

CARLISLE
CITY COUNCIL



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Individual Code of Conduct

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Introduction

This Code of Conduct applies to all casuals, agency staff, contractors, volunteers and work experience students (known within this policy as individuals) of Carlisle City Council. The public is entitled to expect the highest standards of conduct from all individuals of the Council. The role of such individuals is to serve the Council in providing advice, implementing its policies and delivering services to the local community, whilst acting with integrity, honesty, impartiality, objectivity and within the law.

1. Policy

1.1 Purpose

This policy sets out how individuals are expected to behave when working/volunteering/undertaking work experience with Carlisle City Council.

This policy is designed to reflect current legislative provisions in respect of individuals and is non-contractual.

1.2 Aim

This document aims to inform individuals of expectations the Council will have regarding their behaviour.

1.3 Scope and Application

This policy applies to all casuals, agency staff, contractors, volunteers and work experience students (known within this policy as individuals) of the Council.

1.4 Risks

The risk of not applying the policy would depend on the nature of the individual's work and the impact of an issue, but this could include a cost to the Council through bad behaviour, misrepresentation, fraud, etc.

Non-compliance by an individual to this or any policy could lead to immediate termination of their individual agreement with the Council. The disciplinary policy or any related disciplinary part of any of the Council policies does not apply.

1.5 Confidentiality

All documents created as part of this process will be stored confidentially in line with normal Personnel procedures and in accordance with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).

1.6 Individual Responsibilities

Individual

- Maintain and uphold the good name and reputation of the Council.
- Treat all persons with respect and dignity.
- Adhere to the relevant Council policies and procedures.

Manager

- Ensure each individual has received a copy of this policy and has access to relevant linked policies, procedures and guidelines.
- Ensure each individual receives appropriate training and support.
- Ensure that each individual is supported by a contact from within the council to provide advice and guidance.
- Foster a friendly and supportive atmosphere for individuals and make working a positive experience.
- Make any necessary adjustments to ensure that all individuals are treated equally.
- Where necessary, terminate an individual agreement immediately, further to a discussion with HR.

Personnel & Payroll

- Hold all individual documents for the agreed retention time and then destroy appropriately.

Organisational Development

- Hold all individual documents for the agreed retention time and then destroy appropriately.

HR

- Provide appropriate advice and guidance to managers and individuals ensuring a consistent application of the Council's Individual Code of Conduct and linked policies and procedures.
- Attend meetings to support managers and individuals, when deemed necessary.
- Ensure that legal requirements and the Council guidelines are adhered to.
- Monitor and update the policy and procedures.
- Support individuals and managers through the process.

1.7 Links to other Policies

The following documents will provide more detail on the issues covered in this policy, where the individual needs to know more detail. A copy can be found on the Intranet, except where otherwise stated. Those without easy access to the Intranet should ask their Manager for a copy.

<ul style="list-style-type: none">• National Fraud Initiative• Corporate Complaints and Feedback Policy• Health and Safety Policy• Departmental Health and Safety arrangements, risk assessments and safe working practices (copy in paper files in each department)• Encouraging Mutual Dignity and Respect policy• Confidential Reporting Policy• Carlisle City Council especially for details of Financial Regulations, Contract Procedures, Assets disposal and role of Standards Health and Safety Policy	<ul style="list-style-type: none">• Safeguarding Policy• Data Protection Policy• Corporate Complaints• Committee Financial Regulations• Keeping Children and Young People Safe Policy and Arrangements• Procedure for reporting the offer of gifts and hospitality• Protocol on Member – Officer Relationships• Fraud and Corruption Strategy• Volunteer Policy• Request to be a Volunteer Form
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2. Underpinning Values and Principles

