

# Gloucester City Council

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|-------------------------|---|---------------------------------|------------------------|
| <b>Meeting:</b>         | <b>Audit and Governance Committee</b>   | <b>Date:</b>                    | <b>20 January 2020</b> |
|                         | <b>Council</b>  |                                 | <b>30 January 2020</b> |
| <b>Subject:</b>         | <b>Councillor and Employee Codes of Conduct and related Protocol on Councillor/Employee Relations</b> |                                 |                        |
| <b>Report Of:</b>       | <b>Monitoring Officer</b>   |                                 |                        |
| <b>Wards Affected:</b>  | <b>All</b>  |                                 |                        |
| <b>Key Decision:</b>    | <b>No</b>   | <b>Budget/Policy Framework:</b> | <b>No</b>              |
| <b>Contact Officer:</b> | <b>Jonathan Lund, Monitoring Officer</b>  |                                 |                        |
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| <b>Appendices:</b>      |   |                                 |                        |

## FOR GENERAL RELEASE

### 1.0 Purpose of Report

- 1.1 This report presents revised copies of the Councillor Code of Conduct, Employee Code of Conduct and Protocol on Councillor/Employee Relations. The revisions respond to recommendations made following an audit report on the effectiveness of the employee code of conduct.

### 2.0 Recommendations

- 2.1 Audit Committee is asked to consider the information contained in the report and make **RECOMMENDATIONS** to Council on the proposed changes to the Constitution.

### 3.0 Background and Key Issues

- 3.1 Following a routine audit of the operation of the Council's Code of Conduct for Officers five recommendations were made:

- a) That the Code be reviewed and revised, and officers provided with training on the content and requirements of the code
- b) That the review be accompanied by a review of related policies and codes
- c) That amendments are made to the way that new recruits are made aware of the Code
- d) That the revised code(s) be made easily accessible to all staff
- e) That arrangements are made to ensure that reporting mechanisms are in place to enable staff to comply with the revised code(s)

- 3.2 This report seeks to propose a number of changes to the Employee Code of Conduct and the opportunity has also been taken to review the Councillor Code of

Conduct and the Protocol on Councillor/Employee Relations to address the first two recommendations.

3.2.1 Appendix 1 to this Report sets out the proposed, revised Councillor Code of Conduct and the existing Code.

3.2.2 Appendix 2 to this report sets out the proposed, revised Employee Code of Conduct and the existing Code

3.2.3 Appendix 3 to this Report sets out the proposed, revised Protocol on Councillor/Employee relations and the existing Protocol.

3.2.4 Appendix 5 – Revised Flow Chart for Budget Debates

3.3 The Councillor Code of Conduct has been simplified and shortened and amended to require a Councillor with an interest to leave the meeting when matters affecting that interest are under discussion.

3.5 The revised employee code of conduct seeks to address the recommendations made following the Internal Audit Report.

3.6 As a consequence of the two revisions above an opportunity has been taken to revisit and revise the Protocol on Councillor/Employee Relations.

#### **4.0 Social Value Considerations**

4.1 Not applicable

#### **5.0 Environmental Implications**

5.1 Not applicable

#### **6.0 Alternative Options Considered**

6.1 Not applicable

#### **7.0 Reasons for Recommendations**

7.1 To comply with recommendations arising from an internal audit report.

#### **8.0 Future Work and Conclusions**

8.1 If the proposed revisions are accepted then training/briefing sessions will be organised for employees and the new Codes will form part of the induction and training for Councillors following the May 2020 Elections.

8.2 The Codes are now available to all staff and councillors via the Website and the Intranet.

8.3 Mechanisms to enable compliance with the reporting obligations are in place and will be amended to reflect any changes to the codes.

#### **9.0 Financial Implications**

9.1 None arising from the content of this report

(Financial Services have been consulted in the preparation this report.)

**10.0 Legal Implications**

10.1 None arising from the content of this report

(One Legal have been consulted in the preparation this report.)

**11.0 Risk & Opportunity Management Implications**

11.1 Not applicable

**12.0 People Impact Assessment (PIA) and Safeguarding:**

12.1 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

**13.0 Community Safety Implications**

13.1 Not applicable

**14.0 Staffing & Trade Union Implications**

14.1 Not applicable

**Background Documents:** None