



Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	COUNCIL – 20 MARCH 2024
Subject	AMENDMENTS TO THE CONSTITUTION – REPORT OF THE CONSTITUTION WORKING GROUP
Wards affected	All
Accountable member	Councillor Joe Harris, Leader of the Council Email: joe.harris@cotswold.gov.uk
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Summary/Purpose	To consider proposals from the Constitution Working Group for amendments to the Constitution to update Part E2, the Employee Code of Conduct.
Annexes	Annex A – draft Employee Code of Conduct.
Recommendation(s)	That Full Council resolves to: I. Authorise the Director of Governance & Development (Monitoring Officer) to update Part E2, the Employee Code of Conduct in the Constitution.
Corporate priorities	<ul style="list-style-type: none">• Delivering Good Services
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Elected Members of the Constitution Working Group. Business Manager, Business Continuity, Governance and Risk



1. EXECUTIVE SUMMARY

1.1 Following the Constitution Working Group's meeting of 5 March 2024 this report makes the following recommendation to Council:

- Update Part E2, the Employee Code of Conduct, last updated in 2007.

2. BACKGROUND

2.1 The Constitution sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people.

2.2 The Constitution must contain:

- the Council's standing orders/procedure rules;
- the members' code of conduct;
- such information as the Secretary of State may direct;
- such other information (if any) as the authority considers appropriate

2.3 Members of the Constitution Working Group have considered a number of proposals and now recommend the following amendment to the Constitution to the Council.

3. EMPLOYEE CODE OF CONDUCT

3.1 As part of the review of the Council Constitution, the Employee Code of Conduct (approved in 2007), has been reviewed to ensure it remains relevant and up to date with current legislation, policy, and guidance.

3.2 The Employee Code of Conduct sets out principles relating to the manner, approach and behaviours that should be observed by all employees in the performance of their duties, in order to ensure conduct of the highest order and that those in receipt of the services provided by Cotswold District Council can have and maintain confidence and trust in the integrity of those working for the Authority.

3.3 Publica has recently rewritten their Business Code of Conduct, which is an equivalent Code of Conduct for their employees. Therefore, this document has been used as the basis for the revised Cotswold District Council Employee Code of Conduct, aligning with the plans to insource a number of currently Publica provided services.

3.4 The Code of Conduct has also been approved by all recognised Trade Unions.

3.5 Some employees may already have additional specific requirements relating to conduct included in their contracts or standard conditions of employment such as holding a politically restricted role. Similarly, individual professions may have their own Codes of Conduct and/or ethics. Where this is the case, they complement, rather than replace, this Code of Conduct.



3.6 Attached in Appendix A is the revised Code of Conduct. This is a complete rewrite, and as such, has not been provided as a 'track changed' document.

4. ALTERNATIVE OPTIONS

4.1 Council could determine not to adopt the revised Employee Code of Conduct.

5. FINANCIAL IMPLICATIONS

5.1 None specifically arising from this report.

6. LEGAL IMPLICATIONS

6.1 Up to date policies help the Council manage employees more effectively in setting out the behaviours expected of employees. In addition, the Employee Code of Conduct supports the maintenance of the public's confidence in local government, demonstrating the highest levels of integrity and professionalism at all times. There aren't any specific legal issues associated with this report. However, failure to comply with appropriate legislation may expose the Council to litigation.

7. RISK ASSESSMENT

7.1 Employees should endeavour to be seen as setting the highest standards of conduct in a way that does not bring any disrepute on themselves as a council employee, the service they work within, or the council in general. An updated Code of Conduct in clearly setting out standards of behaviour, mitigates the risk that these standards aren't adhered to.

8. EQUALITIES IMPACT

8.1 The Council is committed to ensuring people receive equal treatment in all aspects of its service delivery and employment activities.

8.2 In any aspect of their work, the council's representatives must ensure that they treat no individual less favourably than they treat any other. Both colleagues and employees, citizens and the public must be treated with dignity and respect.

8.3 The updated Code of Conduct reinforces that employees should ensure that their behaviour and performance meet workplace standards at any time that the Council is being represented or is likely to be identified or associated with the role as a public official.

8.4 Everyone should make reasonable efforts to develop and maintain appropriate skills in valuing diversity.

9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

9.1 There are no climate change or ecological implications.

10. BACKGROUND PAPERS



COTSWOLD
DISTRICT COUNCIL

10.1 The following documents have been identified by the author of the report in accordance with section 100D.5(a) of the Local Government Act 1972 and are listed in accordance with section 100 D.1(a) for inspection by members of the public:

- Council's Constitution, available on the website.

10.2 These documents will be available for inspection online at www.cotswold.gov.uk or by contacting democratic services democratic@cotswold.gov.uk for a period of up to 4 years from the date of the meeting.

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