

For publication

Employee Code of Conduct

Meeting: Standards and Audit Committee

Date: 4 April 2018

Portfolio: Cabinet Member for Business Transformation

Report by: Human Resources Manager

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1.0 Purpose of Report

- 1.1 To provide information regarding the introduction of a revised Employee Code of Conduct and to recommend it for approval.

2.0 Recommendations

- 2.1 That the new Employee Code of Conduct be approved.

3.0 Background

- 3.1 Section 82 of the Local Government Act 2000 requires Councils to approve a code of conduct for its employees. One of the functions of the Standards and Audit Committee is to approve the code of conduct for Chesterfield Borough Council employees.
- 3.2 The Employee Code of Conduct, as set out at Appendix A, was agreed by the Employment and General Committee on 5

March, 2018. It is now before the Standards and Audit Committee for approval and adoption.

- 3.3 The Council's Employee Code of Conduct dates back to National Code from 2004. It requires updating to reflect numerous changes in the workplace in accordance with employment law, ACAS guidelines and best practice.
- 3.4 The code of conduct describes minimum expected standards that protect the integrity of both employees and the council; underpinning the code of conduct is a set of values that are vital to the council's success. The values help us to maintain and improve how we work with each other, our partners and customers.
- 3.5 This code of conduct forms part of every employee's contract of employment and all employees should read and understand this code. The code of conduct translates the values into standards and behaviours which employees are required to demonstrate whilst performing their duties. It also provides safeguards for employees and gives them mechanisms by which they are able to provide a professional service of which they and the council can be proud, whilst creating a respectful and positive working environment. The code of conduct provides clear guidance to ensure that employees are aware of their responsibilities in relation to conduct and behaviour and the consequences of failing to observe those responsibilities.

4.0 Proposed Policy

- 4.1 The revised policy can be found at Appendix A.
- 4.2 A full Equality Impact Assessment has been completed and is attached at appendix B.

5.0 Employer – Trade Union Committee

- 5.1 The proposed policy was submitted to the Employer trade union Committee on 14 February 2018 and was endorsed for submission to Employment and General Committee.

6.0 Recommendations

- 6.1 That the new Employee Code of Conduct be approved.

7.0 Reason for Recommendations

- 7.1 To ensure that the Code reflects current law and best practice.

Decision information

Key decision number	N/A
Wards affected	All
Links to Council Plan priorities	This report links to the Council's priority to provide value for money services.

Document information

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Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.	
Appendices to the report	
Appendix A	Employee Code of Conduct Policy
Appendix B	Preliminary Environmental Impact Assessment