

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment and Appeals Committee

DATE: 20th October 2015

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WARD(S): All

PART I **FOR DECISION**

UPDATED EMPLOYEE CODE OF CONDUCT

1. Purpose of Report

- 1.1 This report outlines the Council's proposals for a revised Employee Code of Conduct (from hereon referred to as the code) to ensure alignment with the updated Members' Code of Conduct that was updated in 2012 subsequent to the Localism Act 2011.
- 1.2 The Code will be rolled out to all employees via an online training course to ensure delivery and will be a mandatory requirement to complete for all employees of the organisation.
- 1.3 Following the Code report submitted to employment and appeals committee on 23rd June 2015, Members asked that this be re-written to remove ambiguity on whether or not the code applies to contractors, consultants or volunteers. The wording within Section 1.3 of the policy has been revised to reflect that the Code applies to all listed therein thus the Code is being brought back to committee for their endorsement.
- 1.4 The endorsed Code would then be submitted for review by the Member Panel on the Constitution at its meeting on 10th November, before being put to Council for final approval at its meeting on 24th November.

2. Recommendations

- (i) That the updated code be endorsed for submission to the Member Panel on the Constitution.
- (ii) That the completion of the training on the code be mandatory for all employees of the Slough Borough Council.

3a. Slough Joint Wellbeing Strategy Priorities

The delivery of the Joint Wellbeing Strategy priorities is dependent on Slough Borough Council (SBC) continuing to serve residents and

businesses in the borough. By having organisation-wide transformation and managers and staff who are equipped to be innovative and flexible, the code allows SBC as an organisation to 'get fit' through organisational development for the future. It provides the guidelines to support the development of its workforce who in turn can improve service delivery to meet the increased demand for services from colleagues, residents and businesses.

3b. **Five Year Plan Outcomes**

The proposals will contribute to all the outcomes in the Five Year Plan because the code and accompanying training will be completed by staff who will enable:

- Slough to be the premier location in the south east for businesses of all sizes to locate, start, grow, and stay
- more homes in the borough, with quality improving across all tenures to support our ambition for Slough
- the centre of Slough to be vibrant, providing business, living, and cultural opportunities
- Slough to be one of the safest places in the Thames Valley
- more people to take responsibility and manage their own health, care and support needs
- children and young people in Slough to be healthy, resilient and have positive life chances
- the Council's income and the value of its assets to be maximised
- the Council to be a leading digital transformation organisation

4. **Other Implications**

(a) Financial

No financial implications.

(b) Human Rights Act and Other Legal Implications

The code has been developed to align and comply with the Council's statutory duty under the Localism Act 2011 and the changes made to the Members Code of Conduct in 2012.

5. **Supporting Information**

- 5.1 The code has been updated to align with the changes made to the Members Code of Conduct in 2012. This is to ensure the Council maintains its duty of high standards of conduct for its employees as well as its elected and co-opted members.
- 5.2 The Council has taken the opportunity to improve its code, with a particular focus on clarity, simplified guidance and practical examples of implementation.

6. The Employee Code of Conduct

- 6.1 To complement the changes to the Members' Code of Conduct, the Council is adopting a revised code to govern the conduct of the employees of Slough Borough Council when acting in that capacity.
- 6.2 It is proposed that the revised code sets out content in a more logical format. The code has been drafted to ensure that the whole guidance is set out in one document and now consists of five parts:
- Introduction to the Employee Code of Conduct
 - Standard of behaviour
 - Protecting the council and employees
 - Ways of working
 - Reporting breaches of the code

8. Implementation of the revised code

- 8.1 Implementation of the revised code will require training for SBC officers. To help embed this new approach it is important to establish routines for referring to the code and embedding the principles as part of everyday council business.
- 8.2 An E-Learning course will be put together which will be rolled out to all employees of Slough Borough Council as mandatory training. To ensure training is completed, the automated report showing completion of the training course will be added to the current list of reports reviewed by CMT every month. Going forward, the course will become compulsory training for all new employees to complete as part of the induction training package.

The amended code is attached at Appendix A.

9. Conclusion

The code has been updated to align with the refreshed Members Code of Conduct 2012. It will enable SBC staff to work more effectively and efficiently and will ensure best practice in delivery of services. Therefore it is recommended that the revised code of conduct be endorsed for adoption and the associated training course for employees be implemented.

10. Appendices Attached

Appendix A - Employee Code of Conduct