

## CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE

<b>Date of Meeting</b>	Thursday, 28 <sup>th</sup> September 2023
<b>Report Subject</b>	Rolling Review of the Employees Code of Conduct
<b>Cabinet Member</b>	Cabinet Member for Governance and Corporate Services including Health and Safety and Human Resources
<b>Report Author</b>	Chief Officer (Governance)

### EXECUTIVE SUMMARY

The Standards Committee reviews all codes and protocols on a rolling basis to ensure that they are up to date and remain pertinent. The Committee has reviewed the employees code of conduct and suggests changes.

The employees code of conduct consists of statutorily mandated text, which cannot be changed, plus additional provisions and explanation. The Committee has recommended changes including:

- 1) Updating the code now that some employees are permitted to stand for political office;
- 2) Provisions regulating employees making public criticism of the Council;
- 3) Behaviour towards colleagues; and
- 4) Dress code.

### RECOMMENDATIONS

1	That the Committee recommends the proposed changes to Full Council for adoption.
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### REPORT DETAILS

<b>1.00</b>	<b>EXPLAINING THE PROPOSED CHANGES TO THE CODE OF CONDUCT</b>
1.01	The Standards Committee carries out a rolling review of codes and protocols within the Constitution to ensure that they remain up to date and

	<p>pertinent. It has recently reviewed the employees code of conduct and recommends changes. These changes are shown in Appendix 1 as tracked changes and in Appendix 2 as a “clean version”.</p>
1.02	<p>The employees code of conduct includes text in bold italic that is mandated by statute and statutory instrument. The Council cannot change those parts of the code. The remaining text, in normal font, is additional and may be revised or supplemented.</p>
1.03	<p>The Employees Code of Conduct is incorporated into every employee’s contract of employment. Compliance with the code is maintained through operating procedures, training, and management oversight. Unlike the Councillors’ code, enforcement is also managed through the employment relationship and breach can lead to disciplinary action and ultimately even dismissal.</p>
1.04	<p>Senior managers were consulted to understand whether the code clearly sets out all appropriate expectations for behaviour in relation to employment with the council. They identified the following areas which needed further expansion:</p> <ol style="list-style-type: none"> <li>1) The code describes expected behaviours to certain groups of people e.g. Councillors and public, but not fellow employees;</li> <li>2) Employees who wish to stand for election;</li> <li>3) Statement made publicly by employees that relate to the Council whether in broadcasts, publications or on social media;</li> <li>4) Use of IT;</li> <li>5) Dress code.</li> </ol>
1.05	<p>The code sets out understandable expectations of behaviour towards councillors and people outside the organisation. It says nothing about expectation between colleagues. It is possible to be over prescriptive on such issues and so a short statement was included to cover minimum expectations of behaviours in work.</p>
	<p>The Local Government and Elections Act 2021 allowed employees to stand for election in the Council where they are employed. If successful, the employee must resign but is not required to give their contractual period of notice. The previous provisions within the code on political activity were updated to reflect this change.</p>
	<p>Public statements by employees can have a powerful effect on the reputation of the Council for both good and ill, whether made in their professional roles or in their private lives. Excessive or unfounded criticism of the Council can also undermine the employer/employee relationship. A short section on public statements relating to the Council has been included. This can include social media, and as the Council already has an approved/adopted social media policy, this has been specifically referenced.</p> <p>This was an area which the Standards Committee scrutinised in great detail, being concerned to protect freedom of speech. It considered different options from other councils before synthesising the proposed changes.</p>

	Neither the use of IT nor dress code has previously been addressed under the code. Short paragraphs were therefore included.
	A number of references to outdated job titles have also been updated.

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	The resources for ensuring compliance with the Employees' Code are the management structure of the Council. No changes to the resources required arise as a result of the changes proposed to the Code of Conduct.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	Senior managers have been consulted. If approved the proposed changes will be shared with the unions prior to being reported to Full Council.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	Ultimately, failure to follow the Code could result in an employee being dismissed and potentially the Council's actions being challenged in an Employment Tribunal. The proposed changes to the Code of Conduct need to strike a careful balance between the legitimate interests of the Council and the rights of the employee.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix 1 – Employees' Code of Conduct in tracked changes Appendix 2 – Employees' Code of Conduct clean copy

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<a href="#">Social media policy</a>  <b>Contact Officer:</b> Gareth Owens, Chief Officer (Governance) <b>Telephone:</b> 01352 702344 <b>E-mail:</b> <a href="mailto:gareth.legal@flintshire.gov.uk">gareth.legal@flintshire.gov.uk</a>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	<b>Qualifying Local Government employees</b> – all employees in local government are “qualifying employees” apart from firefighters and teachers.

