

## CIVIL SERVICE CODE

### Best Practice: Checklist of actions for Departments

<b>Recruitment</b>	1	Reflect the <i>Code's</i> core values in recruitment through recruitment literature and in assessment of candidates.
<b>Induction</b>	2	Ensure that copy of <i>Code</i> is included in papers on joining.
	3	All written contracts refer to the <i>Code</i> with new entrants signing a statement saying that they have read and understood the <i>Code</i> . Include in SCS contracts.
	4	Ensure that training on the <i>Code</i> is built into induction programmes.
<b>Training</b>	5	Ensure that the <i>Code</i> is built into general management training provided by departments.
	6	Ensure staff and managers most likely to come under pressure on <i>Code</i> issues, e.g. in Private Offices, are given appropriate guidance and support.
<b>Staff Management/ Guidance</b>	7	Ensure the standards in the <i>Code</i> are integrated into departmental management codes and guidance.
	8	Build responsibility for promotion of the <i>Code</i> into job specifications of appropriate HR staff.
<b>Strategy and Evaluation</b>	9	Maintain a strategy for upholding and promoting <i>Code</i> values, taking account of the department's circumstances and of the main areas of risk.
	10	Review and assess regularly, and at Board level, current arrangements for upholding and promoting the <i>Code</i> .
	11	Monitor formal raising of issues and appeals under the <i>Code</i> , and assess implications as required.
<b>Communications</b>	12	Ensure the <i>Code</i> and its values are integrated clearly within departmental values and mission statements.
	13	HR departments to develop appropriate liaison with Nominated Officers on their involvement in <i>Code</i> issues, while ensuring their independence is maintained and seen to be so.
	14	Publicise on a regular basis the departmental strategy for upholding and promoting the <i>Code</i> and the appeals process.