



**Corporate Policy &
Resource Committee**

Thursday, 20 July 2023

Subject: Approval of the Close Personal Relationships Policy

Report by:

Director of Corporate Services

Contact Officer:

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Human Resources Manager (Temporary)

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Purpose / Summary:

To approve the Close Personal Relationships
Policy

RECOMMENDATION(S):

1. That members support the recommendation from the Joint Staff Consultative Committee and approve the policy for immediate adoption; and
2. That any future minor housekeeping amendments be delegated to the Director Corporate Services in consultation with the Chairs of Joint Staff Consultative Committee and Corporate Policy and Resources Committee

IMPLICATIONS

Legal:

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

Financial :

No financial implications - FIN/43/24/VA

Staffing :

HR REF - HR/43/24/EVF

(N.B.) Where there are staffing implications the report **MUST** have a HR Ref

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.

Please note: This policy has had an equality impact assessment completed.

Data Protection Implications :

Climate Related Risks and Opportunities:

Section 17 Crime and Disorder Considerations:

Health Implications:

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

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

No

x

Key Decision:

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

Yes

No

x

Executive Summary

Introduction: This policy sets out the West Lindsey District Council (WLDC) approach to close personal relationships at work. The Council recognises that individuals who work together may already have or form close personal relationships at work and respects employees right to a private life. This needs to be balanced with a working environment based on dignity, trust and respect where employees behave in an appropriate, professional and responsible way at work and that any close personal relationships do not compromise this. This policy aims to support managers in dealing sensitively but effectively where employees have or form close personal relationships at work.

Purpose: To provide guidance on close personal relationships, in order to avoid any potential conflicts of interest or misuse of authority.

Scope: This policy applies to all employees of West Lindsey District Council (WLDC) including those on temporary or fixed term contracts.

Engagement: The policy has been reviewed by the HR team and sent to Unison, GMB and staff representatives for comment.

Training and Awareness: This policy will be made available to view on the Minerva site and hard copies available at the depots once formally agreed. A clear communication will be sent to Managers to make them aware of the policy and of their responsibilities. Training and support will also be offered by HR in the implementation and application of this policy.

The Joint Staff Consultative Committee considered this Policy at its July meeting and recommended that reference to stepfamilies be included in section 2.1 *Definition of a close personal relationship*.

The policy has been updated to reflect this change, see Appendix 1.