

**PART 5**

**STATEMENT OF VISION AND VALUES  
MEMBERS CODE OF CONDUCT  
CODE OF CONDUCT FOR EMPLOYEES  
PROTOCOL ON MEMBER/EMPLOYEE RELATIONS**



## PART 5

### 1. STATEMENT OF VISION AND VALUES

This Authority adopts the following general principles as its ethical values:-

1. **Selflessness** - Members should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
2. **Integrity** - Members should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
3. **Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards or benefits, Members should make choices on merit.
4. **Accountability** - Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should cooperate fully and honestly with any scrutiny appropriate to their particular office.
5. **Openness** - Members should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
6. **Personal Judgement** - Members may take account of the view of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.
7. **Respect for Others** - Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the Authority's Statutory Officers, and its other employees.
8. **Duty to Uphold the Law** - Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.
9. **Stewardship** - Members should do whatever they are able to do to ensure that their Authorities use their resources prudently and in accordance with the law.
10. **Honesty** – Members have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
11. **Leadership** - Members should promote and support these principles by leadership and by example and should act in a way that secures or preserves public confidence.

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### **2. MEMBERS CODE OF CONDUCT**

**Adopted 21<sup>st</sup> May 2021**

#### **Definitions**

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of the Council or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
  - b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;
- and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

“the Council” means City of Doncaster Council

#### **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, Council officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

#### **General principles of councillor conduct**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and Council officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my Council’s requirements and in the public interest.

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#### **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor. The Code of Conduct was adopted by a meeting of City of Doncaster Council's Full Council Meeting on 21<sup>st</sup> May 2021 with immediate effect.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

The Council's Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct.

#### **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken. Guidance is included to help explain the reasons for the obligations and how they should be followed.

#### **General Conduct**

##### **1. Respect**

As a councillor:

1.1 I treat other councillors and members of the public with respect.

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1.2 I treat Council employees, employees and representatives of partner organisations and those volunteering for the Council with respect and respect the role they play. Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the Council, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and Council employees, where concerns should be raised in line with the Council's councillor-officer protocol.

#### **2. Bullying, harassment and discrimination**

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the Council's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

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#### **3. Impartiality of officers of the Council**

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Council.

Officers work for the Council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

#### **4. Confidentiality and access to information**

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
  - i. I have received the consent of a person authorised to give it;
  - ii. I am required by law to do so;
  - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
  - iv. the disclosure is:
    1. reasonable and in the public interest; and
    2. made in good faith and in compliance with the reasonable requirements of the Council; and
    3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law. Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the Council must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

#### **5. Disrepute**

As a councillor:

5.1 I do not bring my role or the Council into disrepute.

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As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or the Council and may lower the public's confidence in your or the Council's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring the Council into disrepute.

You are able to hold the Council and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

#### **6. Use of position**

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the Council provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will affect others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

#### **7. Use of Council resources and facilities**

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the Council or authorising their use by others:

- a. act in accordance with the Council's requirements; and
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of Council or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the Council to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of Council buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the Council's own policies regarding their use.



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#### **8. Complying with the Code of Conduct**

As a Councillor:

8.1 I undertake Code of Conduct training provided by the Council.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me by the Audit Hearings Sub-Committee following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the Council or its governance. If you do not understand or are concerned about the Council's processes in handling a complaint you should raise this with your Monitoring Officer.

#### **Protecting your reputation and the reputation of the Council**

#### **9. Interests**

As a councillor:

9.1 I register and disclose my interests. Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the Council.

You need to register your interests so that the public, Council employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises.

The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Monitoring Officer.

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#### **10. Gifts and hospitality**

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the Council, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

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#### **Appendices**

#### **Appendix A – The Seven Principles of Public Life**

**The principles are:**

##### **Selflessness**

Holders of public office should act solely in terms of the public interest.

##### **Integrity**

Holders of public office 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 disclose and resolve any interests and relationships.

##### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

##### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

##### **Openness**

Holders of public office 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.

##### **Honesty**

Holders of public office should be truthful.

##### **Leadership**

Holders of public office 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.

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#### **Appendix B Registering interests**

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in Table 2 (Other Registerable Interests).

"Disclosable pecuniary interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

#### **Non participation in case of disclosable pecuniary interest**

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

#### **Disclosure of Other Registerable Interests**

6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

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#### **Disclosure of Non-Registerable Interests**

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which affects –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a friend, relative, close associate; or
- c. a body included in those you need to disclose under Disclosable Pecuniary Interests as set out in Table 1

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter affects your financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

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**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship or Trustee.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or

	<p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were</p> <ul style="list-style-type: none"><li>* 'director' includes a member of the committee of management of an industrial and provident society.</li><li>* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.</li></ul>
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**Table 2: Other Registerable Interests**

You have a personal interest in any business of your authority where it relates to or is likely to affect:

a) any body of which you are in a position of general control or management and to which you are nominated or appointed by your authority

b) any body:-

(i) exercising functions of a public nature;

(ii) directed to charitable purposes; or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management.



