

Version Control

This document is intended for:

- Council staff only School-based staff only Council & School-based staff

Version	Key Changes	Approved By
Mar 2020	Reformatted only	Council
Oct 2021	Value of gifts that can be accepted increased from £10 to £20	Council on 30/9/21
Dec 2022	Procedure regarding Declaration of Interest(s) strengthened.	CLT on 8/12/22

This document may be reviewed and amended at any time and without consultation in response to legal requirements or in response to an organisational requirement and where the changes do not reflect a fundamental change or affect the spirit or intent of the document.

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3.2 You are expected to:

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5. Customers

- 5.1 You should ensure an inclusive, courteous, efficient and impartial service to all within the community. Antagonistic or aggressive behaviour is not acceptable. If you work with customers who behave aggressively you must familiarise yourself with the [Violence and Aggression at Work Policy](#).

6. Equalities

- 6.1 Your commitment to equality in all aspects of your work is fundamental to effective service delivery and working relationships.
- 6.2 All members of the local community, customers and colleagues have a right to be treated with fairness and dignity.
- 6.3 The Public Sector Equality duty applies to all decisions made by the Council. The i.e. age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, Welsh language, and have due regard to the need to:
- i) eliminate discrimination, harassment, and victimisation;
 - ii) advance equality of opportunity; and
 - iii) foster good relations between persons who share a relevant protected characteristic and those who do not share it.
- 6.4 [Dignity at Work Policy](#).
The Council will not tolerate discriminatory behaviour, including harassment, which will be dealt with using the [Disciplinary Policy and Procedure](#) and may lead to criminal

- 8.2 The Council values the diversity of its workforce and will take into account ethnic and religious dress requirements by ensuring you are free to observe them.
- 8.3 In all cases you are expected to wear any uniform issued for health and safety reasons.

9. Professional Qualifications, Registrations and Conduct

- 9.1 If your employment with the Council is in a post which requires you to be registered with a statutory and/or professional organisation, to hold membership of a professional body or hold any other qualification, it is your duty to ensure you are able to comply with the relevant obligation(s). You will be requested to provide evidence of compliance. You should also comply with any duty you may have to inform your professional body of a matter which may impact on your registration or membership. You should also inform your manager of the matter.
- 9.2 You must ensure that the relevant Code of Practice is followed during the course of your duties, which includes formal reporting to the professional body on any matter where there is a duty to do so.
- 9.3 If you belong to a profession that has a specific Code of Practice it is your Code and the Code relating to your Code and your professional Code, please seek the advice of your manager or Organisational Development . However, the approach should be that you must comply with the most demanding/highest level requirement(s), whichever code contains it.

10. Declaration of Financial and Other Interests

- 10.1 You must declare in writing to your manager, using the declaration form ([see appendix 1](#)) any financial or other personal interest - whether direct or indirect - or association with any Council activity, which could cause an actual or potential conflict of interest.
- 10.2 You are responsible for ensuring you keep your manager informed of any change of circumstance that gives rise to a need to submit or update your declarations. Declarations should be made in writing/by email using the appropriate form on an annual basis as a minimum or where there has been a change in circumstances.
- 10.3 It is your responsibility to take all reasonable steps to ensure you do not place yourself or the Council in a position where there could be a conflict of interest. This responsibility does not end when you have submitted a declaration form. For example, if you are present at a meeting on another matter and an issue comes up that you have a potential or actual interest in, you must declare this to the meeting and excuse yourself from the meeting if practicable or at the very least have no part in any discussion or decision making on the relevant issue.

11. Conflicts of I

- 14.6 You may also be required to disclose your total working hours, to enable the Council to monitor your hours worked to comply with the Working Time Regulations.
- 14.7 Any secondary employment must not be carried out during your contracted Council working hours, nor whilst on standby for official callout purposes, unless such employment can be undertaken from your home. You are also not permitted to use Council property, equipment or associated documents or communications.
- 14.8 interests, or bring it into disrepute. You may not set up a business, or accept a job with a business, which is in direct competition with the Council.
- 14.9 Your declaration of secondary employment does not remove the right of the Council to take action if it is deemed to be detrimental to the interests or reputation of the Council, or where it affects your work performance.
- 14.10 You may not become a trustee or board member of any organisation which receives any form of funding from the Council unless you have the express consent of your Chief Officer, who will consider this in consultation with the Monitoring Officer.

