

GWYNEDD COUNCIL CABINET



Report to the Cabinet

Meeting Date:	3rd November 2020
Cabinet Member:	Councillor Nia Jeffreys
Contact Officer:	Geraint Owen
Contact Number:	01286 679335
Item Title:	Code of Conduct for Staff

1 DECISION SOUGHT

That the Cabinet adopts the Code of Conduct for Staff on behalf of the Council as employer.

2 REASON WHY DECISION IS NEEDED

The Code of Conduct brings together aspects of staff terms and conditions and provides general guidance on what behaviours support and drives the new culture that is being established within the Council. It is based on the fundamental principles of transparency and working in accordance with the law.

3 INTRODUCTION

The Ffordd Gwynedd plan for 2019 – 22 refers to a project that is focused on reviewing all staff terms and conditions of employment during the term of the plan. The project was established so as to support and ensure consistency with the ongoing efforts to change our way of working as an organisation.

Gwynedd's residents have the right to expect the highest standards of conduct from Council employees, and the Code of Conduct provides information what is required. It is compatible with the job description of all individuals working for the Council.

The document also reminds staff of the responsibility that is placed on all of us as local authority employees to conduct ourselves in accordance with the Statutory Code issued by the Government of Wales.

Staff are also reminded of the need to take account of any duties placed on them by relevant professional bodies.

The trade unions and the Council's Heads of Department were all consulted on the development of the document, and there was clear support to its introduction.

4 REASON AND JUSTIFICATION BEHIND THE DECISION

Adopting this document will enable us as an employer to do the following:

- Provide guidance on the competencies and behaviours that are expectant of staff, as a means of reinforcing the change in culture.
- Provide guidance to managers in recruiting to jobs, in describing the competencies and behaviours that are important to Gwynedd Council as an employer.
- Supporting managers and staff in having discussions about performance and professional development at work.

6 NEXT STEPS & TIMETABLE

If the Cabinet do decide to adopt the Code, then work will be undertaken to promote and communicate the contents. In addition, adopting this document will enable us to move ahead with the wider work programme for reviewing and developing our terms and conditions of employment.

7 ANY CONSULTATIONS UNDERTAKEN PRIOR TO MAKING THE DECISION

Monitoring Officer

The maintenance of high standards of conduct is based on clearly communicating expectations and creating a culture where these behaviours are central. I welcome a document which provides a clear summary of the main messages in the various Policies and Statutory Code of Conduct. Taking such steps contribute to a wider corporate culture of respect for propriety and the law.

Head of Finance

This Code of Conduct sets suitable standards of accountability, honesty, and communication, which (with the relevant policies) are an essential foundation for achieving financial propriety. Therefore, I support the decision sought.