

Meeting of the Council – 7th October, 2013

Report of the Audit and Standards Committee

Code of Conduct for Employees

Purpose of Report

1. To consider the adoption of the revised Code of Conduct for Employees.

Background

2. On 20th September 2012, the Audit and Standards Committee approved the Code of Conduct for Employees.
3. The Code of Conduct for Employees, was consulted on with Trade Unions, the Human Resources (HR) Policy Group, Assistant Directors Group, Corporate Equality and Leadership Group, and Corporate Board and an updated Code of Conduct was implemented on 1st December, 2012.
4. The Code of Conduct for Employees is reviewed on an annual basis. Due to the substantial update in 2012, the 2013 review has only resulted in minor amendments as follows:
 - Inclusion of the Seven Principles of Public Life, as included in the Member's Code of Conduct.
 - Clarification in the Criminal Charges and Convictions Section to confirm that Employees are required to tell the authority if they are found by the Council's Benefit Fraud Team to have committed Benefit Fraud.
 - Updates to some of the links to other Policies and Procedures referred to in the Code of Conduct.
 - Clarification that employees must not use Council Contracts for personal use.
5. It is important that employees are aware of the contents of the Code and of the implications of not following it, as it may be used for disciplinary purposes. HR will therefore communicate the new Code of Conduct for Employees to Directorate Management Teams in November for an implementation date of 1st December 2013. The Code will be communicated to staff through:-
 - a. Team Meetings
 - b. Message of the Day
 - c. Yourself message
 - d. New principal statements being issued

- e. Use of established communication channels set up with employees who do not have access to ICT
- 6. All previously agreed amendments to the Code have been implemented and incorporated in the Constitution as will the proposed changes set out in this report.
- 7. The Localism Act 2011 does not affect the Council's Officer Code of Conduct. Subject to the recommended amendments in this report, the existing Code for Employees will therefore remain operational until such time as any national code or other amendments are introduced.
- 8. The Audit and Standards Committee at its meeting held on 19th September, 2013, considered this matter and agreed the recommendation set out in paragraph 12 below.

Finance

- 9. There are no financial implications arising from this report.

Law

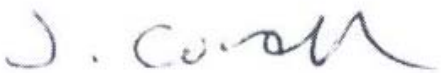
- 10. Section 111 of the Local Government Act 1972 enables the Council to do anything that is calculated to facilitate or is conducive or incidental to the discharge of its various statutory functions.

Equality Impact

- 11. Section 6 of the Code makes specific reference to Equality issues and there are no particular issues arising from this report with regard to children and young persons.

Recommendation

- 12. That the Council adopt the revised Code of Conduct for Employees as set out in Appendix 1 to this report.



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Chair of the Audit and Standards Committee