



**REPORT of
DIRECTOR OF RESOURCES**

**to
FINANCE AND CORPORATE SERVICES COMMITTEE
12 JUNE 2018**

HUMAN RESOURCES POLICIES AND PROCEDURES

1. PURPOSE OF THE REPORT

- 1.1 To state that the Council's Human Resources policies and procedures that have been amended for noting and developed for approval, specifically the Council's code of Conduct.

2. RECOMMENDATIONS

To the Council:

That the amendments to the Code of Conduct as detailed in section 3.2 of this report are approved.

3. SUMMARY OF KEY ISSUES

- 3.1 It is a requirement of the Committee rules that all policies and procedures are put before the Finance and Corporate Services Committee.
- 3.2 It is proposed that the following two additional paragraphs are included in the Council's Code of Conduct, following approval by the Corporate Leadership Team (CLT) and in consultation with Unison.

24 Financial

24.1 All employees will ensure:

- they do not default on payments owed to the Council i.e. Council Tax.*
- never make fraudulent claims for public money to gain a financial advantage i.e. housing benefit.*
- to adhere to any agreements reached for the repayment of such debts.*

24.2 Employees who are in debt or at risk to the Council or are concerned that missed payments may occur should discuss the matter as soon as is possible with a member of the Human Resources team. Failure to do so could lead to formal action being taken.

24.3 *Employees in receipt of any allowances or rebates administered by the Council (e.g. council tax rebates) must notify the Council of any change in circumstance that affect the entitlement.*

25 Accessing IT systems

25.1 *Employees will at all times ensure that they comply with the Officer Conditions of Acceptable Use and Personal Commitment Statement policy relating to use of IT equipment.*

25.2 *It is recognised that staff can face a conflict of interest when undertaking their roles. To protect the interests of both the staff concerned and the Council against criticism or allegation of malpractice, as a ¹matter of procedure no employee shall;*

- amend or seek to influence the processing of any computer or other record concerning any matter in which they, a family member or friend have an interest;*
- use the Councils IT systems or any other records held to view either their own data or that of records of family or friends.*
- use data obtained from any of the Councils IT systems or any other records to give themselves, family or friends any advantage.*
- update any records that relate to themselves, family or friends.*

4. CONCLUSION

4.1 All policies and procedures are statutory obligations to the Council and therefore need to be approved and or noted by the Committee as relevant.

5. IMPACT ON CORPORATE GOALS

5.1 None.

6. IMPLICATIONS

- (i) **Impact on Customers** – The Council's internal customers are its employees and as such, it has a legal obligation to uphold by doing what is statutorily required. This policy updates meet with this obligation.
- (ii) **Impact on Equalities** – All policies and procedures produced have an Equality Impact Assessment completed to ensure they do not greatly affect one or other employee.

¹ To support employees, the Council offers a free and confidential Employee Assistance Programme (EAP) to all staff. This service is delivered by Workplace Options, an independent provider of employee support services. To access the website, go to www.workplaceoptions.com Click on 'Member Login' then enter; User name: **Maldon** / Password: **employee**

- (iii) **Impact on Risk** – A number of potential risks could exist of not implementing the amendments including, a conflict in the interest of the employee and their role within the Council, potential reputational damage to the Council and employee arrears / debt not being addressed and becoming a serious issue for the employee and the Council.
- (iv) **Impact on Resources (financial)** – Any costs to the Council are statutory and must be met. The non-payment of Council tax and any associated costs to administer the retrieval of monies owed to the Council.
- (v) **Impact on Resources (human)** – Human Resources officers must ensure that the policy change is managed with care and ensure that the change is communicated appropriately to all staff. HR must ensure that Managers understand the reason for the change and support and /or report any action taken.
- (vi) **Impact on the Environment** – Ensuring the Council's obligations are met, impacts on the corporate branding for the Council.

Background Papers:

Internal Policies and Procedures available via the Intranet to all employees and Councillors.

Enquiries to:

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