

# **PERTH AND KINROSS COUNCIL**

## **Strategic Policy & Resources Committee**

**20 April 2022**

### **EMPLOYEE CODE OF CONDUCT**

**Corporate Human Resources Manager**  
(Report No. 22/93)

#### **1. PURPOSE OF REPORT**

This report outlines an update to the Employee Code of Conduct for approval.

#### **2. RECOMMENDATION**

An opportunity to update and refresh the Employee Code of Conduct was identified following the agreement of a protocol for joint working with third sector groups. This has now been incorporated into the Code, with some general updates in design to improve accessibility for employees being made at the same time.

It is recommended that the Council approves the refreshed Code of Conduct.

#### **3. BACKGROUND**

The Employee Code of Conduct sets out the standards expected of all Perth & Kinross Council employees.

As new ways of working evolve, it is recognised that our policies and procedures may require to be adapted. This has never been more evident than during the Covid-19 pandemic when as a Category 1 Responder, we worked more closely with our partners and communities.

#### **4. PROPOSALS**

In recognition of this closer working, a Protocol for Joint Working (Appendix 1) has been agreed with third sector groups. This has now been included in our Employee Code of Conduct (Appendix 2) to provide clarity to Council employees working with third sector groups, such as PKAVS, Pink Saltire, Centre for Inclusive Living.

The opportunity has also been taken to refresh the design of the code to ensure ease of reference for employees. There are no other content changes.

Communications will be included within the weekly manager's news briefing to allow this update to be cascaded to all employees.

**Author(s)**

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**Approved**

<b>Name</b>	<b>Designation</b>	<b>Date</b>
Pauline Johnstone	Corporate Human Resources Manager	14.03.2022

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	<b>Yes</b>
Corporate Plan	<b>Yes</b>
<b>Resource Implications</b>	
Financial	<b>None</b>
Workforce	<b>Yes</b>
Asset Management (land, property, IST)	<b>None</b>
<b>Assessments</b>	
Equality Impact Assessment	<b>Yes</b>
Strategic Environmental Assessment	<b>None</b>
Sustainability (community, economic, environmental)	<b>None</b>
Legal and Governance	<b>Yes</b>
Risk	<b>Yes</b>
<b>Consultation</b>	
Internal	<b>Yes</b>
External	<b>Yes</b>
<b>Communication</b>	
Communications Plan	<b>Yes</b>

### 1. Strategic Implications

#### Community Plan/Single Outcome Agreement

- 1.1 The proposals set out within this report supports the delivery of the Perth and Kinross Community Plan/Single Outcome Agreement of developing educated, responsible and informed citizens.

#### Corporate Plan

- 1.2 The proposals set out within this report supports the achievement of the Council's Corporate Plan Priorities of developing educated, responsible and informed citizens.

### 2. Resource Implications

#### Financial

- 2.1 There are no financial implications arising directly from this report.

#### Workforce

- 2.2 This report sets out the standards expected of all Perth & Kinross Council employees.

### Asset Management (land, property, IT)

2.3 There are no land, IT or property implications arising from this report.

## **3. Assessments**

### Equality Impact Assessment

3.1 The proposals contained within this report have been considered under the Corporate Equalities and Fairness Impact Assessment process (EFIA) and has been assessed as **relevant** for the purposes of EFIA. Human Resources will raise awareness of the Employee Code of Conduct through a variety of channels to ensure employees are aware of their obligations under the Code.

### Strategic Environmental Assessment

3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals. No further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

### Sustainability

3.3 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:

- in the way best calculated to delivery of the Act's emissions reduction targets;
- in the way best calculated to deliver any statutory adaptation programmes; and
- in a way that it considers most sustainable.

There are no sustainability issues arising directly from this report.

### Legal and Governance

3.4 The Head of Legal and Governance Services has been consulted on the Protocol for Joint Working.

3.5 All organisations are accountable for their actions in relation to the services they provide and decisions which are reached about those services. Organisations should have appropriate policies in place which makes clear the expectations of employees in relation to their individual roles and responsibilities.

## Risk

- 3.6 The agreed protocol sets out the expectations of our employees and third parties when working collaboratively and therefore seeks to minimise the risk of complaints, issues arising or similar.

## **4. Consultation**

### Internal

- 4.1 In preparing this report, the Protocol for Joint Working was considered by the Policy and Governance Group. It was agreed that to provide the protocol with the status required, it should be incorporated into our Employee Code of Conduct.

### External

- 4.2 The Protocol for Joint Working has been agreed with third sector groups who participated in a discussion group. The protocol will also be referenced within Service Level Agreements with third sector partners.

## **5. Communication**

- 5.1 Employees will be advised of the refreshed Employee Code of Conduct through the usual communication channels.

## **2. BACKGROUND PAPERS**

- Protocol for Joint Working (January 2022)

## **3. APPENDICES**

- Appendix 1 - Protocol for Joint Working (January 2022)
- Appendix 2 – Employee Code of Conduct