, 8th June 2023.	
6	Member and Officer Relations Code (Part 5.4 of the Constitution)	Yes	The Code has been in place for some time and it is planned to review it during 2023/24. It is in line with such Codes elsewhere and the Monitoring Officer is not aware of any local issues with the Code that are outstanding.	
7	Confidential Whistleblowing Code (Part 5.5 of the Constitution)	Yes	The Confidential Whistleblowing Code is intended to encourage and enable employees to raise serious concerns within the council rather than overlooking a problem or 'blowing the whistle' outside. The Code was last updated in July 2022.	
8	Terms of Reference of the Standards Committee (Article 9A of the Constitution)	Yes	Prior to 2022, the Audit and Corporate Governance Committee was also responsible for Ethical Standards. In consequence of a Direction from the Secretary of State to revise the terms of reference of that Committee, a separate Standards Committee was established in January 2022 to focus on upholding high standards of conduct among members and co-opted members.	
9	Scheme of Delegation (Part 3.6 of the Constitution)	Yes	This was last reviewed by Annual Council in May 2023 and minor changes were made to the scheme of delegation.	
10	Members Register of Interests	Yes	The Register is a public document and accessible on the Council's website. Regular reminders are issued through the Members' Weekly Bulletin approximately every 6-8 weeks. In accordance with the requirements of the Localism Act 2011, the Council also now publishes Register of Interest forms for all the Parish Councillors in the Borough Area.	

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11	Recorded Declaration of Interests	Yes	Interests are recorded at meetings and are recorded on the website.	
12	Members Induction Process	Yes	<p>All new Councillors are provided with a comprehensive induction programme in relation to the ethical framework and the decision-making process, as well as service specific issues. Attendance at the induction programme is monitored to ensure all new members are properly inducted.</p> <p>Any new Councillors elected in by-elections attend induction training following their election.</p> <p>The induction programme is also supplemented by the Members' Handbook designed to be a resource for Members throughout their term of office. It contains a wide range of useful and practical information regarding their roles and responsibilities, the Council's operation, its vision and priorities and support available for Members.</p>	
13	Officers Induction Process	Yes	<p>A corporate induction process is in place and departmental induction processes are also in place.</p> <p>The Officers' induction process includes guidance on ethics and standards of behaviour. Staff members are set up on the Agresso System during their induction, with line managers receiving an induction checklist as a reminder to guide their new hires. All new staff are informed about the monthly corporate induction event through Agresso.</p> <p>During the corporate induction event, it is verified whether staff have received a copy of the code of conduct, and they are reminded of their responsibility to read it and discuss any concerns with their line managers.</p> <p>The onboarding process is currently being reviewed.</p>	

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14	Members Continuing Development and Training	Yes	<p>The Member Development Programme is currently led by the Standards Committee. The Member Development Programme for 2023/24 was prepared for the Standards Committee meeting in April. As the meeting was not quorate, the Monitoring Officer finalised the programme in consultation with the Chair of the Standards Committee and a cross party group of members. The Council and third parties offer various development and training opportunities, and attendance records are maintained.</p> <p>Members may wish to explore the use of a skills audit to identify any training needs of individual members which are supported by the Group Leader.</p>	
15	Officers Continuing Development	Yes	<p>The Council utilises the following mechanisms to support officers continuous development –</p> <ul style="list-style-type: none"> <li>• Probation meetings</li> <li>• Performance management appraisals</li> <li>• 1:1 meeting held every 4-6 weeks</li> <li>• Cornerstone Learning Management System</li> <li>• A weekly ‘bitesize leadership learning’ programme</li> </ul>	
16	Officers Training	Yes	<p>The Council has launched an online talent management system ‘Cornerstone’ that keeps the staff continuing professional development and learning in one place. It includes mandatory E-learning modules as well as a number of useful resources to support staff. Information about available courses is accessed via <u>Cornerstone</u>. Bespoke training in relation to the job role is discussed with line managers as appropriate.</p>	

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17	Other Council Specific Additional Code and Protocols within the Terms of Reference of the Standards Committee	<p><u>Monitoring Officer Protocol (5.6)</u> - last reviewed and updated in May 2021.</p> <p><u>Planning Code of Conduct (5.2)</u> – reviewed by Council in July 2023. this Code provides guidance for everyone involved in the council's statutory planning duties. It applies to elected members, officers, potential developers, and the public, setting clear ethical standards expected from the council during planning functions.</p>	
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Stephen P Taylor  
Monitoring Officer  
26 September 2023