

Subject:	Code of Conduct for Employees		
Date of Meeting:	19 September 2017 – Audit & Standards Committee 2 November 2017- Full Council		
Report of:	Head of Law & Monitoring Officer		
Contact Officer:	Name:	Abraham Ghebre-Ghiorghis	Tel: 01273 291500
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Ward(s) affected:	All		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 The purpose of this report is to seek this Committee's approval for a number of amendments to the council's Code of Conduct for Employees.
- 1.2 These amendments have been made in response to:
- recommendations made by Internal Audit
 - the introduction of the new staff Behaviour Framework designed to underpin the council's Values and
 - the implementation of a number of new corporate council policies.

2. RECOMMENDATIONS:That the Audit & Standards Committee:

- 2.1 Agree the council's revised Code of Conduct for Employees as set out in Appendix 1.
- 2.2 Resolve to recommend the Code to Full Council for approval.

That Full Council:

- 2.1 Approve the revised Code of Conduct for Employees as set out in Appendix 1

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The council's Code of Conduct for Employees forms part of the council's Constitution and is a key part of the organisation's corporate governance arrangements. It is periodically reviewed to ensure it remains up-to-date and fit for purpose and was last amended in 2013.

3.2 The recent review was prompted by:

- revisions to a number of key corporate policies aimed at strengthening the organisation's corporate governance arrangements
- the need to respond to several recommendations made by internal audit relating to the declaration of interests, gifts and hospitality by staff and
- the introduction of the new Behaviour Framework for staff.

3.3 As a result, a number of new sections have been added to the Code. These are:

- Close personal relationships at work
- Personal conduct
- Equality & diversity
- Information Governance & Use of ICT
- Reporting criminal offences and
- Legacies.

3.4 The proposed Code of Conduct for Employees is set out in Appendix 1, with amendments noted as tracked changes.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 There are no alternative options for the Committee to consider. Members of the public are entitled to expect the highest standards of conduct from all employees who work for the council. However, this can only be ensured if the organisation has a Code of Conduct for staff that is relevant and fit for purpose.

5. COMMUNITY ENGAGEMENT & CONSULTATION

5.1 The council's recognised Trade Unions, Unison and GMB, have been consulted on the proposed changes to the Code.

6. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

6.1 It is not expected that the revised Code of Conduct will have any direct financial implications for the council.

Finance Officer Consulted: Peter Francis

Date: 17/08/2017

Legal Implications:

6.2 The changes to the council's Constitution which are described in this report must first be considered by Audit & Standards Committee (in accordance with the terms of its delegated powers) and then referred to Full Council for approval

(Article 13.03 of the Constitution refers). This requirement is reflected in the recommendations above.

Lawyer Consulted:

Victoria Simpson

Date: 25/07/2017

Equalities Implications:

- 6.3 There are no specific equalities implications arising from this report.

Sustainability Implications:

- 6.4 None

Any Other Significant Implications:

- 6.5 There are no other significant implications arising from this report.

SUPPORTING DOCUMENTATION

Appendices:

1. Proposed Code of Conduct for Employees.

Documents in Members' Rooms

None.

Background Documents

None.

