



Hull
City Council

Stepney Primary School



A Small School With Great Expectations

Code of Conduct for Employees

Hull City Council
Workforce strategy
Implementation Date: 4th November 2003
Revised: 18th January 2007

1. INTRODUCTION

- 1.1 The residents of Hull and others who have dealings with the Council are entitled to expect the highest standards of conduct from all employees who work for the Council.
- 1.2 The aim of this Code of Conduct is to promote consistency and to ensure that employees are aware of the standards of behaviour expected of them by Hull City Council. Its aim is also to protect employees against misunderstanding, criticism and falling victim to situations which are not always readily apparent.
- 1.3 Employees are responsible for ensuring that they are aware of the Code and that they comply with its requirements. Line Managers are responsible for ensuring that employees have been made aware of the provisions of this Code of Conduct.
- 1.4 Failure to observe the standards set out in this code may be regarded as serious and any breach will render an employee liable to disciplinary action, which may include dismissal. The disciplinary procedure can be found on the Human Resources home page of the Intranet under Policies and Procedures. The list of actions which will be regarded as misconduct, which is contained within the disciplinary procedure, is not exhaustive.
- 1.5 The code takes into account the draft Statutory Code for Local Government Employees and the Employers' Organisation's Code of Conduct for Local Government Employees and should be read in conjunction with the Council's Anti-Fraud and Corruption Policy Statement and Strategy and any other locally agreed Codes of Practice.

2. SCOPE

2.1 The Code will apply to all employees of the Council except those in schools with delegated powers unless adopted by the Governing Body. It will also apply to fixed term employees, casual and agency workers whilst undertaking Council work. Certain employees may also be bound by Codes issued by their professional bodies or other related organisations.

3. STATUTORY REQUIREMENTS

3.1 Section 117 of the Local Government Act 1972 states that an employee must give notice to the Council of any pecuniary interest he/she has in any contract whether it has been or is proposed to be entered into by the Council.

3.2 Section 117 also states that an employee "shall not, under colour of his/her office or employment accept any fee or reward whatsoever other than his/her proper remuneration".

3.3 An employee who contravenes the provisions of S117 shall be liable on summary conviction to a fine not exceeding £1,000.

4. REGISTRATION OF INTERESTS AND GIFTS AND HOSPITALITY

4.1 To comply with the statutory and the Council's own requirements to register interests notice should be given to the employee's Line Manager, who must also inform the Head of Service. (See the Declaration of Personal Interest form at Appendix 1 of the Code of Conduct Procedure). The notice must be made as soon as an employee becomes aware of the possibility of any conflict arising and/or that may be perceived as arising.

4.2 To comply with the requirements concerning gifts and hospitality the Procedure for the Declaration of Gifts and Hospitality must be followed by completing the Declaration form at Appendix 2 of the Code of Conduct Procedure as soon as gifts are received or when hospitality has been extended to the employee.

THE CODE OF CONDUCT

HONESTY, INTEGRITY, IMPARTIALITY AND OBJECTIVITY

1. An employee must perform his/her duties with honesty, integrity, impartiality and objectivity.

ACCOUNTABILITY

2. An employee must be accountable to the Council for his/her actions.

RESPECT FOR OTHERS

3. An employee must -
 - (a) treat others with respect;
 - (b) not discriminate unlawfully against any person; and
 - (c) treat members and co-opted members of the Council professionally.

STEWARDSHIP

4. An employee must -
 - (a) use any public funds entrusted to or handled by him/her in a responsible and lawful manner; and
 - (b) not make personal use of property or facilities of the Council unless properly authorised to do so.

PERSONAL INTERESTS

5. An employee must not in his/her official or personal capacity -
 - (a) allow his/her personal interest to conflict with the Council's requirements;
or
 - (b) use his/her position improperly to confer an advantage or disadvantage on any person.