15. Probity of Records and Other Documents

- 15.1 If you falsify records or other documents to secure pay or another financial benefit for yourself or others, this is regarded as a criminal offence as well as a serious disciplinary matter.
- 15.2 Such falsification is covered by the [Anti-Fraud, Anti-Corruption, & Anti-Bribery Policy](#).
- 15.3 Where deliberate falsification is intended to gain a non-financial advantage such as flexi-time credit, the Council will regard this as a serious disciplinary matter. Any deliberate falsification of records or other documents may lead to dismissal.

16. Financial Inducements, Gifts and Hospitality

- 16.1 It is an

([see appendix 2](#)). You should never accept significant gifts (i.e. worth more than £20)

22. Sponsorship

- 22.1 Where the Council sponsors an event or service, you, your partner, spouse or relative must not benefit from the sponsorship. You must seek guidance from your Chief Officer if you are involved with an event or service which the Council proposes to sponsor.
- 22.2 Where the Council gives support in the community, through sponsorship, grant aid, financial or other means, you should ensure that impartial advice is given and no conflict of interest exists.
- 22.3 Where an outside organisation wishes to sponsor a local government activity by invitation, tender, negotiation or voluntarily, the rules concerning acceptance of gifts and hospitality apply.

23. Political Neutrality

- 23.1 You must not allow your personal or political opinions to interfere with your work.
- 23.2 You serve the Council as a whole and must serve all elected Members - not just those of the controlling group - and must ensure the individual rights of all Councillors are respected.
- 23.3 Whilst engaged in Council business you must not wear or display any objects indicating support for or opposition to any political party or view. This applies to private vehicles used whilst undertaking Council business.
- 23.4 If your post is not politically restricted (see below) you may campaign on behalf of a political party. However, when engaged on Council business you must remain politically neutral and not allow your personal or political views to interfere with your duties.
- 23.5 If your post is politically restricted you will be advised upon appointment of restrictions and must comply with these.
- 23.6 Advice to political groups must be given by, or with the consent of, the relevant Chief Officer, who will ensure advice is given in ways which do not compromise political neutrality. Any advice given should be impartial, objective and helpful.

24. Councillors

- 24.1 Mutual respect between employees and Councillors is essential to good local government. Close personal familiarity between employees and Councillors can

24.2 You must declare any personal relationship with a Councillor. Where the relationship could present a conflict of interest, your manager will need to consider how this will be effectively managed.

24.3

- 26.3 Employees are expected to treat each other with respect and in a manner which is professional, courteous, non-aggressive and helpful.
- 26.4 The Council recognises that employees who work together may form personal friendships and in some cases close personal relationships. While it does not wish to interfere with these personal relationships, it is necessary to ensure that all employees behave in an appropriate and professional manner at work.
- 26.5 Any employee who is involved in a close personal relationship with a colleague, contractor, client, customer or supplier must not allow that relationship to influence their conduct while at work. There are situations when a personal relationship between employees becomes a management concern and they may unintentionally impair operational efficiency or affect the integrity of service delivery. You must declare any personal relationship with another employee, where the relationship could affect, or could b
- 26.6 Intimate behaviour during work time, for example kissing, touching or holding hands, is expressly prohibited. This applies during all working time, whether at the normal workplace, on clients' premises or elsewhere. Any breach of this rule will be regarded as a serious disciplinary offence, which could lead to disciplinary action up to and including dismissal.
- 26.7 **Line Management of Relatives**
- Line management of an employee by a relative is to be avoided wherever possible, to avoid conflicts of interest or allegations of nepotism or favouritism. In a situation where a line manager may be required to manage a relative, efforts will be made to relocate one of the parties.
- 26.8 Line management of relatives in existence prior to the adoption of this policy will not be affected, unless issues arise that lead/could lead to a conflict of interest or adversely affect the running of the service. If such a situation arises then the above procedures will apply.
- 26.9 In any situation where employees in a personal relationship work in close proximity, the Council reserves the right (without breach of contract) to require one or both employees to change their roles or duties. This is intended to avoid the employees in a relationship finding themselves in a potentially difficult situation and to avoid perceptions of undue influence or unfairness (whether real or imagined).

27. Appointments and Other E

27.3 In order to avoid any possible accusation of bias, you should not be involved in any stage of an appointment if you are related to an applicant, or have a close personal relationship with them outside work.

27.4

30. Use of Council Communication Systems

- 30.1 The Council has the right to access and monitor communication systems provided to you, and will monitor usage of its communication systems e.g. telephone, email and Internet access, to ensure their proper use and will run reports detailing usage levels of staff.
- 30.2 Communication systems may be accessed when the Council suspects an employee has been misusing Council facilities, or, for the investigation of suspected fraud or other irregularity. Very exceptionally and where service delivery reasons exist, the SRS, may approve access to emails when an employee is absent. Access to facilities may be temporarily suspended whilst an investigation is on-going and may be permanently withdrawn where misuse is detected. Cases of misuse may result in disciplinary action being taken - this may include dismissal.

