

Broxtowe Borough Council Constitution

Chapter 5 – Part 2

Officer Code of Conduct

Chapter 5 Part 2: Officers Code of Conduct

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EMPLOYEE CODE OF CONDUCT

1. INTRODUCTION

The purpose of this Code of Conduct is to give all employees guidance on how the Council and the public in general expect them to behave. This Code is designed for the protection of employee and if the Code is followed then employees should not find themselves in a situation where their conduct could create an impression of a conflict of interest, or corruption in the minds of the public. It cannot cover every eventuality and further guidance should be sought from an employee's, Manager, Head of Service, or, in the case of Directors, the Chief Executive, if unsure of the standards expected of them.

The Council believes that its activities demand the highest standards of confidence from the public and that this confidence will derive from the way in which the Council and its employees conduct themselves in undertaking its business. Indeed, public confidence in the integrity of both the Council and the individual would be shaken were the least suspicion, however ill-founded, to arise that there could be, in any way, an influence from improper motives.

It is, therefore, important for the Council to provide guidance on standards of conduct which applies to, is available to, and understood by employees at all levels, and this Code of Conduct has been prepared accordingly.

The Code supplements statements and requirements contained within Codes of Conduct for Professional Bodies, the National and Local Schemes of Conditions of Service, the Council's Procedure Rules and Financial Regulations and any departmental rules of conduct that may be issued from time to time by Chief Officers. Copies of these documents are available via normal departmental management channels.

Whilst the Code is reasonably comprehensive, it is not possible to address every possible circumstance, and simply because a particular action may not be addressed within the Code, this does not condone that action by omission. It is also expected that all employees will behave within the law whilst undertaking their official duties. This Code is incorporated into, and forms part of the contractual relationship between the Council and its employees. As such, it is admissible in evidence in any proceedings under the Council's disciplinary and grievance procedures. Chief Officers are required to report to the Chief Executive to comply with this Code, whilst the Chief Executive must report to the Monitoring Officer.

The Code of Conduct meets the recommendations of the Nolan Committee's Report on standards in public life, that those working in public service are expected to show Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

2. STANDARDS

All employees are expected to give the highest possible standard of service and, where it is part of their duties, to provide appropriate advice to Councillors and fellow employees with impartiality. The Council strives to maintain a high level of service and any deficiency, impropriety or breach of procedure must be reported to the manager. If, for any reason, employees do not feel able to talk directly to their manager or Chief Officer, they may talk to the Human Resources Division of the Chief Executive's office and they will assist in deciding the most appropriate action to take. This may involve identifying the concern to the Monitoring Officer as the Council's Monitoring Officer. In accordance with Financial Regulations, if an irregularity occurs, or is suspected, which may involve financial loss, it must be reported immediately to the Chief Officer and Deputy Chief Executive.

Employees should be aware that any impropriety or breach of procedure may result in disciplinary action being taken.

It is the Council's duty to protect employees against unjustified allegations of wrong doing and adherence to this Code is essential for this purpose, however, it should be noted by all employees that failure to comply with the standards detailed in the Code may result in disciplinary action.

All employees will:

- have the right to be treated with respect
- have a duty to treat other people with respect
- be sensitive to other people's different needs, attitudes and lifestyles
- oppose all forms of discrimination
- help put an end to bullying
- be prepared to be challenged over their own behaviour.

As part of inductions, managers should provide employees with a copy of the Code of Conduct in an accessible format and ensure that employees understand it. Employees are required to follow the Code in all areas of their work. If there is anything that is not clear, or where further information is required, employees should speak to their manager.

Dress and Personal Appearance at Work

Whilst it is acknowledged that the Council does not have a general dress code and that appearance is a matter of personal preference; employees should be mindful that they are undertaking work on behalf of the Council and should be sensitive and respectful towards citizens and employees. Employees are reminded that standards of dress, wearing of corporate and protective clothing, personal appearance and hygiene, including standards required in the interests of health and safety, can be matters affecting public confidence and they should therefore make themselves aware of, and adhere to, the expected standards for their particular employment.

For employees working in certain services, there may be a requirement to wear specific work wear/uniforms; where this is determined as necessary for the role, employees must comply.

