

## **REVISED EMPLOYEE CODE OF CONDUCT**

### **SUMMARY**

- 1.1 Following referral to the Scrutiny Management Commission by Council in December 2011, the Employee Code of Conduct has seen minor revisions and returns to Council for formal adoption.
- 1.2 Scrutiny Management Commission recommended the code is approved subject to the following amendments:
  - ensuring the revised Employee Code of Conduct complies with the requirements of the Equality Act 2010;
  - the inclusion of an introductory paragraph, reflecting the code's compliance with the Equality Act 2010;
  - update paragraph 2.1 general standards, to incorporate the latest agreed values of the council.
- 1.3 The revised code was subject to an equality impact assessment on 4 October 2011 with the Council's Lead Officer – Equality to determine any impact on equality groups and compliance with the Equality Act 2010. An equality objective was set to provide the code in alternative formats/languages where required, no other impacts were identified.
- 1.4 As it is a requirement for new and revised HR policies with significant changes to undergo an equality impact assessment, each HR policy features reference to the equality impact assessment on the front cover with the full assessment available online. This is considered sufficient to confirm the code is compliant with the Equality Act 2010.
- 1.5 The code has been updated to incorporate the latest agreed council values.
- 1.6 The proposed new code with these revisions is provided in Appendix 2.

### **RECOMMENDATION**

- 2.1 To approve the revised Employee Code of Conduct and make the resultant changes to the Council Constitution.

<b>REASONS FOR RECOMMENDATION</b>
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3.1 To ensure the Council is compliant with audit requirements, legislative implications and responds to the principles of the Bribery Act 2010.

<b>SUPPORTING INFORMATION</b>
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4.1 Not applicable

<b>OTHER OPTIONS CONSIDERED</b>
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5.1 Not applicable

**This report has been approved by the following officers:**

<b>Legal officer</b> <b>Financial officer</b> <b>Human Resources officer</b> <b>Service Director(s)</b> <b>Other(s)</b>	Karen Jewell, Director of HR and Business Support
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<b>For more information contact:</b> <b>Background papers:</b> <b>List of appendices:</b>	Name 01332 643718 e-mail <a href="mailto:Kelly.harrison@derby.gov.uk">Kelly.harrison@derby.gov.uk</a> None Appendix 1 – Implications
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<b>IMPLICATIONS</b>
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**Financial and Value for Money**

- 1.1 None identified

**Legal**

- 2.1 The revised code strengthens the Council's position in terms of managing potential bribery and corruption, protecting its reputation and adherence to the Bribery Act 2010.

**Personnel**

- 3.1 The code will be subject to formal agreement through the normal negotiating machinery which includes Conditions of Service Working Party, Corporate Joint Committee and Full Council.
- 3.2 The code is in addition to and designed to be read in conjunction with the disciplinary rules (within the disciplinary policy). Any breach of the code will be treated as a disciplinary matter.

**Equalities Impact**

- 4.1 An equality impact assessment was carried out on 4 October 2011 which found no adverse impact on equality groups. The only equality objective that was set is to provide the code in alternative formats/languages where required.

**Health and Safety**

- 5.1

**Environmental Sustainability**

- 6.1

**Asset Management**

- 7.1

**Risk Management**

- 8.1 The revised code satisfies the recommendations made by audit in June 2011.

## **Corporate objectives and priorities for change**

- 9.1
  - Good quality services that meet local needs
  - A skilled and motivated workforce