

Title of Report	People Management Policies
Public/Confidential	Public
Summary/purpose of report	To ask Council to approve the updated Code of Conduct (Employees)
Recommendations	The Council is asked to approve the updated Code of Conduct (Employees).
Author	Calum Kennedy, Head of Human Resources
Responsible Officer	Laura Lamb, Acting Director, Workforce Education and Standards
Link to Strategic Plan	<p>The information in this report links to:</p> <p>Outcome 1: Trusted People who use services are protected by a workforce that is fit to practise.</p> <p>Outcome 2: Skilled Our work supports the workforce to deliver high standards of professional practice.</p> <p>Outcome 3: Confident Our work enhances the confidence, competence and wellbeing of the workforce.</p> <p>Outcome 4: Valued The social work, social care and children and young people workforce is valued for the difference it makes to people’s lives.</p>
Link to Risk Register	<p>Risk 3: We fail to meet corporate governance, external scrutiny and legal obligations.</p> <p>Risk 5: We fail to develop and support SSSC staff appropriately to ensure we have a motivated and skilled workforce.</p>
Impact Assessment	An Impact Assessment (IA) was developed.
Documents attached	<p>Appendix 1 Code of Conduct 2021</p> <p>Appendix 2 Updated Code of Conduct</p>
Background papers	Impact assessment

EXECUTIVE SUMMARY

1. We are required to maintain a Code of Conduct for employees by Sponsor. We have reviewed and updated our existing Code of Conduct to improve clarity of meaning. The changes are primarily regarding refinement and clarification. We are proposing to extend the "duty to notify" from Police action only to include action by a professional regulator and have included a new section on social media use.

INFORMATION

2. A summary of the main changes are:
 - Amended reference to any breach being considered a disciplinary matter and changed to any breach may be considered under our Disciplinary Policy.
 - Reduced the detail under scope of Council Members.
 - Updated the style, template and language.
 - Legislation – broadened to refer to relevant legislation given we are referring throughout to rights and responsibilities.
 - Added a section on social media.
 - Refined confidentiality statement to make it clear that any confidential information that the employees come into contact with during their employment needs to be treated as such.
 - Clarified that permission must be received for secondary employment.
 - Examples provided regarding political activity.
 - Update language regarding the acceptance of gifts.
 - Added reference to regulatory action to be notified to us rather than just the Police.
3. The current Code of Conduct is attached at Appendix 1 and the updated version with all changes is included at Appendix 2.
4. Once approved, HR staff will deliver update sessions for managers and staff to make sure that they are aware of their duties and obligations under this Code of Conduct and have an opportunity to ask questions.

CONSULTATION

5. We conducted internal consultation with UNISON and to date have received no response regarding the proposed wording of the Code of Conduct. We benchmarked externally using ACAS, Nursing and Midwifery Council, Scottish Parliament and Scottish Criminal Cases Review Commission.

6. We consulted with Operational Management Team and maintained a record of comments and changes. Most of the changes proposed related to clarifying language and we have implemented them. Those changes we did not adopt have also been recorded.
7. We have consulted with the Council Member Short-Life Working Group and made amendments following feedback.

RISKS

8. We have an averse risk appetite for risk 3: we fail to meet corporate governance, external scrutiny and legal obligations.
9. We have an averse appetite for risk 5: we fail to develop and support SSSC staff appropriately to ensure we have a motivated and skilled workforce to achieve our strategic outcomes.
10. The policies inform managers and employees of their rights and obligations. there are legal, cultural and reputational risks to the SSSC if we do not operate processes appropriately. The policy mitigates these risks by establishing clear principles, processes and guidance.

IMPLICATIONS

Resourcing

11. There are no resourcing requirements identified as part of this report. We will promote the Code of Conduct to staff through delivering awareness sessions.

Compliance

12. We are required by Sponsor to maintain a Code of Conduct for Employees. There are no stipulations as to what must be covered or addressed in this code. We have benchmarked with other relevant organisations.

IMPACT ASSESSMENT

13. We have developed an Impact Assessment. The changes to the policy are minimal and there are no significant impacts to highlight or address.

CONCLUSION

14. The Council is asked to approve the updated Code of Conduct (Employees).