Work wear should always be compliant with health and safety requirements and should not negatively impact on your work or service delivery. In the interests of security and employee safety, Council ID badges should be available at all times whilst on Council premises. Whilst undertaking Council business off site, employees must carry their Council ID with them at all time and, in the interests of safeguarding citizens, be prepared to show it if requested to do so.

3. CONDUCT

During working hours, or on any occasion outside of normal working hours when they could be seen to be associated with the Council (for example, whilst wearing Council clothing/ID or at an out of hours' function linked to work), employees must ensure that their conduct is consistent with the Code of Conduct.

Employees should consider at all times how other people might perceive any comments, actions or gestures that they might make and ensure that they are careful with regards to views expressed and images portrayed, for example, via social media (written and verbal), where these could bring the Council into disrepute, damage its reputation or be at odds with the Council's core values.

4. DISCLOSURE OF INFORMATION

The Code of Conduct is based on the assumption that open government is best. The law requires that certain types of information must be available to Councillors, members of the public, auditors, government departments, service users relating to the Council while the Council itself has decided to open other types of information. Employees must respect confidential information of which they are or should be aware.

Employees should make themselves aware of which information they come into contact with in the course of their employment is open and which is not and act accordingly. All information contained in personal data relating to members of the public and employees must be obtained, held and processed fairly and lawfully in accordance with the purposes of the Data Protection Act 1988 and must not be used or disclosed in any manner incompatible with that Act.

Employees must not use any restricted or confidential information obtained in the course of their employment for personal gain or benefit, nor pass it on to others who might use it in such a way.

Any restricted information received by an employee that is personal must not be divulged by that employee without prior approval, except where such disclosure is required or sanctioned by the law.

The restrictions above apply equally to information which employees may obtain from their employment about a contractor, debtor or creditor of the Council. Employees must adhere to the Council's guidelines relating to confidential information as covered by the Data Protection Act 1998. This Act requires that personal data must be: processed fairly and lawfully, only used for the purpose for which it was gathered, must be kept up to date and accurate and made available to individuals to let them know what is held about them. The personal data held must also not be excessive, or kept for longer than is necessary. It must be kept secure and additional security considerations must be taken if it is being transferred outside the European Economic Area. Employees must also have regard to the Council's ICT Acceptable Use Policy in regard to the storage and use

of information held on computer. Information must not be disclosed to unauthorised people or organisations.

Employees who discover information about employees, customers or members of the public in the course of their duties which gives cause for concern (eg evidence of criminal activity, whistleblowing or safeguarding) should report it to their line manager.

Where employees have access to and are entrusted with confidential information concerning the business or finances of the Council, or its suppliers, agents, contractors, customers, residents or employees, they shall not, during the period of employment, divulge such information except in the proper course of their duties or in any circumstances after the period of employment without the written consent of the Council.

Employees must not, during employment or for a period of six months after ceasing to be employed:

- seek to procure orders from, and do business with, any person, firm or company who has done similar business with the Council
- directly or indirectly, carry on or engage in any activity or business which shall be in direct competition with the Council
- endeavour to entice away any employee of the Council.

5. POLITICAL NEUTRALITY

Employees serve the Council, not just the controlling group. They must ensure that the individual rights of all Councillors are respected. Employees must give advice which does not compromise their political neutrality.

Employees, whether or not politically restricted **under the terms of the Local Government and Housing Act 1989**, must follow every lawful expressed policy of the Council and must not allow their own personal or political opinions to interfere with their work.

Where employees are required to advise political groups, they must do so in ways which do not compromise their political neutrality.

Employees will be advised if they are in a 'politically restricted' post, due to the job that they do, in which case they must comply with any political restrictions that apply (these will be explained to them by their manager).

Employees must not be involved in advising any political group of the Council or attend any group meetings in an official capacity without the consent of their Chief Officer.

6. PUBLIC TRUST

The public and the Council expect high standards of conduct from our employees who are expected to behave with honesty and integrity, to comply with policies, procedures and rules and ensure that they behave within the law.

7. RELATIONSHIPS

7.1 Councillors

Employees are responsible to the Council through its senior managers. For some, their role is to give advice to Councillors and senior managers and all are there to carry out the Authority's work. Mutual respect between employees and Councillors is essential to good local government. Close personal familiarity between employees and individual Councillors can damage the relationship and prove embarrassing to other employees and Councillors and should therefore be avoided.

