

Agenda Item No: 17 **Report No:** 36/16
Report Title: Updated Code of Conduct Policy - Employees
Report To: Council **Date:** 25 February 2016
Cabinet Member: Councillor Elayne Merry
Ward(s) Affected: All
Report By: Helen Knight, HR Manager
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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 approve the updated Policy.
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Reasons for Recommendations

- 1 Employment Committee agreed this updated policy on 7 December 2015, it now requires full Council agreement before it can be published and implemented.

Information

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- 2.1 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 with consideration to ACAS best practice guidance and the needs of the business.
- 2.2 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.

2.3 Unison has been consulted regarding this updated policy.

Financial Appraisal

3 There are no financial implications of this report

Legal Implications

4 The Councils Legal Services team have contributed to the revision of this policy.

Risk Management Implications

5 No new risks will arise if the recommendations are implemented.

Equality Screening

6 This policy has been subject to an Equality Impact Initial Assessment undertaken by one of the HR Business Partners in 2015 which is attached as Appendix 1.

Background Papers

7 Code of Conduct for Employees

Appendices

8 Equality Impact Assessment for Revised Code of Conduct.