

AGENDA ITEM
REPORT TO COUNCIL
18 JULY 2012
REPORT OF CORPORATE
MANAGEMENT TEAM

EMPLOYEE CODE OF CONDUCT

SUMMARY

The Employee Code of Conduct has been reviewed and updated as a result of changes in legislation and to reflect current practices and procedures. Existing procedures such as the recording of gifts and hospitality are included in the Code.

RECOMMENDATION

That the revised Employee Code of Conduct at **Appendix 1** is approved and accepted as a revision to the Council's Constitution (Part 5).

DETAIL

1. The Employee Code of Conduct aims to promote high standards of conduct and to help maintain public confidence in the Council's services. It is a summary of existing codes of practice and procedures that all employees are required to follow.
2. The Code governs standards of behaviour in relation to:-
 - Gifts and Hospitality
 - Acceptance of Legacies
 - Confidential Information
 - Conflicts of Interests
 - Appointment to Public Office
 - Engaging in Political Activities
 - Recruitment and Employment
 - Sustainability and the Environment
 - Diversity
 - Intellectual Property/Copyright
 - Use of the Council's Facilities/Assets
 - Health and Safety
3. Certain conduct by employees is a criminal offence, namely:-
 - (a) Failure to comply with health and safety legislation
 - (b) accepting a bribe
 - (c) bribing another person
 - (d) failure to declare interests in contracts or companies
4. Other forms of misconduct are explained in the revised code and depending on the circumstances may result in disciplinary action. The provisions of the code will therefore be brought to the attention of all employees by using a variety of methods,

including KYIT, staff forums/employee groups, induction training and constitutional updates.

5. Cabinet considered the report at its meeting held on 14 June 2012 and a copy of the relevant minute is attached to this report at **Appendix 2**.

FINANCIAL AND LEGAL IMPLICATIONS

Financial

6. There are no financial implications arising directly from this report. Costs arising from providing training and advice in relation to the revised code will be met from existing budgets.

Legal

7. The promotion of high standards of conduct for employees helps to ensure all legislative requirements are complied with.

RISK ASSESSMENT

8. Potential breaches of the Code of Conduct by employees is assessed as a low to medium risk, with ongoing measures in place to control the risk, including awareness of health and safety regulations, HR policies and procedures and ICT protocols.

SUSTAINABLE COMMUNITY STRATEGY IMPLICATIONS

9. High standards of conduct are critical to the Council's governance and organisational development.

EQUALITY IMPACT ASSESSMENT

10. It is not considered that an assessment is necessary. The new revised code retains the key features of the current code and existing policies and procedures.

CONSULTATION

11. The revised code has been the subject of consultation with Trade Unions and the Human Resources Strategy Group.

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<u>Background Papers:</u>	Attached
<u>Ward(s) and Ward Councillors:</u>	Not Ward Specific
<u>Property Implications:</u>	None