

<b>REPORT TO THE PERSONNEL, LICENSING &amp; ADMINISTRATION COMMITTEE</b>		Report No. 13
<b>Date of Meeting</b>	3 <sup>rd</sup> June 2008	
<b>Title of Report</b>	<b>Revised Harassment Code of Practice</b>	
Link to Corporate Priorities	Equality & Diversity underpins all corporate policies.	
Public Report	Yes	

<p><b>Summary of Report</b></p> <p>To inform the Personnel, Licensing and Administration Committee that a review of the Council's Harassment Code of Practice for Employees and Elected Members has been undertaken.</p>
<p><b>Officer Recommendations</b></p> <p><b>It is recommended that the Committee approve the revised Harassment Code of Practice for Employees and Elected Members.</b></p>

Other than those implications agreed with the relevant Officers and referred to below, there are no other implications associated with this report.				
Financial Implications	Legal Implications	Community & Environmental Implications	Human Resources Implications	Equality & Diversity Implications
No	No	No	Yes	Yes

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## **1. Introduction**

- 1.1 The purpose of this report is to inform the Personnel, Licensing and Administration Committee that a review of the Harassment Code of Practice has been carried out and that changes have been made.

## **2. Options and Options Appraisal**

- 2.1 Option 1 – to note and approve the revised Code of Practice.
- 2.2 Option 2 – to recommend that further changes be made to the Code of Practice.

## **3. Background and current position**

- 3.1 The main objective of the Harassment Code of Practice is to seek to eliminate all forms of harassment. Harassment is behaviour which is unacceptable and creates an intimidating, hostile or offensive environment related to bullying, verbal or physical abuse. It is the impact of the behaviour/action and not the intention that constitutes harassment.
- 3.2 The Harassment Code of Practice for Employees and Elected Members has been reviewed as follows:-
  - 3.2.1 The Code of Practice is in two parts. The first part explains what harassment is and the roles of individuals and the second part, Appendix 1, outlines the procedure to be followed in terms of cases of harassment.
  - 3.2.2. The Code now includes protection of transsexual and transgender employees from harassment and discrimination in accordance with the Gender Equality Duty. This covers not only those persons who have undergone gender reassignment in the past but also those who intend to undergo gender reassignment and those who are undergoing it.
  - 3.2.3 More detailed information has been included within the Code with regards to the different types of harassment that may occur e.g. harassment as a result of a person's sexuality, religion or belief, age, race, disability etc.
  - 3.2.4 Clarification has also been provided in relation to the various roles of individuals, the process stages involved within the procedure and of the administrative support that will be made available to officers investigating allegations of harassment.
  - 3.2.5 Changes have been made to incorporate new job titles following implementation of the hybrid Senior Management Structure and the subsequent changes resulting from the Deputy Chief Executive Officers' situation.

## **4. Consultation**

- 4.1 The revised Code of Practice has been circulated to the Council's wider management team and the Union for their comments and has been agreed at the Local Joint Consultative Committee.

**5. Equality & Diversity Implications**

5.1 In accordance with the Council’s commitment to equality and diversity all policies, processes and procedures will be subject to an Equality Impact Assessment and these will be amended alongside changes being made.

**6. Human Resource Implications**

6.1 The HR implications are covered within the body of this report.

**7. Risk Analysis**

7.1 There are no specific risks in adopting this approach to minor amendments to policies, processes and procedures.

<b>Appendices:</b>	<b>1 Revised Harassment Code of Practice for Employees &amp; Elected Members</b>
<b>Background Documents Used in the Preparation of this Report:</b>	<ul style="list-style-type: none"><li><b>Harassment Code of Practice for Employees &amp; Elected Members</b></li></ul>

**Previous Decisions Connected with this Report**

<b>Report</b>	<b>Committee &amp; Date</b>	<b>Minute Reference</b>
<b>None</b>		