7.2 The Local Community and Service Users

Employees must always remember their responsibilities to the community of Broxtowe and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community as defined by the policies of the Council. Employees must also be careful that any relationship that they have with any other person cannot bring the Council into disrepute. In particular, no employee may act in a regulatory or inspection capacity in respect of any matter in which they have an interest.

It is important that employees maintain professional boundaries with service users, past or present, to avoid being open to allegations of favoritism or, in some cases, allegations of abuse. Employees must always inform their line manager of a present or previous personal relationship with a client, or prospective client, of their service. Managers' should review the circumstances and, where necessary, ensure that employees do not have a professional involvement with the client. If an employee fails to disclose a breach or potential breach of professional boundaries, then this may result in action being taken against them under the Council's disciplinary policy.

Employees will not engage in inappropriate behaviour with customers and service users such as becoming over familiar, using nicknames, inappropriate touching, engaging in behaviour that may lead to a sexual relationship, respond to flirting behaviour. Personal space must be respected at all times.

Employees will not engage with service users/customers out of hours, employees will not take customers home or anywhere else or participate in direct social contact.

Employees are obliged to declare their interest in their relationship or their activities as soon as it becomes apparent that there may be an involvement or conflict with the Council's own interests.

All employees are required to complete a Register of Interest form (attached at

Appendix A). Once returned, the Register of Interest form will be reviewed by the employee's line manager. If there is a potential conflict identified, then this will be discussed further with the Head of Service and appropriate safeguards will be implemented. These may include (but not limited to):

- Restricting an employee's access to information held on ICT systems.
- Ensure the employee does not work within in or provide a service within an area where a conflict of interest has been identified.

Failure to make an appropriate declaration or conflict of interest disclosure may result in action being taken against the employee under the Council's Disciplinary Policy.

Employees who work in the Housing department and/or hold a Council tenancy are expected to also abide by the Behavioral Boundaries Document available on the Intranet.

7.3 Contractors

Orders and contracts must be awarded on merit by fair competition, in accordance with the Council's Procedure Rules and Financial Regulations, and no favour should be shown to businesses run by, for example, friends, partners or relatives in the tendering process.

Employees who engage or supervise contractors or have any other official relationships with contractors and have previously had or currently have a relationship in a business, private or domestic capacity with contractors or potential contractors, must declare that relationship in writing to their Chief Officer and also to the Monitoring Officer for recording in the Register of Interests.

Employees in their official relationships with contractors and potential contractors must not conduct themselves in such a manner so as to convey that they are in a position of giving favour, or in their dealings conduct themselves so as to directly or indirectly canvass or infer that they seek gift, loan, fee, reward or advantage, or any offer of such. In addition, section 117 of the Local Government Act 1972 requires Officers to notify the Council of any contract with the Council in which they have a direct or indirect pecuniary interest. It also provides that an Officer may not under their employment accept any fee or reward. Breach of those requirements is a criminal offence.

8. APPOINTMENT AND OTHER EMPLOYMENT MATTERS

Employees involved in appointment and promotions must ensure that these are made on the basis of merit. It would be improper for an employee to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post. In order to avoid any possible accusation of bias, employees must not be involved in an appointment where they are related to an applicant, or have a close relationship outside work with them, or seek to influence an appointment or promotion for any purpose.

Similarly, employees must not be involved in decisions relating to discipline, promotion or pay adjustments for any employee who is a relative or partner.

9. OUTSIDE COMMITMENTS

All employees must be clear about their contractual obligations and should not engage in any other business or take outside employment which conflicts with the Council's interests, for example, working with or for someone who does business or seeks to do business with the Council or obtain grants, consents or permits from the Council. If in doubt, the employee must consult their manager.

The Council will not attempt to preclude any of its employees from engaging in any other business or from undertaking additional employment but any such employment must not, in the Council's view, conflict with or react detrimentally to the Authority's interests, or in any way weaken public confidence in the conduct of the Authority's business.

10. PERSONAL INTEREST

Employees must declare in writing to their Chief Officer any financial or non-financial interest that they consider could bring about conflict with the Authority's interests, for example, personal friendship or association, membership of any club or society that seeks assistance from the Council. A register of financial and non-financial interests is maintained by the Monitoring Officer and all employees must ensure that the nature of the conflict of interests is recorded in that register.

