

Officer Decision
Taken under the Scheme of Delegation

This decision has been taken in accordance with the county council's Scheme of Delegation to Officers, as set out in section 9 of the [Constitution](#).

Decision taken on behalf of the:	Director of People
Officer taking the decision:	Lucy Thompson, Director of People, (01772) 536612, Lucy.Thompson2@lancashire.gov.uk
Service Area:	People

Key Details

Minor Amends to the Code of Conduct and Wording of Disciplinary Policy and Procedure	
Decision Date:	16/05/2024
Part I or Part II:	Part I
Reason for Part II: (if applicable)	N/A
Divisions Affected:	N/A

The Decision

Background		
<p>The Director of People, under the Scheme of Delegation to Officers, is asked to approve the following minor amends:</p> <p>(1) Code of Conduct for Employees - an amendment to paragraph 14 to make it clear that being arrested or under investigation by the police also needs to be disclosed in addition to any criminal charges/convictions and cautions.</p> <p>(2) Disciplinary Policy and Procedure - that the wording of the section covering Criminal Matters (Including Fraud) is amended to make it clear that being arrested or under investigation by the police also need to be notified to management as soon as possible in addition to being charged, cautioned, or convicted of a criminal offence.</p> <p>The proposed amends have been shared with and noted by the recognised trade unions at the Joint Negotiating and Consultative Forum.</p>		
	Yes	No
Is this a decision made under a specific delegation from Full Council, Cabinet or another committee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>



If so, does this discharge the delegation in full?	<input type="checkbox"/>	<input type="checkbox"/>
Did the delegation require you to consult with a Cabinet Member(s) or specific officer(s) prior to taking the decision?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If so, specify the names of the Cabinet Member(s)/officer(s) you have consulted with:		
N/A		
The Decision		
Lucy Thompson, Director of People, took the decision to approve the minor amends to the Code of Conduct for Employees and the wording of the Disciplinary Policy and Procedure.		
Were any other options considered and, if so, what were they and why were they discounted?		
N/A		
Background Papers		
None		

Declaration

	Yes	N/A
In taking this decision, I confirm that I have taken into consideration and kept a record of all relevant advice from the following services:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where appropriate, consultation with the relevant Cabinet Member(s) has been completed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where appropriate and where the decision impacts on a particular locality, the relevant councillor(s) for the electoral division(s) have been consulted.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Decision taken on behalf of the:	Director of People	
Officer taking the decision:	Lucy Thompson	

