

Boston Borough Council
Appendix 2 – Staff Management & Appraisal
One Team Responsibilities / Values & Behaviours

Equality & Diversity	<p>All staff should have attended basic training on equality & diversity and should attend a refresher course every three years.</p> <p>Attitudes towards equalities and diverse parts of the community should be positive and staff should display understanding and use appropriate methods of communicating with members of the public.</p> <p>Those staff with more specific responsibilities such as managers responsible for conducting Equality Impact Assessments should have undertaken detailed training and have a thorough understanding of the area of work including relevant legislation and the Equality Standard for Local Government.</p>
Conduct	<p>The public are entitled to expect the highest standards of conduct from all employees who work for Local Government and that their conduct should never be influenced by improper motives. Employees should always remember the responsibilities to the community they serve and ensure courteous, efficient and impartial service to all groups and individuals within the community.</p> <p>Employees should be aware of the content of the Code of Conduct and ensure that they act within the Code at all times.</p>
Information Management	<p>You should ensure that confidential material including material about individuals is handled in accordance with the law. You are responsible for any information in your care whether computerised or manual.</p> <p>All Council policies in relation to information management, information security and data protection should be adhered to.</p>
Health & Safety	<p>All employees have a duty to take reasonable care for their own health & safety and that of others. In particular they must:</p> <ul style="list-style-type: none"> • Carry out all work in the prescribed manner and ensure that they follow training, information and instruction provided • Use equipment correctly at all times • Wear or use personal protective equipment provided • Report all unsafe acts, conditions, accidents or near misses • Suggest methods of eliminating hazards and reducing potential risks • Co-operate in the investigation of accidents with the objective of introducing methods to prevent a reoccurrence • Take part in risk assessments, workplace inspections, safety tours and audits when necessary • Observe safe systems and methods of working at all times, avoid taking short cuts or improvising which may give rise to unnecessary risks <p>Employees with specific health & safety responsibilities such</p>

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	as managers and supervisors should consult the section on 'The role of the manager' for further information.
Attendance	<p>Employees should strive to achieve a good level of attendance at work. The Council's target is to reduce sickness absence to a level of less than 7 days per person per year. Employees with more than 3 period of absence or 7 days absence in any rolling 12 month period will follow the Council's Absence Review procedure.</p> <p>Managers should recognise those employees with very low or nil absence.</p> <p>Guidance on Managing Attendance is available in the Sickness Absence Policy and Managers Guidance.</p>
Working Together	<p>All employees should embrace the 'one team' ethos by ensuring that they seek to work together by sharing information and supporting colleagues across all departments. This should extend to other colleagues within local government, the public sector and partnership arrangements.</p>

Values and Behaviours

You will need to demonstrate behaviours under five main headings which support the Council's Values:

- Enthusiastic, positive and proud about working for Boston Borough Council
- Focused on customers
- Open to new ideas and willing to learn
- Open and honest with people
- Patient, approachable and clear with people
- Treating people with respect, consistency and fairness