The Council will not unreasonably preclude any of its employees from undertaking additional employment, but any such employment must not, conflict with or react detrimentally to the Council's interests or in any way weaken public confidence in the conduct of the Council's business, for example, it would be deemed inappropriate for any work to be carried out for private gain that has been procured through the employee's normal duties.

When considering accepting secondary employment, either within or external to the Council, employees must consider the implications of the working time directive which stipulates the maximum hours they should work in a week and required rest breaks. Specifically, if an employee will be working over 48 hours per week in their combined roles, they must inform their manager, as this contravenes the Working Time Regulations, and they may be required to sign an opt out agreement.

It is not the intention of the Council to unnecessarily curb employees' rights to a private life and it is accepted that an employee's off duty hours or other employments are their personal concern. However, all employees should particularly avoid situations whereby their out of work activities, personal interests or other employments conflict or appear to conflict with their work role and the Council's core values, statutory responsibilities or duties. Depending on the circumstances, such conflicts may be considered under the Council's disciplinary procedure.

Employees must declare in writing to the Chief Officer and Monitoring Officer, membership of any organisation not open to the public without formal membership and commitment of allegiance and which has secrecy about rules or membership or conduct.

Generally, any invention, intellectual property or copyright which is created in the course of employment will belong to the Council.

11. EQUALITY AND DIVERSITY ISSUES

11.1 General

All members of the community, customers and employees have a right to be treated fairly, with dignity and respect. All employees must ensure that Council policies relating to equality issues are complied with, in addition to the requirements of the law. It is the responsibility of each employee to assist in the creation of a work environment where discriminatory behaviour is not tolerated.

All employees are appointed and expected to comply with the Equality Act 2010 and should not discriminate against others with a protected characteristic. Employees will also be expected to carry out any mandatory training on equality and diversity matters as may be instructed by your manager from time to time and once completed, will be expected to comply with all the Council's Equality, Diversity and Inclusion principles. Further information, with regards to Equality, Diversity and Inclusion, can be accessed either via the intranet or obtained through the employee's manager.

11.2 Harassment

The Council believes in equality and social justice and wishes to make it clear that it will not tolerate any harassment, intimidation, unfair discrimination or victimisation, by or against employees, who should not be asked to suffer such behaviour.

Sexual and racial harassment is unlawful, and the Council has resolved to eliminate these forms, and all other forms of unacceptable behaviour in order to enable all employees to work in any part of the Council. Each employee has a duty to ensure that the standard of conduct for themselves and for colleagues respects the dignity of others and does not cause offence. Employees must therefore act in such ways as to avoid all forms of unacceptable behaviour in relation to other employees, clients and customers of the Council.

If an employee wishes to complain of any such activity they should contact the Chief Officer and the Human Resources Division of the Chief Executive's office which will investigate the complaint and take appropriate action.

Allegations of harassment will be dealt with sensitively, expeditiously and confidentially. Complainants will be protected against victimisation and retaliation.

12. SEPARATION OF ROLES DURING TENDERING

Employees must exercise fairness and impartiality when dealing with all customers, suppliers, other contractors and sub-contractors.

Employees who are privy to confidential information on tenders or costs for either internal or external contractors must not disclose that information to any unauthorised party or organisation.

Employees must not use their position and knowledge of the Council to gain access to and provide information which puts a particular contractor or anyone

else in a better position than any other contractor tendering to undertake work.

Employees involved in the purchase of work, goods, materials and services must comply with the relevant Council Procedure Rules and financial regulations approved by the Council.

Employees must ensure that no favour is shown to current or recent former employees or their partners, close relatives or associates in awarding contracts to businesses run by them or employing them in a senior or relevant managerial capacity.

13. CORRUPTION

Employees must be aware that it is a serious criminal offence for them corruptly to receive or give any gift, loan, fee, reward or advantage for doing or not doing anything or showing favour or disfavour to any person in their official capacity. Employees must advise their Chief Officer at the earliest opportunity of any such approach which is made to them.

The absence of actual corruption is not, in itself, sufficient. Avoidance of any grounds for suspicion of corruption is also important at all times and particularly where contracts are being negotiated. You must not represent the Council in any business involving an individual, group or organisation with whom you have a close personal relationship or where there may be a potential conflict of interest. If you have any doubt about the status of your relationship, you should declare this to an appropriate manager prior to accepting a role with the Council or prior to work being assigned to you. Failure to do so could ultimately lead to disciplinary action or even criminal prosecution.