## **PART 5**

### **3. CODE OF CONDUCT FOR EMPLOYEES**

#### **INTRODUCTION**

This Code of Conduct (“the Code”) describes the standards of conduct and practice within which City of Doncaster Council employees should follow. The purpose of this Code is to ensure that all employees are clear about the standard of behaviour that is expected of them.

#### **1. PRINCIPLES**

This Code sets down standards of behaviour and conduct the Council expects of all its employees. The Council, for its part, will provide a positive and enabling culture, fair remuneration and the necessary resources, including accommodation, equipment, consumables, training and support, for a safe and effective working environment.

The Code forms part of the wider employment package of legislation, rules and guidance that relate to employment and services. The Code compliments, and should be read in conjunction with, the Council’s policies and procedures on employment, conduct, gifts and hospitality, financial matters and underpins the Team Doncaster Charter, as well as other professional codes of conduct.

This Code is comprehensive but may not cover all eventualities; in such circumstances the spirit of the Code is deemed to apply. Using the Code at all times will help to provide high quality services and promote public trust and confidence – in City of Doncaster Council in particular, and local government services in general.

Breaching the Code of Conduct may lead to disciplinary action under the Council’s Disciplinary Policy.

#### **2. SCOPE**

The Code applies equally to all employees regardless of position, grade, and length of service or terms of employment.

This code can also apply to employees in schools where the governing body has delegated powers, if the Code has been adopted by the governing body.

#### **3. OPERATION OF THE CODE**

The Code is a key element in the employment relationship: it is therefore an integral part of the contract of employment. It will form a major part of every employee’s induction. Managers and supervisors must ensure that all employees are aware of, and understand, the Code.

In accepting a contract of employment with the Council, all employees are bound by the terms of the Code. Employees must have regard to, and understand, the Code and the standards of conduct and behaviour they must meet and display at all times.

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#### **4 THE COUNCIL COMMITMENT**

##### **The Council will ensure that:**

- Written policies and procedures are in place to confirm and encourage statutory, professional and locally agreed good practices;
- It's culture is promoted and adhered to in all respects;
- A safe and supportive working environment is provided;
- The diversity of employees is recognised;
- Sufficient resources are available to carry out duties;
- Communication with employees is open and effective;
- Employees and the recognised trade unions are appropriately consulted about changes that are likely to affect them.

#### **5 MANAGEMENT AND SUPERVISION**

##### **Managers' Responsibilities**

- Managers must ensure that all employees are aware of and understand the Code, including all temporary, casual and others employees under their guidance;
- Managers are required to take appropriate and reasonable steps if an employee fails to follow the Code;
- Managers are required to take account of the Code when dealing with conduct or performance issues.

##### **5.1 Managers must ensure that employees are suitable to enter the workforce and understand their roles and responsibilities by:**

- Using rigorous and thorough recruitment, selection and induction processes focused on making sure that only applicants who have the appropriate level of competence and attitude are appointed;
- Checking criminal records, and other relevant registers and indexes, assessing whether people are capable of carrying out the duties of the job they have been selected for, before confirming appointments;
- Seeking and providing reliable references;
- Giving employees clear information about their roles, responsibilities and behaviours, relevant legislation and the organisational policies and procedures they must follow in their work;
- Managing the performance of new employees and taking appropriate action, if necessary, during the probationary period.

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#### **5.2 Managers must support good employment practice by:**

- Making it clear that bullying, harassment or any form of unjustifiable discrimination against or by an individual or group, is not acceptable and taking action to deal with such behaviour;
- Establishing and promoting procedures for individual employees to report dangerous, discriminatory, abusive or exploitative behaviour and practice, and dealing with these reports promptly, effectively and openly;
- Making it clear that violence, threats or abuse are unacceptable, with clear policies and procedures in place for minimising the risk of violence and managing violent incidents;
- Supporting employees who experience trauma or violence in their work;
- Implementing written employment policies and procedures
- Providing appropriate and reasonable assistance to those affected by ill health or dependency on drugs, alcohol, or other substances and giving clear guidance about any limitations on their work while they are receiving treatment.
- Promoting the Council culture through Team Doncaster Charter

#### **5.3 Managers must ensure that training and development opportunities are in place to strengthen and develop skills and knowledge by:**

- Providing induction, training and development opportunities to help employees to do their jobs effectively and prepare for new and changing roles and responsibilities;
- Contributing to the provision of education and training, including effective workplace assessment and continuing professional development;
- Responding appropriately to employees who feel insufficiently prepared to carry out their work by providing relevant training, development and support.

