

# ARUN DISTRICT COUNCIL

## REPORT TO AND DECISION OF FULL COUNCIL ON 13 NOVEMBER 2019

### PART A : REPORT

<b>SUBJECT: Code of Conduct for Employees</b>
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<b>REPORT AUTHOR: Alan Peach, Group Head for Corporate Support</b>
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<b>DATE:</b> 9 October 2019
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<b>EXTN:</b> 37558
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<b>PORTFOLIO AREA: Corporate Support</b>
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#### EXECUTIVE SUMMARY:

A revised Code of Conduct was approved at the Formal Unison/Employer Consultation Meeting on 25 September 2019. The Code of Conduct needs formal approval by Full Council before it can be adopted.

#### RECOMMENDATIONS:

- a) The Council is requested to approve and formally adopt the Code of Conduct for employees;  
and
- b) The Group Head for Corporate Support be authorised to make any further consequential changes to the Code of Conduct.

#### 1. BACKGROUND:

A revised Code of Conduct was presented at the Formal Unison/Employer Consultation meeting on 25 September 2019 by Karen Pearce, Human Resources Manager. The Code of Conduct sets out the standards expected from all employees and it is for each Local Authority to develop their own code. The Code covers a number of areas including personal interests, hospitality, professional boundaries and use of Council facilities. A copy of the revised Code of Conduct is attached.

#### 2. PROPOSAL(S):

Members are asked to approve the revised Code of Conduct for adoption by the Council.

**3. OPTIONS:**

To adopt the Code of Conduct, this has been updated and provides greater clarity and more information on the standard of conduct expected of staff.

To reject the revised procedure and the Council will continue to use the current Code of Conduct.

**4. CONSULTATION:**

HR Management has consulted with Unison Representatives at informal meetings and the final version was agreed at the Formal Unison/Employer Consultation Meeting.

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify) <ul style="list-style-type: none"> <li>Corporate Management Team</li> <li>Formal Staff Consultation Panel</li> </ul>	✓	

**5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)**

	YES	NO
Financial		✓
Legal	✓	
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓

**6. IMPLICATIONS:**

There are certain elements of the current code of conduct that require updating in line with legislation changes, such as the section on Disclosure of Information with reference to GDPR. Without the adoption of this updated document, any potential disciplinary action resulting from a breach of the code may not be enforceable as the contents may not be relevant or reflect current policy/practice.

**7. REASON FOR THE DECISION:**

The Code of Conduct is needed to ensure that staff are aware of the standards of conduct expected of them and the potential consequences if those standards are not upheld.

**8. BACKGROUND PAPERS:**

A copy of the revised Code of Conduct.