
REPORT TO:	STANDARDS COMMITTEE	AGENDA ITEM:
DATE OF MEETING:	13TH AUGUST 2003	CATEGORY: RECOMMENDED
REPORT FROM:	A. MC CASKIE LEGAL AND DEMOCRATIC SERVICES MANAGER AND J. WILLOUGHBY PERSONNEL AND DEVELOPMENT MANAGER	OPEN
MEMBERS' CONTACT POINT:	ANDREA MC CASKIE 01283 595831 (5831)	DOC:
SUBJECT:	REVISED EMPLOYEE CODE OF CONDUCT	REF: AGM/kw
WARD(S) AFFECTED:	ALL	

1.0 Recommendations

- 1.1 To recommend a revised Employee Code of Conduct for approval.
- 1.2 To take a report to the Joint Consultative Committee for approval, before finally reporting it to the Council.

2.0 Purpose of Report

- 2.1 To seek the views of the Standards Committee on the proposed revised Employee Code of Conduct and report them and the views of the Joint Negotiating Group and Joint Consultative Committee to Council.

3.0 Detail

- 3.1 There has not been a corporate review of the Employee Code of Conduct since it was first produced some 4 years ago.
- 3.2 Following the introduction of the Modernisation Legislation and the CPA regime, there is an expectation placed upon Authorities to review, communicate, implement and monitor codes of conduct to reflect current guidance.
- 3.3 The underlying principles of the Code of Conduct remain unchanged i.e. 'the public is entitled to expect the highest standards of conduct from all employees who work for local government and that their conduct should never be influenced by improper motives.'
- 3.4 The code provides a set of standards of conduct expected of employees at work. It is interlinked with the new Member/Employee Protocol; and links also to other employment policies and procedures. It covers matters such as:-

- Employee Standards of Conduct
- Disclosure & Confidentiality of Information
- Political Neutrality and Activity
- Relationships between Employees and Members
- Relationships between Employees and the Community & Service Users
- Relationships between Employees and Contractors
- Involvement in appointments and other employment matters
- Employees' commitments outside of work
- Employees' Personal Interests
- Equality Issues
- Separation of Roles during Tendering
- Corruption
- Use of financial and other resources
- Gifts & Hospitality
- Sponsorship Giving and Receiving
- Use of Information Technology

3.5 The main part of the code hasn't changed substantially, other than to update it to reflect current structures etc., make clear where it can be found on public folders, and to recognise how it is now interlinked to the new Member / Employee Protocol. These changes can be seen in ***bold italics***.

3.6 The main changes are in the guidance notes at Annexes 'A' and 'B'. The aim here is to provide more clarity for employees when they have to make such decisions.

3.7 The whole of Annexe 'A' is completely new, and provides a checklist of types of interest that employees should consider when deciding whether to make a declaration of interest.

3.8 Annexe 'B' provides guidance on Gifts & Hospitality for employees deciding whether to make a declaration

3.9 It was felt appropriate to first reach agreement on a way forward with the Unions on this, in relation to the impact on employees. Therefore on 30th July 2003, a report on this issue was taken to the Joint Negotiating Group. The comments made at that Group will be reported orally to this Committee. It was then proposed that a report would be taken to the Standards Committee for consideration on the impact on Members. It will then go to the Joint Consultative Committee, where both Unions and Members can then agree a finalised version and address any outstanding issues jointly, before going finally to the Council for approval.

4.0 Conclusions

4.1 There has not been a corporate review of the employee code of conduct for 4 years.

4.2 There is an expectation placed upon Authorities following the introduction of the Modernisation Legislation and the CPA regime to review employee codes of conduct to reflect current guidance.

4.3 This document needs to seek the agreement of the Unions on behalf of all employees, and by the Members before it can be implemented as it has a direct impact on both.

8.0 **Background Papers**

8.1 SDDC – Officer Code of Conduct – July 1999

