



Broxtowe  
Borough  
COUNCIL

# CODE OF CONDUCT

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# **CODE OF CONDUCT**

## **1. Professional Competence**

The Council expects employees to adhere to [the Nolan Principles](#) of public life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership), in order that residents, customers, businesses and partners are served in accordance with the highest standards of professional competence. The Nolan principles are reflected in the Council's [core abilities framework](#) which forms the basis of [annual appraisals](#) for employees and [personal development action plans](#).

Roles, responsibilities, skills requirements, hours of work and terms and conditions of employment for employees are set out in individual job descriptions, personal specifications and employee contracts. In addition the [NJC terms and conditions](#) and local schemes of conditions of service such as the Council's [Pay Policy 2017](#) also apply to employees

This code supplements professional standards contained within codes of conduct and CPD requirements for professional bodies with which relevant employees are expected to comply.

If appropriate, employees are held accountable for their behaviour through the application of the [Disciplinary Policy](#). The Council's [Capability Policy](#) sets out what happens when an employee is unable to achieve the standard of work expected from them.

## **2. Local Policy Framework**

Employees are expected to act in accordance with the Council's standing orders, financial regulations and standing orders relating to contracts, all of which are set out in the Council's [Constitution](#) . Spending should occur within the Council's annually agreed budget framework and virement limits.

Any irregularity or non-compliance should be reported immediately to an employee's Head of Service and Chief Officer, who must notify the Deputy Chief Executive immediately if any financial loss has occurred and the Monitoring Officer if there has been a breach of the law or standing orders.

Employees must act fairly and impartially when dealing with contractors, sub-contractors and suppliers. Confidential and commercially sensitive information must not be disclosed to any unauthorised party. Employees should not give or receive a favour, gift, loan, fee or any other advantage in the expectation of a gain of any kind from any person or organisation and must comply with all

other aspects of the Council's [Fraud and corruption Prevention and Money-Laundering Policy](#)

Employees must comply with the [Principles](#) of the Data Protection Act in the conduct of Council business and act at all times in accordance with the Council's [Information Management Policies](#)

Employees working within specific service areas should act in accordance with the locally agreed policy framework relevant to their service area.

Employees who have concerns about breaches of Council policies and procedures, potential fraud, or illegal practice should raise these matters in the first instance with their Head of Service or Director or where they do not feel able, in accordance with the procedure set out in the [Whistleblowing Policy](#).

### **3. Stewardship, Conflicts of Interest, gifts and hospitality**

Employees must take care of the Council's property and assets. They should comply with the Council's [Environment Policy](#) in carrying out their duties and seek to continuously improve performance and value for money in service delivery.

All Officers are expected to recognise and declare any conflicts of interest which may compromise or appear to compromise their judgment or decision-making ability. This includes any conflicts which arise from personal relationships which are set out in more detail in the [Personal Relationships Policy](#). They should not participate in decision-making or influencing decision-making where they have a conflict of interest.

Employees are expected to declare such interests using [the form](#) provided for the purpose and to keep this updated if subsequent interests arise. This includes any sponsorship, grant or financial support of any event or service offered by an employee or close relative to the Council or vice versa.

Employees should not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee with whom they have a close personal relationship.

Any gift or hospitality in excess of a value of £25 received in the course of carrying out an employee's duties **should only be accepted after consulting their Manager and be recorded on [the form](#)** provided for the purpose, and included in a register kept by the Monitoring Officer. Officers may attend sporting or social events where these are part of the life of the community or where the Council should be seen to be represented.

### **4. Personal Behaviour**

In relation to personal behaviour and appearance, employees should [dress appropriately for work](#) and comply with the [attendance management](#)

procedure, [flexi-time working](#), [policy smoke free site policy](#) and [Alcohol and Substance Misuse Management Policies](#)

Employees must comply with the Council's [customer care policy](#) and answer the telephone in accordance with the telephone standard. Correspondence answering and complaints handling should be dealt with [timescales set out in the Complaints Policy](#)

Employees are expected to treat each other courteously and with mutual respect. They should also treat councillors, residents, customers and business partners with courtesy and respect. They should act with neutrality when dealing with councillors. Certain posts are politically restricted.

Employees must comply with the law in all their words and actions and should not bring the council into disrepute.

The Council is committed to promoting equal opportunities, valuing diversity and tackling social exclusion. In accordance with the Council's Equal Opportunities Policy employees should work to provide opportunities that meet the diverse needs of different people and groups of people by ensuring that services and employment opportunities are accessible to all. Everyone will be treated fairly and with respect. Diverse needs will be understood and valued. The Council will aim to eradicate all forms of discrimination. It is the responsibility of each employee to assist in the creation of a work environment where direct or indirect discriminatory behaviour is not tolerated.

The Council expects employees facing criminal charges to give notice of such without delay to their Chief Officer whether they consider this to be relevant to their work or not.

## **5. Communication**

Employees must comply with the Council's [e-mail and internet usage policy](#) and [social media policy](#)

When speaking in public on behalf of the council employees must communicate the policies and procedures of the council in a factual and unbiased way

## **6. Recruitment**

Employees involved in appointments should ensure that these are made on the basis of merit and should follow the guidance contained in the [Recruitment and Selection Policy](#) at all times. In order to avoid any possible accusation of bias, employees should not be involved in an appointment at any level where they are related to an applicant, or have a close personal relationship outside work with him or her.

## **7. Health and Safety**

The Council's [Health and Safety Policy](#) sets out the obligations on all employees, and specific roles and responsibilities of managers and other individuals. Employees must observe safe working practices, including the wearing of protective equipment. When working alone they should comply with the lone working policy.

If they are subjected to verbal or physical abuse employees should report this in accordance with the [Employee Protection Policy](#) in order that appropriate support and responsive measures can be put in place.

Employees who experience stress should be helped to complete a stress risk assessment in accordance with the [Stress Management Policy](#). Appropriate support will be provided. Managers should complete an action plan with a view to reducing any stress experienced from work.

## **8. Employee's Rights**

The Council recognises Trade Unions within the workplace and consults and engages with these representative bodies on policies and changes to structures affecting employees.

Employees are entitled to fair and equal remuneration, which is governed through the council's [Job Evaluation Policy and associated procedures](#)

Employees are entitled to [Emergency time off for dependents](#); compassionate leave, adoption and [Maternity leave](#) and [Paternity leave](#). These arrangements are set out in the relevant policies. [Flexible Retirement](#) and [voluntary redundancy](#) policies are also in operation and updated from time to time.

The Council has [an employee assistance programme](#), Pam Assist, which offers confidential telephone advice on a range of issues and face to face counselling and support when required.

Employees are encouraged to raise any concerns or issues regarding their management or working conditions, initially if possible informally, but also if they wish through using the procedure set out in the Council's [Grievance Policy](#)

Employees should not be subjected to bullying or harassment in the workplace and any instances or concerns should be reported and dealt with in accordance with the [Anti-Bullying and Harassment Policy](#).