

JOINT REPORT OF THE EMPLOYMENT AND CORPORATE GOVERNANCE COMMITTEES

A. EMPLOYEE CODE OF CONDUCT

Purpose

1. This report concerns a revised Employee Code of Conduct which sets out the responsibilities, standards and behaviour expected of all County Council employees.

Background

2. The Employee Code of Conduct forms Part 5B of the County Council's Constitution. It was last revised in 2006. In light of the recent revisions to the Members' Code of Conduct and the requirements of the Bribery Act 2010, it was considered timely to update the Employee Code of Conduct.

Revised Employee Code of Conduct

3. The revised Code is attached as Appendix 1 to this report. In revising the Code, the aim was to ensure that, as well as addressing the updated principles of public life recommended by the Nolan Committee, it incorporated all County Council policies and procedures relating to the conduct of employees.
4. It was decided that the Code would not reproduce each policy or procedure in its entirety, but would set out a brief description of their requirement as these policies and procedures will change over time and it would not be appropriate for changes to the Constitution to be made whenever such changes are made.
5. A Guide to the Employee Code of Conduct has been also produced to support employees in understanding the requirements of the Code. This Guide will contain weblinks to the relevant policies and procedures which will include the following:-
 - Register of personal interests;
 - Register of gifts and hospitality;
 - Whistleblowing;
 - Close personal relationships in employment.

Consultations

6. The draft revised Employee Code of Conduct has been submitted to the Trade Unions, who are supportive of its contents.

Consideration by the Corporate Governance Committee

7. The Corporate Governance Committee has a particular role to “monitor the effectiveness of officer arrangements for ensuring an adequate internal control environment and combatting fraud and corruption”. The Employee Code of Conduct contains provisions intended to cover these issues and for this reason, it was asked to consider the Code. The Committee was supportive of the Code and will at its next meeting be looking further at the policy on gifts and hospitality and whistleblowing as these have strong links with combatting fraud and corruption and the principles of public accountability.

Decision of the Employment Committee

8. The Employment Committee on 12 June 2014 agreed the revised Employee Code of Conduct subject to further consideration by it of the policy relating to the register of personal interests.

(Motion to be moved:-

That the Employee Code of Conduct, as set out in Appendix 1 to this report, be approved.)

**J. B. Rhodes CC
Chairman,
Employment Committee**

**E. D. Snartt CC
Chairman,
Corporate Governance
Committee**

Background Papers

Joint report of the County Solicitor and Director of Corporate Resources to the Employment Committee on 12th March and 12th June 2014.

Joint report of the County Solicitor and Director of Corporate Resources to the Corporate Governance Committee on 12th May 2014.