



CP&R Committee

Thursday, 23 July 2020

Subject: Officer Code of Conduct Review

Report by:	Monitoring Officer
Contact Officer:	Emma Redwood People and Organisational Development Manager emma.redwood@west-lindsey.gov.uk
Purpose / Summary:	To review the council's Officer Code of Conduct and agree recommended changes.

RECOMMENDATION(S):

That Corporate Policy and Resources committee approve the reviewed Officer Code of Conduct and this is adopted for all employees of the council.

Delegated authority be granted to the Chief Executive to make minor housekeeping amendments to the policy in future, in consultation with the chairman of CP&R committee and chairman of JSCC.

IMPLICATIONS

Legal: there is no legal duty to have a specific Code of Conduct for Officers, however it is good practice to have one in place.

(N.B.) Where there are legal implications the report MUST be seen by the MO

Financial : There are no direct financial implications arising from the Code of Conduct

Staffing : All staff should familiarise themselves with the code and work within the principals of the code.

Equality and Diversity including Human Rights :

West Lindsey District Council has a commitment to equal opportunities. It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Data Protection Implications : None, there is a statement in section 22 which has been provided by the Data Protection Officer

Climate Related Risks and Opportunities: None

Section 17 Crime and Disorder Considerations:

Health Implications:

Title and Location of any Background Papers used in the preparation of this report :

None.

Risk Assessment :

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Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

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No

x

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

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No

x

1. Introduction

The council currently has an Officer Code of Conduct in place, this was formally reviewed in October 2014.

There have been no specific legislative changes impacting the review of the Code, however it was part of the annual plan to review.

2. Purpose

The council has produced this document for awareness purposes to avoid getting any one into difficulties which include the possibility of being prosecuted or disciplined.

The purpose of the Code of Conduct is to provide guidance on standards of behaviour to be understood and carried out by all employees at all levels.

3. Scope

This code applies to all employees of West Lindsey District Council including permanent, temporary, part-time, casual and agency staff.

4. Changes

All changes recommended in the Code have been shown as tracked changes for ease. The majority of the changes are for housekeeping purposes, however section 22 has been deleted and re-written by the Council's Data Protection Officer to ensure compliance with GDPR.

5. Engagement

The Code of Conduct has been shared with a number of officers, and they have recommended changes which have been incorporated into the reviewed document. Specifically the Monitoring Officer, the Data Protection Officer and a number of other staff members and staff representatives.

The reviewed document was presented to Joint Staff Consultative Committee on 2nd July 2020 and was fully supported by members, union and staff representatives.