**Employee Code of Conduct**

The application of the Finance and Governance Toolkit Health Check (reported separately on the agenda) identified the absence of an Employee Code of Conduct. As all Members are required to observe the Councillor Code of Conduct it would seem equitable that employees should observe a similar code. However with only 2 part time staff it is considered a simplified document will suffice. It will be possible that if a dispute arises in the future on a matter not covered by the document reference can be made to national guidance for local government and / or the Code of Conduct for staff in Caerphilly County Borough Council. Recommendation

To meet the requirement of the Health Check action plan (ref B12) the appended Employee Code of Conduct is adopted.