REGISTRATION OF INTERESTS

6. An employee must comply with the requirements of the Council -
 - (a) to register or declare interests; and
 - (b) to declare hospitality, benefits or gifts received as a consequence of his/her employment.

REPORTING PROCEDURES

7. An employee must not treat another employee of the Council less favourably than other employees because that other employee has done, intends to do, or is suspected of doing anything under or by reference to any procedure the Council has for reporting misconduct.
8. Any criminal conviction which occurs whilst an employee is employed by the Council, and that is relevant to their job, must be disclosed to their Line Manager or other appropriate manager, as soon as possible after the date of the conviction.

OPENNESS

9. An employee must -
 - (a) not disclose information given to him/her in confidence by anyone, or information acquired which he/she believes is of a confidential nature, without the consent of a person authorised to give it, or unless he/she is required by law to do so; and
 - (b) not prevent another person from gaining access to information to which that person is entitled by law.

APPOINTMENT OF STAFF

10. An employee must not be involved in the appointment of/or any other decision relating to the discipline, promotion, pay or conditions of another employee, or prospective employee, who is a relative or friend.

DUTY OF TRUST

11. An employee must at all times act in accordance with the trust that the public is entitled to place in him/her.

COMMUNICATION, MONITORING AND REVIEW OF POLICY

12. The main points in the Code will be communicated to all employees, existing and new. Incidents will be monitored within Service Areas and the Code will be reviewed and, if necessary, amended at regular intervals.

FURTHER INFORMATION AND GUIDANCE

1. HONESTY, INTEGRITY, IMPARTIALITY AND OBJECTIVITY

The Code of Conduct for Employees is part of the governance arrangements of the Council to assist in achieving the core values of the Council in accordance with the Council's Good Practice Guide set out below:-

Core Values	Illustrative good practice
...Communicating openly and honestly	<ul style="list-style-type: none"> • <i>Officers will give timely responses to member's requests for information.</i> • <i>Members will be kept informed of local issues.</i> • <i>Officers will give professional and impartial advice without fear of retribution</i>
...Putting people and communities at the heart of everything we do	<ul style="list-style-type: none"> • <i>There is a focus on how outcomes will affect our citizens rather than the organisation</i> • <i>Actions promote social, economic and environmental well being</i>
... Ensuring people are treated equally and that difference is valued	<ul style="list-style-type: none"> • <i>Services are delivered within approved policies</i> • <i>Actions of the Council are socially inclusive</i> • <i>Targets set out in the Corporate Equalities Plan are achieved</i> • <i>Incidents of racially motivated and other bullying are reported and swift remedial action taken</i>
...Valuing and investing in people as the Council's key resource	<ul style="list-style-type: none"> • <i>The principles of Investors in People are evident</i> • <i>Members of staff are confident in taking on their responsibilities</i> • <i>Members of staff feel they are able to talk openly with their managers</i> • <i>Human Resources policies are applied fairly</i>
...Encouraging local democracy and public accountability	<ul style="list-style-type: none"> • <i>Officers are conscious of Members' unique position as elected representatives of the people and respect different political viewpoints</i> • <i>Members act as advocates for their communities</i>

	<ul style="list-style-type: none"> • <i>Members uphold the principles of conduct in public life</i> • <i>Members and staff value and understand the roles of the Chief Executive, Director of Corporate Governance and Monitoring Officer and the Director of Finance in ensuring that decision making is transparent and lawful</i>
...Being responsive to changing aspirations, priorities and opportunities	<ul style="list-style-type: none"> • <i>Officers and Members stay abreast of local issues and work collaboratively to develop policy in line with community needs</i>
...Striving for excellence	<ul style="list-style-type: none"> • <i>Officers assist and advise all parts of the Council and always act in the best interests of the authority and to the best of their ability</i> • <i>Members acknowledge the authority's agreed objectives</i> • <i>Overview and Scrutiny members provide effective review of the authority's policies and procedures but do not personally appraise staff</i>
...Concentrating on outcomes not process	<ul style="list-style-type: none"> • <i>Officers diligently work to implement the lawful decisions of the Council</i>
...Contributing to and taking an interest in all new initiatives within the City	<ul style="list-style-type: none"> • <i>Members acknowledge other members' political views, but accept that for the good of the City they should work together to find joint solutions whenever possible - especially as regards major issues</i> • <i>Officers are aware of the decisions of the City Council in areas that are not their direct responsibility.</i> • <i>High standards of conduct and transparency in decision making are everyday parts of the Council's culture</i>

