

WELWYN HATFIELD BOROUGH COUNCIL
COUNCIL – 13 MARCH 2024
REPORT OF THE EXECUTIVE DIRECTOR (FINANCE AND TRANSFORMATION)

REVIEW OF THE CONSTITUTION – CODE OF CONDUCT FOR EMPLOYEES

1. Executive Summary

- 1.1 The purpose of this report is to consider changes to the Code of Conduct for Employees which forms part of the Constitution.
- 1.2 The changes were discussed at the Constitution Review Group on 22 February and it was unanimously agreed to recommend to Full Council for approval.

2. Recommendation(s)

- 2.1 That Council agrees the revised Code of Conduct for Employees, as shown in appendix A, be adopted in the Constitution.

3. Explanation

- 3.1 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. Some of these processes are required by the law, while others are a matter for the Council to choose.
- 3.2 The constitution is kept under regular review to ensure it remains fit for purpose and the role of the Cross Party Constitution Review group is to review any changes to the Constitution prior to discussion at Full Council.
- 3.3 The Code of Conduct for Employees currently forms Part 5c of the Constitution and it was due for a comprehensive review.
- 3.4 As a good employer, the Council recognises its responsibilities to its employees. The Council also has responsibilities to the community which it serves and therefore expects its employees to work to the highest standards of integrity. This code is intended to outline good practice and offer guidance to protect employees and the Council from situations where the employment contract could be breached.

- 3.5 The Code has also been updated in a number of areas including the new Values and Behaviours and that the format and language used in the document aims to make it easier for employees to read and understand.
- 3.6 Appendix A shows a copy of the new Code of Conduct for Employees and appendix B shows the current version.
- 3.7 The Constitution Review Group met on 22 February to consider the new Code of Conduct for Employees, it was unanimously agreed to recommend to Full Council for adoption.

4. Legal Implication(s)

- 4.1 Under Section 9P of the Local Government Act 2000 (LGA 2000) the Council is under a duty to prepare a Constitution and keep it up to date.
- 4.2 The Council continues to review our Constitution and that the Constitution Review Group has been meeting regularly for this purpose.

5. Financial Implication(s)

- 5.1 None arising directly from this report.

6. Risk Management Implication

- 6.1 None arising directly from this report.

7. Security and Terrorism Implication(s)

- 7.1 None arising directly from this report.

8. Procurement Implication(s)

- 8.1 None arising directly from this report.

9. Link to Corporate Priorities

- 9.1 The subject of this report is linked to the Council's Corporate Priority: "Run an effective council."

10. Climate Change Implication(s)

- 10.1 None arising directly from this report.

11. Communication and Engagement Implication(s)

- 11.1 The proposed Code of Conduct for Employees have been shared with the Trade Unions and the new Code will be communicated to staff once approved.

12. Equality and Diversity

- 12.1 An Equalities Impact Assessment was completed on 1st March 2024 and no negative impact was identified on any of the protected groups under Equalities legislation.

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