



**EMPLOYMENT COMMITTEE – 12 JUNE 2014**

**EMPLOYEE CODE OF CONDUCT**

**JOINT REPORT OF THE COUNTY SOLICITOR AND THE DIRECTOR OF CORPORATE RESOURCES**

**Purpose of Report**

1. The purpose of this report is to seek Employment Committee's approval for the submission of the revised Employee Code of Conduct to the next meeting of the County Council.

**Background**

2. On 12<sup>th</sup> March 2014, Employment Committee considered a joint report from the County Solicitor and the Director of Corporate Resources which presented a draft revised Employee Code of Conduct for consideration. A copy of the Code is attached as Appendix A.
3. The Committee was advised of the importance of the new Code of Conduct and welcomed its introduction, but asked that prior to submission to the Council for approval, guidance documents issued to staff should be presented to the Committee. Concern was also expressed about the difficulties of establishing clear rules concerning personal relationships which might have an impact on the employment relationship.

**Supporting Documentation**

4. A number of documents have been produced to support the Employee Code of Conduct which are of particular relevance to the concerns expressed by the Committee. These include:
  - An employee guide to the Code, attached as Appendix B, which incorporates web links to other relevant policies, procedures and guidance;
  - A policy on the receipt of gifts and hospitality. This document sets out the restrictions placed on employees when offered a gift or hospitality in the course of their duties whilst working for, or on behalf of, Leicestershire County Council. A copy of this guidance is attached as Appendix C;
  - A policy on the declaration of personal interests. This document is designed to help managers and employees to identify and manage any personal interests or relationships which could be perceived as conflicting with the individual's work or that of the Council. The policy also sets out the procedure that should be followed when an employee is interested in taking on an additional job, either within or outside of the Council. A copy of this policy is attached as Appendix D.

5. These supporting documents have been discussed with and agreed by the Trade Unions.

### **Implementation**

6. If endorsed by Employment Committee, the Employee Code of Conduct will be considered at the meeting of the County Council on 2<sup>nd</sup> July 2014.
7. Subject to County Council approval, the revised Employee Code of Conduct and related policies and guidance will be launched during September 2014.

### **Recommendation**

8. Employment Committee is requested to
  - (a) Approve the revised Employee Code of Conduct for inclusion in the County Council's Constitution;
  - (b) Comment on the policies on receipt of gifts and hospitality and declaration of personal interests.

### **Background Papers**

None.

### **Circulation under the Local Issues Alert Procedure**

None.

### **Officers to Contact:**

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### **List of Appendices**

Appendix A - Employee Code of Conduct  
Appendix B - Employee Guide to the Employee Code of Conduct  
Appendix C - Guidance on the Registration of Gifts and Hospitality  
Appendix D - Policy on the Declaration of Personal Interests

### **Equal Opportunities and Human Rights Implications**

None.