Where any one to one negotiations are involved, including telephone negotiations, the employee must ensure that all steps in the negotiations are recorded in writing, and that their Head of Service, or where the negotiations involve the Director, the Chief Executive, has been made aware of and has approved, in writing, those steps. Council Procedure Rules, Financial Regulations and the policies of the Council must always be followed on all occasions.

14. FRAUD

The deliberate falsification of any documents, either for financial or non-financial benefit, is not acceptable under any circumstance and could be regarded as a criminal offence requiring police investigation as well as being a serious disciplinary matter. Fraud also covers the deliberate or conscious retention of money that is not due to you, or that may be the result of errors or omission on the part of any party, including overpayment of wages. Employees are expected to act honestly and raise any concerns of this nature with their manager immediately.

15. THEFT

Theft of the Council's funds or property, or that of any service user or an employee, is considered to be gross misconduct under the Council's disciplinary procedure and action will be taken which could lead to dismissal. Using Council money, funds or resources, even with the intention of returning them within a very short period of time, is also considered to be theft.

16. USE OF RESOURCES

The Council expects its employees to devote their full working day to the business of the Council. An employee must not engage in personal business during a working day.

Council financial processes such as purchase orders and payment cards must not be used for personal advantage or purchases, and no employee should receive any personal discount or advantage as a result of their employment with the Council (other than via Corporately agreed discount schemes or voluntary benefits which have been agreed for all employees).

All equipment, buildings, grounds and vehicles are provided for use during agreed working time and should only be used in connection with the work that employees are paid to carry out for the Council.

Council resources should not be used in connection with outside activities, or other paid or unpaid work, that employees may have outside of their role with the Council.

Council premises should not be used for any purposes other than work activities, including outside of hours meetings, and any none work meetings should not take place without the permission of a senior manager.

Employees must ensure and demonstrate that they use public funds entrusted to them in a responsible and lawful manner. They should strive to ensure value for money to the local community. They must comply at all times with the Council's Council Procedure Rules and Financial Regulations

It is acceptable for employees to use the Council's resources, to a limited extent, provided that the Council is reimbursed for any additional cost involved and also provided that prior approval is obtained from the employee's manager.

17. PROFESSIONAL REGISTRATION AND LICENCES

If your job requires you to have professional registration with a regulatory body or a mandatory licence in order to carry out your duties, you are expected to maintain this and to notify the Council immediately of any changes to your status. You must ensure that you comply with any professional standards, codes of practice and continuing professional development requirements expected by the regulatory body or licence.

18. HEALTH AND SAFETY AT WORK

The Health and Safety at Work Act 1974 places a duty on workers, whilst they are at work, to take reasonable care for the health and safety of themselves and others. Therefore, it is a legal requirement that you comply with all safety rules, procedures and instructions whilst working for the Council, including using the correct Personal Protective Equipment (PPE) and clothing.

You will be expected to participate in appropriate training and use equipment in accordance with safety instructions in order to carry out your duties. If you feel that this is not the case, or have health and safety concern about any work practices, you should report this to an appropriate manager immediately.

19. ATTENDANCE AND TIME KEEPING

Employees are expected to be available for work during scheduled hours ready to start work punctually, unless not fit to do so or because of unforeseen circumstances. Employees must comply with sickness reporting procedures (some services will require different arrangements where this is the case managers will make these specific arrangements clear), supply medical certificates as required and co-operate with managers to address any ill health and attendance issues.

The Council has an Attendance Management Policy and accompanying Guidance which provide further information on how ill health will be supported and managed. Abuses of the sickness scheme and failure to comply with reporting procedures may be regarded as disciplinary issues and dealt with through the Council's disciplinary procedure.

Employees are expected comply with procedures for recording time at work and for taking breaks. Managers' will advise what these are for work areas. Falsifying time sheets is viewed as fraud and will be subject to the disciplinary procedure.

20. WELLBEING

Employees are expected to inform their manager if they do not feel capable of carrying out their duties safely and correctly. They must also provide updates on any medical conditions that they suffer from where these could have an impact on their work. The Council will always try to support employees with health problems.

The Council is keen to promote the health and wellbeing of its employees, dealing with customers can be demanding and can impact on an employee's physical and mental health. It is important that an employee feels able to discuss the concerns they may have. The HR department can provide support and useful contacts for employees requiring help to address personal concerns and provides access to the Care First Programme.

