



Kidsgrove Town Council

Code of Conduct for Council Employees Policy

Responsible Officer:	Town Clerk
Draft:	July 2025
Approved:	24 th July 2025
Minute Number:	FC/25-26/03/06
Scheduled Review	July 2027

1. Introduction

This Code sets out the standards which are expected of all employees (Officers), under contract of employment with the Council and includes permanent, temporary, part-time, casual, voluntary and agency staff.

2. Standards

2.1 All employees are expected to give the highest possible standard of service to the public, and, where it is part of their duties, to provide appropriate and impartial advice to Councillors and fellow employees.

2.2 Employees must always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial delivery of services to all groups and people within the community according to the Council's policies. Employees, in performing their duties must act with integrity, honesty, impartiality and objectivity.

2.3 Employees must not divulge to any person (other than another member of staff or member of the Council that requires the information for the performance of their duties), any information which has been obtained by reason of their employment, except where that information is in the public domain as stipulated in the Data Protection Act 2018.

2.4 In particular, no member of staff shall divulge personal information regarding any employee, person or contractor, having dealings with the Council and information relating to tenders or other such issues as stipulated in the Data Protection Act 2018.

2.5 Whilst Employees are encouraged to be open to the press, the press should only be provided with information which normally would be available to the public. If an employee has any doubt as to whether information can be disclosed, they should seek prior approval from the Town Clerk.

2.6 Employees must comply with the Nolan Principles of Public Life.

3. Relations

3.1 Employees serve the Council as a whole and must ensure the individual rights of all elected Members are respected. Whether or not employees are politically restricted by law, they must follow the lawfully expressed policies of the Council and must not allow their own personal or political opinions to interfere with their work.

3.2 Mutual respect between Employees and Councillors is essential. It is therefore vital that all employees conduct themselves in an exemplary manner in all aspects of their work, in particular:

- Working relationships should always be kept on a professional basis
- Personal familiarity with individual Members is to be avoided (unless employees and members are related)
- Members and other staff should be dealt with sympathetically, efficiently, with courtesy and without bias.

4. Standing Orders

4.1 Whilst some employees may not use Standing Orders in their day-to-day work, they should be aware that it is a useful reference for all matters relating to the composition of the Council, rules about Members, committee meetings, financial and procurement procedures and other issues of relevance to employees.

4.2 All employees involved in financial activities and transactions on behalf of the Council, including budgetary control, payment of accounts, payments of salaries, use of charge cards and orders for works, must abide by the Council's Financial Regulations and other council approve policies and procedures.

5. Fraud and Corruption

5.1 Employees will be made aware that it is a serious criminal offence under the Bribery Act 2010 and the Prevention of Corruption Act 2018 to receive or give any gift, loan or reward or advantage in their official capacity "for doing" or "not doing", or "showing favour or disfavour to any person".

5.2 Under the Local Government Act 1972, section 117; council employees must make a formal declaration about council contracts where the employee has a financial interest in any existing or proposed contract and to notify the council in writing.

5.3 It is an offence under section 117 of the Local Government Act 1972 for any employee to access any fee or reward other than his or her proper remuneration in the course of his/her duties.

5.4 For an employee's own protection, if anyone makes an approach or might seem to a third party, to be trying to obtain some form of preferential treatment, or there are any suspicious circumstances in connection with a contract, they must report the matter to the Town Clerk.

6. Gifts and Hospitality

6.1 All gifts and hospitality should be politely refused. In some situations, occasional small gifts or hospitality under £25 in value may be permitted unless this gives the impression or influence or reward. Officers cannot accept any gift or hospitality over £25 in value without first obtaining the consent of the Town Clerk who shall record it in a gifts and hospitality register.

6.2 Further guidance on Gifts and Hospitality is set out in the councils Gifts and Hospitality Policy.

7. Council Resources

7.1 The Council is responsible for the efficient use of the public resources it controls. Employees must not use Council premises, property, vehicles, time or other resources for anything other than Council work unless authorised to do so.

7.2 Employees using IT equipment and telephones as part of their duties should make themselves familiar with the rules relating to personal use of equipment set out within the Employee Handbook.

7.3 All creative designs, writings, drawings and inventions produced which are directly related to an employee's work with the Council remains the property of the Council.

7.4 Where an employee takes up additional employment, such employment should not in any way conflict with or react detrimentally to the authority's interests or in any way weaken public confidence in the conduct of the Council.

7.5 Employees must declare to the Town Clerk details of any other paid employment.
If this applies to the Town Clerk, the declaration should be made to the Town Mayor.

7.6 No private work may be undertaken in the town council's time, or on the town council's premises, or on town council equipment, without prior written approval of the town clerk.

8. Declaration of Interests Form and Dispensations

8.1 All employees are required to complete the employee declaration form which shall be retained on file.

8.2 Declarations shall be periodically checked by the Audit Working Group and reported back to Committee.

9. Leaving

9.1 After leaving the Council, ex-employees still have a duty not to disclose personal data relating to others or exempt/confidential information that has been acquired in the course of working for the Council.

10. Generally

10.1 The Council is committed to the highest standards of openness, probity and accountability. If an employee has any concerns arising from their employment contract or employment in general, they should follow the Council's Grievance Procedure.

10.2 If an employee becomes aware of any deficiencies in service delivery or procedures or improprieties that breach this code, they should bring to the attention of the Town Clerk, or if they feel unable to discuss the matter with the Town Clerk an employee can discuss the issue with the Town Mayor.

10.3 This code cannot cover every eventuality. Its purpose is to identify the standards expected of employees. It does not replace the general requirements in law.

10.4 Any breaches of these instructions may lead to disciplinary action that could lead to possible dismissal.

10. Review

10.1 The Council will keep this policy under review and will make changes as deemed appropriate following consultation with Officers.

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Declaration form

The Council's Code of Conduct for Employees requires the completion of this form. You must declare any private or personal interest which may relate to your work within the Council and could result in a conflict or apparent Conflict of Interest or a breach of the Nolan Principles. Refer to the Code for guidance on completion of this form.

Name..... Post Title.....

Service Area

Work Address

.....

.....

..... Phone No (work)

Name of Line Manager

Section 2 – Type of Interest

Financial (you):

Organisation/Club Membership:

Financial (close family member/friend):

Other (please explain):

Section 3 – Approval Granted

Date approval granted:

Section 3 – Declaration

I confirm that the information completed on this form is accurate and contains all the relevant details.

Signed (Employee)..... **Date**

I also confirm that I have notified the employee concerned of further action he/she must not undertake. Any approvals granted will be recorded on this form and reasons provided. Signed

Signed (Town Clerk) **Date**