

Meeting: Council
Date: Wednesday 20 July 2016
Subject: Employee code of conduct
Report of: Councillor Troy Tester on behalf of the Cabinet

The Council is asked to consider the minute and resolution of the Cabinet meeting held on 13 July 2016 as set out below.

Further copies of the report to Cabinet are available on request – please see end of this report. A copy may be seen on the Council’s website by following the link below:

<http://democracy.eastbourne.gov.uk/ieDocHome.aspx?bcr=1>

The Council is asked to approve the revised code of conduct for employees of the borough council.

**Minute extract
Cabinet 13 July 2016**

***16. Employee code of conduct.**

16.1 Cabinet considered the report of the senior head of corporate development and governance. The code of conduct laid out the standards of behaviour expected of council employees. The code formed part of the contract of employment and must be followed. A breach of the code could lead to disciplinary action and even dismissal depending on the severity of the breach.

16.2 Minor revisions to the code were proposed and included reference to safeguarding, the use of loyalty cards when purchasing items on behalf of the council and the form for declaring personal relationships at work. A copy of the revised code was appended to the report. These revisions had been undertaken in consultation with Unison and with consideration to ACAS best practice guidance and the needs of the business.

*** 16.3 Resolved:** That full council be recommended to approve the revised code of conduct for employees of the borough council.

For a copy of the report please contact Local Democracy at 1 Grove Road, Eastbourne, BN21 4TW. Tel. (01323) 415022 or 415021.
E-mail: localdemocracy@eastbourne.gov.uk

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