21. SMOKING

The Council has a Smoke Free Site Policy and is responsible for enforcing the Smoke free Regulations. Smoking is defined as anything that is smoked including manufactured and hand-rolled cigarettes, cigars, pipes, herbal cigarettes, shisha pipes, e-cigarettes and other vaping producing products. Support to stop smoking and to optimize health and wellbeing is set out in the Smoke Free Workplace Policy.

No one undertaking work for the Council is permitted to smoke during working hours on any Council premises, including depots, yards, carparks or in Council owned, leased or hired vehicles or whilst representing the Council at work meetings via video conferencing software.

22. ALCOHOL DRUGS AND OTHER SUBSTANCE MISUSE

The Council supports and encourages employees with alcohol, drugs and substance misuse problems to seek appropriate help and will assist in accessing alcohol treatment and advice services.

Employees who have taken drugs (prescribed or otherwise) or alcohol which may

affect their ability to do any of their duties correctly, safely and legally, should notify their manager before doing any work. Managers may prevent employees from carrying out duties if they consider that they could endanger themselves or others.

Misuse of alcohol, prescription drugs, non-prescription drugs and other substances harmful to health is a matter that should be dealt with sensitively and promptly as the need demands.

Working whilst under the influence of alcohol, drugs or other substances, or taking these whilst at work is a disciplinary offence. If an employee is unable to carry out their work safely and correctly as a result of alcohol, drugs or other substance misuse, they may be subject to the Council's Alcohol, Drugs and Substance Misuse Policy as well as Disciplinary or Capability procedure and may even face criminal prosecution. Similar may apply if employees encourage or pressurise others to consume alcohol, drugs or other substances, impacting on their ability to undertake their duties.

Further guidance is available in the Alcohol, Drugs and Substance Misuse Policy or by contacting the HR Team.

23. HOSPITALITY AND GIFTS

Each employee is personally responsible for the initial decision concerning the propriety of hospitality or gifts. Employees may accept offers of modest hospitality or gifts appropriate to the occasion and provided it is normal and reasonable in the circumstances. If there is any suggestion that improper motives may be construed they must be refused or employees must seek advice from a more senior member of management or the Chief Officer. There is no requirement to declare any gift or hospitality below the value of £25. **If you have declined a gift or wish to declare a declined hospitality, please complete the form at Appendix B and return to the Monitoring Officer.** Offers to attend purely social or sporting functions may be accepted when these are part of the life of the community or where the Council should be seen to be represented. All hospitality and gifts received personally (other than general token items, pens, diaries, etc) must be declared to the Monitoring Officer **(by completing the Gifts and Hospitality Form at Appendix B)**, who will note it in a register kept for that purpose.

When receiving authorised hospitality and gifts, employees must be particularly sensitive as to its timing in relation to decisions which the Council may be taking affecting those providing the hospitality or gifts.

Acceptance by employees of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal.

Employees must not offer or undertake to do any work (paid or voluntary) on behalf of service users, customers of the Council. Employees must not promote a personal business or that of an associate in the workplace or make personal gifts/donations to service users and/or customers.

24. SPONSORSHIP - GIVING AND RECEIVING

Where an outside organisation wishes to sponsor or is seeking to sponsor a Council activity, whether by invitation, tender, negotiation or voluntarily, the basic

conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with a contractor or potential contractor.

Where the Council wishes to sponsor an event or service neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to the appropriate manager of any such interest. Similarly, where the Council through sponsorship, grant aid, financial or other means, gives support in the community, employees must ensure that impartial advice is given and that there is no conflict of interest involved.

25. PUBLIC SPEAKING

Where employees are invited to address public meetings, undertake radio or television interviews, etc, it is expected that they must clearly understand the basis upon which the invitation was extended. In the majority of cases, an employee will be acting as the representative of the Council, and as such must communicate the policies and procedures of the Council in a factual and unbiased way. Employees must avoid expressing personal views in such situations, and if during the course of the debate or discussion the personal views of the Officer are sought, then they must consider most carefully whether this would place them in a position of public conflict with their employer. It may be appropriate in such circumstances for the Officer to decline to make further comment and terminate the discussion or interview. It is of course recognised that employees are entitled to personal views, and that these may be very strongly felt. Where these personal views are given they must be stated as personal.