31. Email and the Internet

- 31.1 The primary use of t
purposes of the Council. However, reasonable personal use will be permitted when clocked out/outside of working time, although the policies relating to acceptable use will still apply. All Email and Internet access may be recorded and monitored.

31.8 **Email**

No employee shall send or forward emails that in any way may be interpreted as inappropriate, insulting, disruptive or offensive by any other person, company, or

33.2 You should be aware of the type of information which must be made available, and to whom; and the type of information which must not be disclosed at all or without

Image (e.g. photos, CCTV, microfiche).

Verbal conversation (e.g. face to face or by telephone, Skype, etc.).

Paper documents and manual filing systems (including personal work-related notes).

Computerised and other electronic systems (e.g. email, voicemail, instant messaging, computer disk, USB, social media, case management systems or other departmental computer systems, etc.).

33.3 You must take all reasonable steps to ensure that the loss, destruction, inaccuracy or improper disclosure of information does not occur as a result of your actions.

34.4 A breach of the Data Protection Act 2018 should always be reported in line with procedure and may result in criminal proceedings and/or may result in disciplinary action which could include dismissal where appropriate.

34.5 es is mandatory. Any breach may result in disciplinary and/or criminal proceedings. Disciplinary action may include dismissal.

35. Photography

35.1 It is important to be aware that permission may be required when using photographs, videos and recordings that identify people. If you have any queries about rights you should contact the Corporate Communications Team for advice.

35.2 If you plan to publish or upload any photographs of colleagues to the internet or social media you must seek their permission before doing so.

36. Use of Council Information

36.1 You must not use any information obtained in the course of your employment for personal gain or benefit, or pass it on to others who might use it in such a way. You must not disclose to any third party confidential information which could be prejudicial

37. Recordings

37.1 [Audio/Video Recording Guidance](#) document covers all recordings, including covert recording of staff meetings and covert recording in Council establishments, by employees and/or associated third parties.

37.2 In certain circumstances employees or clients of the Authority may endeavour to make a covert audio/video recording, for example of a work meeting or of care provided in a residential care home, for a number of reasons. For example, an individual may think that a recording will provide evidence of unfair treatment or malpractice. However, no-one has the right to record an employment meeting without express permission and there are a number of legal factors to consider if a client of

38.

Declaration of Interest(s) Form

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This form should be completed on an annual basis as a minimum or where there has been a change in circumstances.

Conflicts of interest may occur if a decision of the Council could affect you directly, or indirectly via close friends and relatives, either positively or negatively. To ensure Code of Conduct it is necessary for employees to declare if they have an interest or potential interest.

What types of interests should be declared?

t my family, close friends

How do I know if I have an interest?

If you or a relative (see below for definition of relative), friend or anyone you have a close personal association with:

1. Is involved in an organisation/business that deals with the Council or is likely to have or has existing or proposed contracts with the Council e.g. contractors, suppliers, local businesses, property developers, etc.
2. Is a member of an organisation or group which may oppose Council policies or be impacted by a Council policy or decision.
3. Undertakes a role outside of work that may be impacted by Council decisions e.g. acting as a school governor, member of an NHS trust board, etc.

IN SUCH A SITUATION YOU MUST DECLARE YOUR INTEREST USING THIS FORM.

Please note that individuals are free to take part in activities organised and authorised by the Trade Unions without declaring an interest.

Definition of “Relative”

A relative means a spouse (husband or wife), partner, parent, parent-in-law, son, daughter, step-son, stepdaughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding p live together.

Implications

Under section 117 of the Local Government Act 1972 you must disclose any interest in an existing or proposed contract in writing as soon as is reasonably practicable. If a relationship may give rise to a real or perceived conflict of interest, trust issue or breach of confidentiality you must declare it to your manager or other appropriate person, in confidence, as soon as you can. Failure to declare such a relationship could lead to disciplinary action.

What you need to do

Enter your personal details below.
Indicate whether or not you have any Interest(s)

Sign, date and give the form to your Manager or Chief Officer.

Name:

Directorate/Service:

I **do not** have any Interest(s)

REGISTER OF GIFTS AND HOSPITALITY

Gifts may only be accepted when they are low value i.e. up to £20. Regardless of whether the gift is accepted or not it must be registered by the Manager/Service, using this form. Significant gifts (i.e. worth more than £20) or hospitality must never be accepted from service users, actual or potential contractors or outside suppliers.