

Appendix 2: Proposed Revised Code of Conduct for Employees

PART 4B: CODE OF CONDUCT FOR EMPLOYEES

1.1 The Code of Conduct for Employees is based on the following key principles arising from the work of the Nolan Committee on the Standards in Public Life:-

1. The Seven Principles of Public Life

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder. 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, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public officeholders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.

1.1 Selflessness

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

1.2 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 declare and resolve any interests and relationships.

1.3 Objectivity

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

1.4 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.

1.5 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.

1.6 Honesty

Holders of public office should be truthful.

1.7 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.

- 1.2 The Code outlines the minimum standards that Council employees, must adhere to. The Code does not apply to school-based teaching staff or centrally employed teachers who have their own Code.
- 1.3 Employees must comply with the Code as it forms part of their terms and conditions of employment.
- 1.4 All employees are expected to perform their duties with honesty, integrity, impartiality and objectivity and in particular:-
- (a) To give the highest possible standards of service
 - (b) To do nothing inside or outside working hours which could damage the City Council's reputation
 - (c) To behave honestly
 - (d) Must comply with all the City Council's policies and procedures.

Remove all further paragraphs