26. EMPLOYEES FACING CRIMINAL CHARGES

The Council expects employees facing criminal charges or regulatory action to give notice of such, without delay, to their Chief Officer. Sometimes the nature of the charges or action will be relevant to the employee's job, in other cases the issue will be less clear cut. Employees are aware that their own personal actions can reflect on the Council as a whole. They are required therefore to notify their Chief Officer of any criminal charge or regulatory action which may be pending, whether they personally feel the matter is relevant or not, and the outcome of any such charge. Discussion with the employee will take place as to the extent to which such a charge reflects upon the ability of the employee to perform effectively, or the extent to which the Council's own interests are prejudiced.

27. SAFEGUARDING

Safeguarding is action taken to promote the welfare of children, young people and vulnerable adults to protect them from harm, abuse and maltreatment.

It is the duty and responsibility of every employee to safeguard all customers and to prevent any form of abuse or neglect of those they come into contact with. Employees must act in accordance with the Safeguarding policies.

The Council is obliged to notify Social Services and / or the Police where there is reasonable suspicion of the abuse or neglect of individual service users, or other members of their household.

Employees must not allow themselves to work in an unsupervised capacity with

children (those aged less than 18 years old).

Employees must not enter a property to undertake their role if children are at home alone. In such circumstances, the employee must leave the property and report their concerns immediately to the Departmental Safeguarding Officer. If there are concerns about neglect, or the children are in risk of immediate harm, the police should be contacted immediately by dialing 999.

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EMPLOYEES' REGISTER OF INTERESTS AND DISCLOSURES

As a general principle, employees should err on the side of caution and declare interests that they think may be covered. Assistance can be sought from the Head of Service in first instance or the Monitoring Officer if any clarification is required.

NAME	DIRECTORATE	DATE

INTEREST	DETAILS
1. Companies & Securities e.g. where you or a close relative or friend has a significant shareholding of a company or is actively involved in running a company which might do business with the Authority. Other interest such as carrying out voluntary work for a contractor of the Council	
2. Contracts e.g. where you or a close relative or friend intends to bid for a contract to be let by the Authority	
3. Land or Property in the Authority area e.g. where you or a close relative or friend owns property in which the Authority has an interest or is subject to an application or regulatory action by the Authority	
4. Intent to bid for land or property owned by the Authority	
5. Sponsorship or Grants e.g. where you or a close relative or friend is involved with an organisation applies to the Authority for a grant.	
6. Declaring Relationships e.g. All employees are required to declare any personal interests, both financial and non-financial, which may be reasonably deemed to conflict with work undertaken by them in the course of their employment. This includes a continuing duty to declare such interests during your working relationship with Broxtowe Borough Council.	

7.	Secondary employment	
6.	Others (please specify)	

Declaration

I declare that the information provided is accurate to the best of my knowledge and belief.

Signature: _____ Date: _____

Upon completion forward this form to Monitoring Officer.

This form will be retained for 7 years.

GIFTS AND HOSPITALITY FORM

Receiving benefits, gifts, rewards or hospitality in return for providing services (even if these services are part of a usual role) can be perceived as an inducement to show favour to a person or organisation in his or her official capacity. **Employees Staff** are advised to decline such offers, but it is acknowledged that there may be occasions when this is not feasible. All **employees staff** should conduct themselves with integrity, impartiality and honesty at all times and should maintain high standards of propriety and professionalism.

If you have received or declined a gift please complete the form and return to the Monitoring Officer.

If you have received a gift of £25 or more or declined a gift of hospitality, please provide details below.

Details of employee receiving gift or hospitality

Details	Information
First name	
Surname	
Job Title	
Service Area	
Directorate	
Date of Declaration	

Description of gift or hospitality

Details	Information
Date Gift received or rejected	
Description of gift/hospitality	
Value/estimated value of gift/hospitality	
Purpose of the offer	
Person/organisation providing the gift or hospitality	
Relationship (or potential future relationship) to the person/organisation offering the gift or hospitality	
Acceptance of gift/hospitality	

Gift / hospitality already accepted by employee

Details	Information
Explanation why prior approval not sought	

Approved by

Details	Information
Approved by Manager or Head of Service	Yes/No

Details	Information
Reason	
Signature	
Name	
Date	
Job Title	

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