#### **5.4 Managers must ensure that the performance of employees is managed by:**

- Undertaking annual Performance Development Reviews (PDR's), 6 monthly reviews and regular one to one meetings;
- Giving clear information and guidance about the employee's roles and responsibilities;
- Giving clear information about the performance expected of the employee;
- Managing and supervising employees to support effective working, good conduct and behaviour and supporting employees to identify areas for improvement in their performance;
- Having systems in place to enable individuals to report inadequate resources or operational difficulties, which might impede service delivery or individual performance.

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#### **5.5 Managers must ensure that employees are made aware of written policies, procedures and good practice by:**

- Monitoring written corporate policies such as human resources, health and safety, finance, procurement, diversity, risk assessment and record keeping;
- Developing and promoting service specific policies and procedures to meet statutory requirements, government initiatives and local needs.
- Completing appropriate e-learning and ensuring adherence to the council's Governance framework.

#### **5.6 Managers must ensure that they recognise that they are responsible for the work that they have delegated to others by:**

- Communicating effectively;
- Adequately supervising the work of others;
- Providing guidance and support as required;
- Taking corrective action if necessary;
- Promoting a learning and high performing culture.

#### **5.7 Managers must promote this code of conduct by:**

- Informing employees about this Code and their responsibility to comply with it at all times;
- Making customers and service users aware of the Code and informing them about how to raise matters that relate to the Code. Taking account of the Code in making any decision that relates to the conduct of employees.

## **6 EMPLOYEE RESPONSIBILITIES**

Employees should read the Code and seek advice from their line manager if they are unclear about any part of it. Employees should also ensure that they apply the Code in their role

All employees must:

- Honour work commitments, agreements and arrangements and, when it is not possible to do so, explain why to their manager and other individuals appropriately;
- Be honest and trustworthy;
- Communicate in a clear, courteous, accurate and straightforward way;
- Be punctual and maintain good attendance;
- Report absence in line with the managing attendance policy;
- Not make or condone fraudulent claims.
- Immediately declare issues that might create conflicts of interest and make sure that these do not influence their judgement or practice including gifts and hospitality;

## **PART 5**

### **3. CODE OF CONDUCT FOR EMPLOYEES**

- Follow Council policies and procedures;
- Never treat other employees less favourably because they use or are involved in the Council's procedures for reporting misconduct or poor practice;
- Not behave in a way, in work or outside work, which would call into question their suitability to work for the Council including but not exclusively any criminal activity;
- Report any criminal conviction relevant to their job.

## **7 HEALTH AND SAFETY AT WORK**

All employees must comply with the Council's Health and Safety and Working Time provisions including:

- Work in a safe way at all times, including driving whilst at work;
- Wear protective clothing where provided;
- Be aware of health and safety policies and procedures and safe working practices;
- Not put themselves or other people at unnecessary risk;
- Follow risk assessment policies and procedures to assess whether behaviour or circumstances present a risk of harm to themselves or others including the lone worker policy;
- Report any accidents or dangerous occurrences in line with Council policy;
- Inform their manager (or the appropriate authority) about any personal difficulties that might affect their ability to do their job competently and safely;
- Report medical conditions or medication that may affect their job;
- Advise their line manager if they undertake any additional employment or work.

## **8 DIVERSITY AND EQUALITY**

All employees must:

- Act in accordance with the diversity policies and show respect and consideration for others at all times;
- Deal with and record or report complaints;
- Either challenge inappropriate behaviour and practice, or bring such behaviour to the attention of a manager;
- Participate in agreed diversity training and development.

The Council recognises and values the diversity of its workforce and will take account of ethnic and religious dress and ornamentation requirements with sensitivity by ensuring that employees are free to observe them.

## **PART 5**

### **3. CODE OF CONDUCT FOR EMPLOYEES**

#### **9 CAPABILITY**

All employees must:

- Meet relevant standards of practice and work in a lawful, safe and effective way;
- Maintain clear and accurate records as required by procedures established for their work;
- Be aware of policies, procedures and good practice;
- Participate constructively in Employee Personal Development Reviews
- Undertake relevant training;
- Seek assistance from their manager if they do not feel able or are not adequately prepared to carry out any aspect of their work, or are not sure about how to proceed in a work matter.