2. ACCOUNTABILITY

- 2.1 All employees are there to carry out the Council's work. They are responsible to the Council through their line managers.
- 2.2 Employees serve the Council as a whole. Therefore, they must serve all Councillors not just members of the controlling group and must ensure that the individual rights of all Councillors are respected.
- 2.3 Employees will be indemnified by the Council from personal action against them when acting in good faith in the discharge of their duties in accordance with Council policy.
- 2.4 Employees must not deal direct with the press or the media unless they have express authorisation to do so.
- 2.5 Any article, publication, or interview given on aspects of Council policy or activity must first be properly authorised.
- 2.6 Certain employees may also be bound by Codes issued by their professional bodies or other related organisations. In the event of a conflict between a professional code and the Council, advice should be sought from the Line Manager who will consult with the Head of Workforce Strategy.

3. RESPECT FOR OTHERS

- 3.1 Employees should ensure that Council policy relating to equality and equal opportunity is complied with, in addition to legal requirements. All members of the local community, customers and other employees have a right to be treated with fairness and equity.
- 3.2 Employees should be aware of the Council's policy on racial/personal harassment. If employees become victims of such harassment they should report this at the earliest opportunity. Details are contained in the Council's Dignity at Work Policy.

- 3.3 The role of some employees is to give advice to Councillors and senior managers. 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. The Council's Member/Officer Protocol provides further guidance and information.
- 3.4 Employees should always remember their responsibilities to the community they serve and ensure courteous, respectful, efficient and impartial service delivery to all groups and individuals within that community, as defined by the policies of the Council.
- 3.5 The public is entitled to expect the highest standards of service from the Council. This extends to the dress and appearance of all employees. Heads of Service are responsible for determining what is appropriate and this will vary with the type of work being carried out, the requirements of health and safety rules and regulations and the type of working environment. Wherever practically possible, employees should always be of acceptable appearance, clean and tidy, whilst employed on Council duties and should make every effort to recognise the gender, disability, cultural, ethnic and religious requirements of service duty. Additionally, the Council values and welcomes the ethnic diversity of its workforce and therefore Service Area dress codes will take account of ethnic and religious dress requirements with sensitivity ensuring that employees are free to observe them.

4. **STEWARDSHIP**

- 4.1 Employees should strive to ensure value for money to the local community and to avoid legal challenge to the Council.
- 4.2 Financial Regulations safeguard the Council's assets and use of resources. Compliance with them is essential for all employees involved with the use of or in connection with public funds. When placing orders for goods and services etc., employees must ensure that Financial

Regulations and Contract Procedure Rules are complied with. Employees have a duty to use resources as effectively as possible and should strive to ensure value for money in the course of their work.

- 4.3 Employees must have a clear understanding of the law which governs their service. Where employees have concerns over the lawfulness of certain actions they should express such concerns to their Line Manager, Head of Service or the Director of Governance and Monitoring Officer as appropriate. The Whistleblowers' Policy may also be relevant, a copy of which can be found on the Human Resources home page of the Intranet under Policies and Procedures.
- 4.4 Employees should follow the Council's rules on the ownership of intellectual property or copyright created during their employment. Intellectual property is a generic term that includes inventions and patents, creative drawings and writings. If these are created by the employee in the course of their employment then as a general rule they belong to the Council. This applies to those employees who may be working for several employers part time or are subject to dual employment conditions

