

Agenda Item No: 7

**Report No:
174/15**

Report Title: Updated Code of Conduct Policy

Report To: Employment Committee

**Date: 7
December
2015**

Cabinet Member: Councillor Elayne Merry

Ward(s) Affected: All

Report By: Helen Knight

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Purpose of Report:

To update the Council's Code of Conduct for employees.

Officers Recommendation(s):

- 1** To note the report and the updated Policy, and recommend to Cabinet/Full Council that it be implemented.

Reasons for Recommendations

- 2** The Council seeks to review its existing HR policies regularly to ensure they are up to date, in line with employment law and fit for purpose. These revisions have been undertaken in consultation with the Council's Assistant Director of Corporate Services and Head of Democratic Services, as well as with consideration to ACAS best practice guidance and the needs of the business.

Information

- 3** Some legislative changes have occurred which have been incorporated into this revised policy under the guidance of the Council's Legal Services.

The most significant revisions are around Safeguarding, Intellectual Property, Purchasing and E cigarettes which can be found in paragraphs 14, 18, 30 and 33.

Unison were approached for their comments on these revised policies on 30 September 2015 and as of the date that this report was submitted for Employment Committee (18 November 2015) none had been received.

Financial Appraisal

- 4 There are no financial implications of this report.

Legal Implications

- 5 Legal Services have contributed to the revision of this policy.

Sustainability Implications

- 6 I have not completed the Sustainability Implications Questionnaire as this Report is exempt from the requirement because it is a progress report/budget monitoring report/development control report

Equality Screening

- 7 This policy has been subject to an Equality Impact Initial Assessment undertaken by one of the HR Officers.

Background Papers

Code of Conduct for Employees