



PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	OVERVIEW AND SCRUTINY
DATE:	1 OCTOBER 2020
REPORT OF THE:	HEAD OF HUMAN RESOURCES ANDREW ELLIS
TITLE OF REPORT:	HR POLICY REVISION
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

1.1 To approve the revised Officer Code of Conduct.

2.0 RECOMMENDATION

2.1 It is recommended to Council that

(a) The revised policy is agreed for implementation.

3.0 REASON FOR RECOMMENDATION

3.1 Many of the current HR policies are outdated and not fit for purpose. The revision of these policies link into the aims and objectives of the People and Culture Plan.

3.2 Policies and procedures are living documents that should grow and adapt with an organisation. Policy review and revision is a crucial part of an effective policy and procedure management plan.

4.0 SIGNIFICANT RISKS

4.1 There are no significant risks identified with the revised policy. Outdated policies however, can leave an organisation at risk. Old policies may fail to comply with new laws and regulations and may not address new systems or technology, which can result in inconsistent practices.

5.0 POLICY CONTEXT AND CONSULTATION

5.1 Full trade union consultation has taken place and the revised policy has been approved by Strategic Management Board. Final ratification by Elected Members will complete the consultation process prior to implementation.

REPORT

6.0 REPORT DETAILS

6.1 HR policies are a written description of rights and responsibilities of employers and employees. If a policy is well developed and clearly written, it helps communication with employees, clarifies expectations and makes sure that everyone is treated in a consistent and fair way. These are all important factors for creating a desirable culture for the organisation and they minimise exposure to legal risk.

6.2 The following policy has been revised in line with up to date legislation and recommended best practice and is attached in full to this report as appendix A:

(a) Officer Code of Conduct: Purpose and Scope

The purpose of the Officer Code of Conduct:

- Ensure all employees of Ryedale District Council are aware of what is expected of them and that we do everything possible to uphold the highest possible standards of conduct at all times.
- The public, partner organisations and Elected Members are entitled to expect the highest standards of conduct from all employees who work for Ryedale District Council.
- This policy applies to all employees of Ryedale District Council.

Disregarding this code will, in certain circumstances, result in potential disciplinary action being taken. The code will be taken into consideration when measuring against conduct.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

- (a) Financial
There are no additional financial implications on the Council from the policy revision.
- (b) Legal
Under the repeal of the statutory procedures in April 2009 and the introduction of a recommended code of practice from ACAS (April, 2009) in managing disciplinary matters, which have a direct link to other policies, employment tribunals will expect that we have dealt with matters fairly, openly and consistently. Also, that employees are clear through the procedures, of the potential action they shall face if found in breach of any singular or group of policies. Failure to follow due process and procedure, may result in Ryedale District Council incurring additional costs above the statutory awards where the Council has been found to not have carried out its full procedures which are deemed fair and consistent for all employees of the Council.

- (c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)
None, other than as stated above

Name of Head of Service **Andrew Ellis**
Job Title **Head of HR**

Author: Marie Lomax, HR Project Officer
Telephone No: 01653 600666 ext: 43395
E-Mail Address: marie.lomax@ryedale.gov.uk

Background Papers:
Appendix A – Officer Code of Conduct