5. **PERSONAL INTERESTS**

- 5.1 All employees should be clear about their contractual obligations and should not take any outside employment which conflicts with the Council's interest, or in any way weakens public confidence in the conduct of the Council's business.
- 5.2 Employees at Grade 8 and above have conditions of service which require them to obtain written consent to take any outside employment. Employees below Grade 8 must inform their Line Manager of any outside employment.
- 5.3 Employees of all grades should not undertake outside work if their official duties overlap in some way with their proposed work, if it causes a conflict of interest, or if it makes use of material to which the employee has access by virtue of his position (for example an architect or planner who

draws up plans within the City for an applicant for planning consent). It is irrelevant whether or not the work is paid.

- 5.4 Employees should not make personal use of the Council's property or services unless properly authorised to do so. No outside work of any sort whether paid or unpaid must be undertaken in the Council's time.

6. **REGISTRATION OF INTERESTS AND GIFTS AND HOSPITALITY**

- 6.1 Employees must declare any financial or non financial interests which could conflict with the Council's interests in compliance with the Code of Conduct Procedure. Where a declaration is in respect of a Directorship/Partnership or shareholding, the name of the company/business should be stated. All members of the Corporate Strategy Team (or equivalent), the Corporate Implementation Group (or equivalent) and the next (i.e. third tier layer of management) must make declarations including 'nil' declarations if relevant.
- 6.2 Employees should only accept offers of hospitality if there is a genuine need to impart information or represent the Council in the community. Offers to attend purely social or sporting functions should be accepted only when these are part of the life of the community or where the Council should be seen to be represented. Employees attending such functions in this capacity must obtain authority from their Line Manager in compliance with the Code of Conduct Procedure.
- 6.3 When receiving authorised hospitality, employees should be particularly sensitive as to its timing in relation to decisions which the Council may be taking affecting those providing the hospitality. They should be conscious for instance that the modest working lunch is acceptable but lavish entertainment is not appropriate.
- 6.4 Hospitality which is incidental through attendance at relevant conferences and courses is acceptable; also where it is clear the hospitality is corporate rather than personal; where the Council has given consent in advance; and where the Council is satisfied that any purchasing decisions

are not compromised.

- 6.5 Where visits to inspect equipment etc., are required, employees should ensure that the Council meets the cost of such visits to avoid jeopardising the integrity of subsequent purchasing decisions.
- 6.6 Employees or members of their family should not accept any significant personal gifts from contractors or outside suppliers, although employees may keep insignificant items of token value (not to exceed £25.00 in total in any year) such as pens, diaries etc., for use in the workplace. Any gifts or benefits must be declared by completing the Declaration of Gifts and Hospitality form at Appendix 2 of the Code of Conduct Procedures.
- 6.7 When a gift or hospitality has to be declined, the offer should be courteously but firmly refused and the giver/organiser be informed of the procedures and standards operating within the Council.

7. CRIMINAL CONVICTIONS

- 7.1 Any criminal conviction which occurs whilst an employee is employed by the Council, and that is relevant to their job, must be disclosed to their Line Manager or other appropriate manager, as soon as possible after the date of the conviction. Failure to do so may lead to disciplinary action which could result in dismissal. If an employee is in doubt about whether a conviction is relevant they should discuss this with their Line Manager who may consult the Head of Workforce Strategy for advice.

8. REPORTING PROCEDURES

- 8.1 Employees must report any impropriety, breach of procedures, unlawfulness or maladministration to their Line Manager/Head of Service or the Director of Corporate Governance and Monitoring Officer. Alternatively, the employee may follow the Whistleblowers' Policy which can be found on the Human Resources home page of the Intranet under Policies and Procedures if the employee for whatever reason does not wish to notify any of the above officers.