#### **10 CUSTOMER CARE**

All employees must:

- Treat customers and service users with respect;
- Maintain statutory, professional and/or locally agreed standards of care at all times;
- Not discriminate unlawfully against any person;
- Respect and, where appropriate, promote the individual views and wishes of customers and clients.
- Not disclose information given in confidence or acquired and believed to be of a confidential, personal or sensitive nature without the consent of the provider, a person authorised to give consent or unless required to do so by law;
- Not prevent any person from gaining access to information to which that person is entitled
- Ensure confidential information, belonging to the Council, is not disclosed to any person not authorised to receive it.
- Comply fully with the Council's Information & Records Management and Data Protection Policies

#### **11 RESOURCES**

All employees must:

- Use public funds entrusted to them or handled by them in an honest, responsible and lawful manner;
- Take reasonable care of plant, equipment and materials;

## PART 5

### 3. CODE OF CONDUCT FOR EMPLOYEES

- Not make personal use of Council property or facilities unless properly authorised to do so.
- Not make personal use of ICT facilities for personal use in work time

#### 12 PERSONAL INTERESTS

All employees must:

- Not allow personal interests to conflict with the Council's requirements;
- Disclose or seek advice on any potential conflict of interest;
- Not use their position to improperly confer an advantage or disadvantage on any person or organisation;
- Not be involved in the appointment or any other decision relating to the employment of a relative, associate or close friend (see definition below);
- Comply with Council requirements in the registration of interests;
- Declare other employment, hospitality, benefits or gifts received as a consequence of employment.

#### Definitions for the purposes of this Code:

A *relative* means a spouse, civil partner, partner, parent, parent-in-law, son, daughter, stepson, stepdaughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece or the spouse or partner of any of the above.

An *associate* means a fellow member of a club, association or business partner.

A *close friend* means someone held in particular affection that is in regular contact outside of work.

#### 13 DRESS

All employees must:

- Wear protective clothing if provided at all times.
- Ensure that the type and style of footwear, clothes and ornamentation worn is appropriate to the work environment.
- Wear uniforms, if provided, in an unaltered, clean and presentable fashion.
- Comply with any service specific dress and hygiene requirements.
- Not wear or display items (badges, banners etc.) which indicate your support or opposition to any political party or organisation that may cause offence.

## PART 5

### 3. CODE OF CONDUCT FOR EMPLOYEES

#### 14 PERSONAL AND POLITICAL RELATIONSHIPS

All employees must:

- Not allow any personal relationship to influence their conduct at work
- Declare any close personal relationship with a colleague working in the same department/section to their manager.
- Must not allow their own personal or political opinions to interfere with their work.



## **PART 5**

### **4. PROTOCOL ON MEMBER/EMPLOYEE RELATIONS**

The following basic principles are seen to be fundamental to continuing good relations between elected members, including the Mayor and employees of the Council:-

1. Both elected members and employees will develop a relationship based on mutual respect and support.
2. Elected members and employees should recognise that they both have an essential role to play in the success of the Council and they should both seek to achieve the Council's stated vision, core values, mission statement and strategic objectives.
3. Elected members and employees need to understand the limitations to personal friendship and to the restrictions placed by agreed codes of conduct, national statutory provisions, and locally agreed standards of behaviour.
4. Elected members and employees will avoid any actions which could be perceived as being designed to achieve personal as opposed to the Council's objectives.
5. Advice to political groups must be given in such a way as to avoid compromising an employee's political neutrality.
6. Advice must be confined to Council business.
7. Relationships with a particular individual or party groups should not be such as to create public suspicion that an employee favours that Member or group above others.
8. Information communicated to an employee by a party group in confidence should not be communicated to other party groups.
9. The Mayor of the Council, has a unique role in representing the Council and the Borough and the office is entitled to particular respect from employees and Members.
10. The Mayor and members of the Executive are responsible for delivering services within the Budget and Policy Framework. This role requires appropriate Officer support but not to the detriment of support to the Council and the Overview and Scrutiny Management Committee.

## **PART 5**

### **4. PROTOCOL ON MEMBER/EMPLOYEE RELATIONS**

11. Members involved in Overview and Scrutiny are entitled, within the relevant procedure rules, to information, advice and support from Officers but will always bear in mind that employees may also be called upon to support, advise and inform the Executive and/or the Council.
12. Similarly members of the Executive and the Council and its Committees will respect the split role which is required of some Officers.
13. Members are entitled to Officer support in representing their ward or individual electors in matters within the control of the Council. This support will usually be limited to the provision of information.
14. Employees will facilitate access by members to documents and information in accordance with common law and statutory principles. Members will not seek to obtain information outside of their entitlement under the law.
15. Co-opted members are entitled to be treated, and expected to act, according to this protocol.
16. Press releases in the name of the Council will only be issued through a press office maintained for that purpose by the Head of Paid Service.
17. Guidance to employees and members on Member/employee relations and particularly on the matters set out in this protocol is available from the Chief Executive.

#### **Statutory and Guidance References**

**DETR New Council Constitutions, Chapter 8**