2.1 The following principles underpin this Code:

Principle	Description
<i>Preamble</i>	The principles of public life apply to anyone who works as a public office-holder or represents the Council whilst working. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services, such as individuals.
<i>Selflessness</i>	Holders of public office and individuals should act solely in terms of the public interest.
<i>Integrity</i>	Holders of public office and individuals must avoid placing themselves under any obligation to people or organisations that might try, inappropriately, to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends. They must declare and resolve any interests and relationships.
<i>Objectivity</i>	Holders of public office and individuals must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
<i>Accountability</i>	Holders of public office and individuals are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
<i>Openness</i>	Holders of public office and individuals should act and take decisions in an open and transparent manner. Information should not be withheld from the public, unless there are clear and lawful reasons for so doing.
<i>Honesty</i>	Holders of public office and individuals should be truthful.
<i>Leadership</i>	Holders of public office and individuals should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

3. Treatment of Information

- 3.1 It is generally accepted that open government is best. The law requires that certain types of information must be available to elected members, auditors, government departments, service users and the public. The Council itself may decide to be open about other types of information. Individuals must be aware of which information the Council is and is not open about, and act accordingly.
- 3.2 Council individuals should not use any information obtained in the course of their work for personal gain or benefit, nor should they pass it on to others who might use it in such a way.

- 3.3 Individuals must be aware of their responsibilities in relation to data protection. Each person is responsible for the information they gather, retain and have access to during the course of their work and must treat it in line with data protection requirements. In particular:
- (a) Information received by an individual from an elected member or an employee which is private or personal to that individual should not be divulged by the individual without the prior approval of the Councillor or member of staff, except where such disclosure is required or sanctioned by the law, or is required legitimately by the employee or Member to carry out their role within the Council, or the person concerned has agreed to it.
 - (b) Information concerning any service user's private affairs shall not be supplied to any person outside the employment of the Council unless the consent of the service user concerned is obtained first.
 - (c) No individual shall communicate to the public/media the proceedings of the private part of any Council or Executive meeting nor the content of any private document relating to the Council unless required by law or expressly authorised to do so.
 - (d) All personal or private information gained during work must be kept safe and secure. The IT Security policy must be complied with and individuals must not, for example, share passwords or leave them lying around and take care to co-operate with measures designed to keep computer data secure.

4. Political Neutrality

- 4.1 Individuals serve the Council as a whole. It follows they must serve all Elected Members and not just those of any controlling group, and must ensure that the individual rights of all Councillors are respected.
- 4.2 Individuals must follow every lawful expressed policy of the Council and must not allow their own personal or political opinions to interfere with their work.

5. Relationships

5.1 Elected Members

- 5.1.1 Individuals are responsible to the Council through its Senior Managers. Mutual respect between individuals and Councillors is essential to good Local Government. Close personal familiarity between individuals and individual Members can damage the relationship and prove embarrassing to other individuals, employees and Members and should therefore be discouraged.

5.2 The Local Community and Service Users

- 5.2.2 Individuals should remember that they represent the Council and always behave in a way that does not undermine public confidence.

5.2.3 Individuals should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community as defined by the policies of the Council.

5.2.4 It is the Council's policy to encourage and investigate complaints. Individuals must treat complaints seriously and handle them in accordance with the Corporate Complaints and Feedback Policy.

5.3 Contractors

5.3.1 Individuals who engage or supervise contractors or have any other official relationship with contractors and have previously had or currently have a relationship in a private or domestic capacity with contractors, should disclose that relationship. Individuals in such circumstances must not participate in any purchasing decisions where that contractor has the potential to be awarded the business.

5.4 Individuals

5.4.1 Everyone is entitled to be treated with respect and all individuals must treat each other courteously and with respect in line with the Council's policy 'Encouraging Mutual Dignity and Respect'.

5.4.2 The Council's disciplinary and grievance policy does not apply to individuals. Any non-compliance of any relevant policy the individual has been made aware of may lead to immediate termination of the agreement with the Council.

5.5 Safety

5.5.1 Individuals have a duty to the Council not to act in a manner that prejudices the health and safety of an employee, a service user or anyone else. Individuals have a duty to be aware of the contents of the Council's Health and Safety Policy and any codes of practice which relate to their work, and comply with their requirements.

