

# County Council

19 September 2018

## Code of Our Values, Behaviours and Conduct



---

### Report of Corporate Management Team John Hewitt, Corporate Director of Resources

---

#### Purpose of the Report

- 1 To present proposals for proposed changes to the Council's Code of Conduct and to replace the Code with the Code of Values, Behaviours and Conduct.

#### Background

2. There are certain constraints and requirements which must be included in an Employee's Code of Conduct which generally sits within the Constitution of the Council. Most Code of Conducts for local authorities include similar information on standards of conduct expected of employees.
3. Given the direction of travel of the Council and the new values and behaviours which will be launched in September, a review has been undertaken and the proposed changes are outlined below.

#### Proposed Changes

4. The former Code of Conduct provided in Appendix 2 has been subject to review with input from Human Resources, Legal and Internal Audit. The Code has been modernised, with a view to making it easier to read and understand for employees, whilst maintaining a document which is fit for purpose.
5. The Code has also been extended to provide a vehicle for the new Council Values and Behaviour Framework. The new Code of Values, Behaviours and Conduct formerly the Code of Conduct is provided in Appendix 3.
6. The main changes to the Code are summarised below:
  - (a) The Code now incorporates an introduction from the Chief Executive which provides a brief overview of responsibilities and expectations with regards to standard of service, behaviours and conduct.
  - (b) Section 1 of the Code provides detail of the new Council values and Section 2 summarises the Behaviour Framework, including the Core Behaviours for all employees and makes the linkage across values, behaviours and conduct clear.

- (c) Emphasis is put on our responsibilities and commitments – both as individuals and as leaders.
- (d) The new Code refers employee's to various Council Policies and Procedures where relevant with the wording;  
  
*'It is your responsibility to familiarise yourself and comply with this Code and all relevant policies and procedures'*
- (e) Section 3 has grouped together the remaining responsibilities which have been streamlined to include the necessary detail and make things clearer and concise for the reader.
- (f) The former 4.8 Procurement, administering or managing council contracts and 4.9 Personal interests have been combined into Council contracts and personal interests.
- (g) The former 4.12 Recruitment and other employment matters has been removed in favour of compliance with the Recruitment and Selection Policy and Procedure.
- (h) The former 4.16 Reporting improper and illegal activities has been removed as reference is made within Individual responsibilities.

## **Consultation**

- 7. Consultation has taken place with the Corporate Management Team and Trades Unions. In addition the proposed changes have been considered by the Constitution Working Group.
- 8. The main changes from the Constitution Working Group were to extend the sections on Working with Councillors and Political Neutrality to reflect the wording in the existing Code of Conduct. These amendments have been incorporated into the new Code attached for approval by Full Council.

## **Implementation**

- 9. Employees will be required to acknowledge that they have read and understood the Code of Values, Behaviours and Conduct, and will be published on the Council's Learning Management System for this purpose.
- 10. The Human Resources Team are currently setting up the corporate mandatory e-learning for all new starters as a package, and will also include the Code of Values, Behaviours and Conduct within this. This will enable us to report on new starters who have completed all of their mandatory e-learning and have read and understood the Code of Values, Behaviours and Conduct as part of the induction process.

## **Recommendations and reasons**

12. It is recommended that Full Council approve the revised Code of Values, Behaviours and Conduct for the reasons outlined within this report.

---

**Contact: Alison Lazazzera      Tel: 03000 264 473**

---

---

## **Appendix 1: Implications**

---

**Finance** - None

**Staffing** – The workforce implications will be the signing up to a new Code of Conduct, Values and Behaviours which sets future expectations of the workforce.

**Risk** - None

**Equality and Diversity / Public Sector Equality Duty** - None

**Accommodation** - None

**Crime and Disorder** - None

**Human Rights** - None

**Consultation** – has been carried out with the Corporate Management Team, Trade Unions and Constitution Working Group.

**Procurement** - None

**Disability Issues** - None

**Legal Implications** – The code is compliant with the legal requirements for employee's of the Council.