

Report to: Employment Committee

Date: 25 March 2019

Title: Code of Conduct for employees

Report of: Assistant Director of HR and Transformation

Ward(s): N/A

Purpose of report: To update Employment Committee regarding the review of the Code of Conduct Policy for all employees and workers.

Officer recommendation(s): To note that the Councils' previously separate Code of Conduct policies have now been aligned and updated.

Reasons for recommendations: Lewes District and Eastbourne Borough Councils have jointly committed to bringing policies and procedures together as part of the Joint Transformation Programme (JTP) which is an important step towards aligning people and business practices.

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1 Introduction

- 1.1 A review of the existing policies regarding agile working across Lewes and Eastbourne has been undertaken and an aligned policy developed. A copy is attached at Appendix 1.
- 1.2 There are no significant changes to the policy; both previously separate policies had been recently updated and were very similar but this is now an aligned policy for both Councils.
- 1.3 Unison was sent a copy of this aligned policy on 2 January 2019 asking for its comments. At the time of this report being submitted none have been received.
- 1.4 It is the intention that this revised policy will be implemented on 26 March 2019 by publication on the council intranet known as 'The Hub' following this meeting. It has been approved by the Joint Staff meeting at Eastbourne in February.
- 1.5 Legal and Democratic Services officers have been involved in the drafting of this policy and support the content.

2 Financial appraisal

2.1 The implementation of this revised policy should have no financial impact.

3 Legal implications

3.1 The way in which the review has been carried out complies with the Councils' public sector equality duty under section 149 of the Equality Act 2010.

4 Risk management implications

4.1 The Risk Management Implications questionnaire has been completed and this report is exempt from the requirement because it is a progress report.

5 Equality analysis

5.1 An equality analysis has been carried out for this aligned report and is a background paper to this report, which is available on request.

6 Appendices

- Appendix 1 - Eastbourne Borough and Lewes District Code of Conduct for Employees

7 Background papers

- Equality and Fairness Analysis for Code of Conduct for employees