6. Equality

6.1 Council individuals must comply with policies relating to equality and diversity issues as agreed by the Council in addition to the requirements of the law. All members of the local community, customers and other individuals have a right to be treated with fairness and equality.

6.2 Individuals should take all reasonable care to ensure that none of their actions could reasonably be interpreted as harassment by anyone else.

7. Stewardship and Use of Resources

7.1 Council individuals must ensure that they use public funds entrusted to them in a responsible and lawful manner and must not use property, vehicles or other Council facilities for personal use, unless authorised to do so.

- 7.2 They should strive to ensure value for money to the local community.
- 7.3 Individuals involved in purchasing goods and services for the Council, disposing of assets or any other activity involving money must follow Council's procedures relating to that activity as detailed in the Council's Financial Rules in the Constitution and any other related procedures which may be drawn up from time to time.

8. Dress and Appearance

- 8.1 Individuals represent the Council and should dress appropriately. Where a uniform or personal protective clothing is provided this must be worn in the correct manner and kept in a reasonable condition.

9. Personal Interests

- 9.1 Whilst individuals' private lives are their own concern, they must not allow their private interests to conflict with their public duty. They must not misuse their official position or information acquired in the course of their work to further their private interests or the interests of others. In particular, they must:
- (a) Declare to the Chief Finance Officer any financial or non-financial interest that could bring about a conflict with the Council's interests.
 - (b) Comply with the Council's rules on the declaration by individuals of hospitality or gifts offered to or received by them from any person or organisation doing or seeking to do business, or otherwise benefiting or seeking to benefit from a relationship with the Council. This includes recording the offer whether or not it is accepted. Individuals must not accept benefits from a third party, unless authorised to do so by the Council.
 - (d) Advise their Manager if they have a job or participate in other activities that may cause difficulty with their Council work. This could occur if, for example, a job involves a lot of driving and their Council work also involves driving and there is a danger of them exceeding the number of driving hours allowed, or their job means they get insufficient rest at night and compromise theirs and others' health and safety.
- 9.2 In order to avoid any perception of partiality, individuals must not handle service requests for themselves, their relatives or friends and, if requested to do so, must pass it to a colleague.
- 9.3 Individuals must not use, or attempt to use, their position improperly for their, or anyone else's advantage or disadvantage.

10. Corruption

- 10.1 Individuals 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 whilst undertaking work with the Council.

11. Sponsorship – Giving and Receiving

- 11.1 Where an outside organisation wishes to sponsor or is seeking to sponsor a Local Government activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply.
- 11.2 Where the Council wishes to sponsor an event or service neither an individual nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to an appropriate manager of any such interest. Similarly, where the Council through sponsorship, grant aid, financial or other means, gives support in the community, individuals should ensure that impartial advice is given and that there is no conflict of interest involved.

12. Whistleblowing

- 12.1 Where an individual becomes aware of any activity which that individual believes to be illegal, improper, unethical or otherwise inconsistent with the Code of Conduct for Employees or the Individual Code of Conduct, the individual should report the matter. The Public Interest Disclosure Act 1998 and the Council's Confidential Reporting Policy provide for any individual making a disclosure, that they reasonably believe to be true, is protected from any detrimental treatment by the Council.

13. Investigations by the Monitoring Officer

- 13.1 Where the Council's Monitoring Officer is undertaking an investigation into any relevant matter, a Council individual must comply with any requirement made by that Monitoring Officer in connection with such an investigation.

Policy Review Schedule

POLICY SCHEDULE	
Policy title	Carlisle City Council - Individual Code of Conduct
Policy Location	K:\Personnel Documents\Policies, Procedures & Guidance
Policy owner (Directorate)	HR Advisory Service
Policy lead contact	HR Advisory Service
Approving body (SMT)	
Date of approval	
Date of implementation	
Version no. (amendment date)	V1
Related Guidelines, Procedures, Codes of Practice etc.	See 1.7 above
Review interval	Due to legislation changes

Version Control

Revision date	Issue No.	Summary of Changes
July 2018	V1.0	New Document