
REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM:
DATE OF MEETING:	4TH SEPTEMBER 2003	CATEGORY:
REPORT FROM:	A. McCASKIE (LEGAL & DEMOCRATIC SERVICES MANAGER) AND J. WILLOUGHBY (PERSONNEL & DEVELOPMENT MANAGER)	RECOMMENDED OPEN
SUBJECT:	REVISED EMPLOYEE CODE OF CONDUCT	DOC: REF: AGM/KW
		TERMS OF REFERENCE: FM05

1.0 Recommendation

1.1 That the revised Employee Code of Conduct be recommended to the Council for approval.

2.0 Detail

2.1 There has not been a corporate review of the Employee Code of Conduct since it was first produced some 4 years ago.

2.2 Following the introduction of the Modernisation Legislation and the CPA regime, there is an expectation placed upon Authorities to review, communicate, implement and monitor codes of conduct to reflect current guidance.

2.3 The underlying principles of the Code of Conduct remain unchanged i.e. 'the public is entitled to expect the highest standards of conduct from all employees who work for local government and that their conduct should never be influenced by improper motives.'

2.4 The code provides a set of standards of conduct expected of employees at work. It is interlinked with the new Member/Employee Protocol; and links also to other employment policies and procedures. It covers matters such as:-

- Employee Standards of Conduct
- Disclosure & Confidentiality of Information
- Political Neutrality and Activity
- Relationships between Employees and Members
- Relationships between Employees and the Community & Service Users
- Relationships between Employees and Contractors
- Involvement in appointments and other employment matters
- Employees' commitments outside of work.
- Employees' Personal Interests
- Equality Issues
- Separation of Roles during Tendering
- Corruption
- Use of financial and other resources
- Gifts & Hospitality

- Sponsorship Giving and Receiving
- Use of Information Technology

- 2.5 The main part of the code hasn't changed substantially, other than to update it to reflect current structures etc., make clear where it can be found on public folders, and to recognise how it is now interlinked to the new Member / Employee Protocol. These changes can be seen in ***bold italics***.
- 2.6 The main changes are in the guidance notes at Annexes 'A' and 'B'. The aim here is to provide more clarity for employees when they have to make such decisions.
- 2.7 The whole of Annexe 'A' is completely new, and provides a checklist of types of interest that employees should consider when deciding whether to make a declaration of interest.
- 2.8 Annexe 'B' provides guidance on Gifts & Hospitality for employees deciding whether to make a declaration
- 2.9 This document has been considered by the Joint Negotiating Group on 30th July 2003, the Standards Committee on 13th August 2003, due to its links with the Member/Employee Protocol, which was tabled at the same meeting and finally the Joint Consultative Committee on 21st August 2003. All parties have approved the revised Employee Code of Conduct and have no outstanding issues that they wish to raise. It is now proposed that this Code be approved.

3.0 Conclusions

- 3.1 There has not been a corporate review of the Employee Code of Conduct for four years.
- 3.2 There is an expectation placed upon Authorities following the introduction of the Modernisation Legislation and the CPA regime to review employee codes of conduct to reflect current guidance.