9. OPENNESS

- 9.1 The Council has adopted the principles of open government and seeks to involve the public in the decision making process.
- 9.2 The law requires that certain types of information must be available to members, auditors, government departments, service users and the public. Employees must be aware of which information the Council intends to make publicly available, and act accordingly having regard to the requirements of Data Protection legislation and the Freedom of Information Act 2000. If an employee is in any doubt as to whether or not to disclose information, they should check with their Line Manager/Head of Service before any disclosure is made. Employees must exercise extra caution in maintaining confidentiality when working in open plan offices and public areas.
- 9.3 It is a serious betrayal of trust to use confidential information, either in careless, ill considered discussion or by exploiting such information for personal gain or benefit (or passing the information to others who may use it in a similar way) or to the disadvantage or the discredit of the Council or anyone else.
- 9.4 Employees who are dealing with the personal records of other employees must exercise extreme care that such personal information is held in a secure place and that information is not transmitted to unauthorised persons.
- 9.5 Any particular information received by an employee from a Councillor which is personal to that Councillor and does not belong to the authority should not be divulged without the prior approval of that Councillor, except where such disclosure is required or sanctioned by law.

10. APPOINTMENT OF STAFF

- 10.1 Employees involved in appointments should ensure that these are made on merit. It is unlawful for an employee to make an appointment which is

based on anything other than the ability of the candidate to undertake the duties of the post (taking into account reasonable adjustments in the case of candidates with disabilities). These principles and the Council's procedures are detailed in the Recruitment and Selection Toolkit.

11. DUTY OF TRUST

- 11.1 It is a serious criminal offence for employees corruptly to receive or give any gift, loan, fee, reward or advantage for doing or not doing, anything, or, in their official capacity, showing favour or disfavour, to any person. Where an allegation is made, it will be up to the employee to demonstrate that any such reward or advantage has not been corruptly obtained.
- 11.2 Employees involved in the tendering process and dealing with contractors should be clear on the separation of client and contractor roles within the Council. Senior employees who have both client and contractor responsibility must be aware of the need for accountability and openness.
- 11.3 Employees in contractor or client units must exercise fairness and impartiality when dealing with all customers, suppliers, other contractors and sub-contractors.
- 11.4 Employees who are privy to confidential information on tenders from, or costs of, either internal or external contractors should not disclose that information to any unauthorised party or organisation.
- 11.5 Employees must ensure that no special favour is shown to current or recent former employees or their partners, close relatives, friends, acquaintances or associates in awarding contracts to businesses run by them or employing them in a senior or relevant managerial capacity.
- 11.6 The procedures by which the Council selects developers or consultants for schemes and for the supply of goods and services are set out in the Council's Constitution. If an employee has a pecuniary interest in a contract they must register that interest in accordance with the Declaration of Interest form at Appendix 1 of the Code of Conduct Procedure.

- 11.7 Individuals must not, in their capacity as employees of the Council, negotiate personal discounts from suppliers for goods and services, for personal use, since this, again, could be seen as an inducement. The only arrangements which are acceptable are those which have been negotiated specifically for employees by, or on behalf of the Council, or trade unions, and are thus available to all employees and/or members of trade unions.
- 11.8 Where an outside organisation wishes to sponsor or is seeking to sponsor a local government activity or event whether by invitation, tender, negotiation or voluntarily, the basic rules concerning acceptance of gifts or hospitality apply. In particular, care must be taken when dealing with contractors.
- 11.9 Where the Council wishes to sponsor an event or service, neither an employee, nor any partner, spouse or relative of an employee, must benefit from such sponsorship in a direct way, without a full disclosure of any such interests in accordance with the Declaration of Interest form at Appendix 1 of the Code of Conduct Procedure. 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.

[Conduct – Code of - Procedure](#)

PERSON RESPONSIBLE WITHIN SCHOOL

This is a Local Authorities Policy which was adopted at the Full Governing Body Meeting. Mrs M Codd will continue to monitor and update in accordance with the Local Authorities updates.