

WILTSHIRE COUNCIL

STAFFING POLICY COMMITTEE

19 May 2010

CODE OF CONDUCT – POLICY UPDATE

Purpose of Report

1. This report presents the updated code of conduct for officers with the aim of having it recommended to council and changed within the constitution.

Background

1. The code of conduct forms part of the constitution (part 16) and also forms part of the terms and conditions of employment for all officers
2. There are 5 existing policies (Wiltshire County Council and the 4 ex-districts) which need to be harmonised into a single policy
3. This policy is high priority for the Workplace Transformation project due to the number of remote workers increasing and a higher level of trust required.
4. Human Resources aims to create policies which are consistent in format, easy to read and understand and are fit for purpose. This policy is in the new format which supports these aims.

Main Considerations for the Council

5. In amending the policy key stakeholders were consulted including the head of legal, the head of governance, the BME and disability forums and unions.
6. The updated code is aligned more closely with the members' code of conduct.
7. The main changes to the code of conduct (attached at Appendix 1) have been:
 - Formatting the policy in line with the new policy template.
 - Simplifying some of the language to make it clearer and easier to understand.
 - Providing links to relevant forms (e.g. the register of interests) and to associated policies.
8. The content of the amended code of conduct is largely based on the previous Wiltshire County Council policy.
9. Two additions have been made based on the content of ex-district codes:
 - i) Uniform / PPE – covered in points 43 and 44
 - ii) Speaking to the media – covered in point 45

10. One change has been made to content in paragraph 26, namely that officers may no longer use council telephones for private calls apart from in exceptional circumstances and with the permission of their manager.

Environmental Impact of the Proposal

11. None.

Equalities Impact of the Proposal

12. An Equalities Impact Assessment was undertaken on 5 May 2010 and no negative impacts were identified.

Risk Assessment

13. None

Options Considered

14. None.

Recommendation

15. To recommend Council approve the revised code of conduct and that the constitution be updated.

**Barry Pirie
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The following unpublished documents have been relied on in the preparation of this Report: None