

Staff Code of Conduct

Ffederasiwn Ysgolion **Llanidloes** Schools Federation



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1. Policy Document

- 1.1 The public is entitled to expect the highest standards of conduct from all Powys County Council employees, including school-based staff, in performing their duties. You are here to serve the authority in providing advice, implement its policies and deliver services to the local community. In performing your duties, you must act with integrity, honesty, impartiality and objectivity.
- 1.2 The purpose of this Code is to assist you in carrying out your job by making clear the standards of behaviour the authority requires you to meet. It incorporates the existing laws, regulations and conditions of service you should be aware of in your work for Powys County Council.
- 1.3 This Code aims to ensure that confidence in your integrity as an employee is maintained at all times.
- 1.4 This Code forms part of your contract of employment and must be followed – a breach of the Code could lead to disciplinary action being taken against you.
- 1.5 A climate of mutual confidence, trust, respect and support between Members, managers and staff is critical to achieving the authority's objectives and for the fulfilment of all employees. You are expected to show commitment to Powys County Council and to further its objectives as much as you can. If there are allegations that you have brought the authority into disrepute, disciplinary action may be taken against you.
- 1.6 Under this Code you are expected to take responsibility for the decisions that you may make as part of your employment. You should work within the law and be aware that the decisions you make may be scrutinised. If you feel that you require further training or guidance for your role, you should raise this with your line manager either directly as part of the recruitment process or through 1-1's and/or the Employee Development Review process.
- 1.7 The Code applies to all employees of Powys County Council. The Code also applies to contractors, agency staff, volunteers and those on placements working on behalf of the authority.
- 1.8 As an employee you work for Powys County Council and serve the whole of this authority. You are accountable to, and owe a duty to this authority. You must act in accordance with the principles set out in this Code, recognising the duty of all public sector employees in discharging public functions reasonably and according to the law.
- 1.9 As an employee, you are required to serve the whole of the authority and serve all Elected Members equally, with impartiality.
- 1.10 Each Head of Service or Headteacher will be responsible for ensuring that each department maintains and regularly updates a register of Declarations of Interest, as well as centrally recording the receipt of gifts and hospitality. Strategic Directors will inform the Monitoring Officer directly of situations or conflicts of interest in which they may be involved.

Specific Areas of Concern

Appendix A: Definition of Declaration of Interest and Conflict of Interest

- A1 A working definition of a conflict of interest is:
- "a conflict between the private interests and the official responsibilities of a person in a position of trust".
- A2 The definition is not restricted to cases where you actually betray this trust; it can be equally damaging for the conflict of interest to exist or to appear to exist or even have the potential to develop into an actual or perceived conflict of interest. This policy is a mechanism for protecting Powys County Council employees against criticism or compromise by ensuring that you recognise and disclose such conflict situations and take steps to avoid and manage them.
- A3 A conflict of interest arises where the commitments and obligations owed by you to Powys County Council or to other bodies, for example a funding body, are likely to be compromised, or may appear to be compromised, by:
- your personal gain, or gain to immediate family (or a person with whom you have a close personal relationship), whether financial or otherwise; or
 - your commitments and obligations that you owe to another person or body
- A4 There can be situations in which the appearance of conflict of interest is present even when no conflict actually exists. It is your responsibility to recognise situations and activities in which you have a conflict of interest, or might reasonably be seen by others to have a conflict, to disclose that conflict to your Head of Service, submitting a request seeking permission to undertake such activities
- A5 Conflicts of interest may be financial or non-financial or both:
- Financial interest refers to anything of non-trivial monetary value, including, but not limited to, pay, commission, consultancy fees, equity interests, forgiveness of debt, property, royalties, intellectual property rights
 - Non-financial interest refers to any non-financial benefit or advantage, including, but not limited to, enhancement of an individual's career, education or professional reputation; access to privileged information or facilities
- A6 In order to Declare an Interest or Conflict of Interest, you must complete the form which can be found in Appendix L of this document. The Head of Service for each department will ensure that there is a centrally held log, containing all Declarations of Interests and Register of Gifts & Hospitality, containing the forms found in Appendices L and M. Each year, during the 1:1 sessions or Employee Development Review process, the declaration form will be checked, changed and verified where required.
- A7 The Monitoring Officer has the right to audit the Declaration Forms at any time.

Appendix B: Relations with Members, Public and Other Employees

- B1 As an employee of Powys County Council, whether your post is politically restricted or not, you must follow every lawfully expressed policy of the authority and must not allow your own personal or political opinions to interfere with your work. Where your post is politically restricted (by the reason of the post you hold, the nature of the work you do, or the salary you are paid), you must comply with any statutory restrictions on your political activities.
- B2 As part of your work, you may be required to advise political groups. You must do so in ways which do not compromise your political neutrality.
- B3 Mutual respect between employees and Members is essential to good local government, and working relationships should be kept on a professional basis. Any personal relationship between you and a Member must be recorded on a Declaration of Interest Form found in Appendix L.
- B4 You should deal with the public, Members and other employees sympathetically, efficiently and without bias.
- B5 Close personal relationships between yourself and individual Members can damage the relationship and prove embarrassing to other employees and Members and should therefore be avoided wherever possible.
- B6 You must comply with policies relating to equality, as agreed by the authority, in addition to the requirements of the law.
- B7 Whilst your private life is your own concern, you must not allow your private interests to conflict with your public duty. You must not misuse your official position or information acquired in the course of your employment to further your private interests, or in the interests of others.

Appendix C: Financial and Council Property Matters

- C1 If you are entrusted with public funds, you must ensure that you use them in a responsible and lawful manner, and must not utilise property, vehicles or other facilities of Powys County Council for personal use unless you are authorised to do so.
- C2 You should strive to ensure value for money to the local community and to avoid legal challenge to Powys County Council.
- C3 If you claim benefit e.g. Housing Benefit, Occupational Sick Pay or Council Tax, from this authority or any other, to which you are not entitled, it is likely that you will be liable to action under the disciplinary procedure.
- C4 Personal Use of Internet and Email must be in accordance with the authority's current Internet and Email Acceptable Use Policy and Guidance. Any inappropriate comments regarding the authority, made on Social Media sites, may bring the Council into disrepute and may lead to disciplinary action being taken against you.
- C5 Personal Telephone Calls in Council time should be kept to a minimum. Outgoing calls and personal incoming calls should occur infrequently and be kept as short as possible. Text message must also be kept to a minimum and made during break times wherever possible.
- C6 Intellectual Property is property which enjoys legal protection, such as patents, copyright, trademarks, designs and software. Where developed in the course of your duties, such intellectual property is the property of the authority. Intellectual Property includes all confidential information regarding the business of the authority.
- C7 You must not make use of the authority's property to conduct private work. Property includes buildings, vehicles, phones, stationery etc. This list is not exhaustive.

Appendix D: Whistleblowing

- D1 In the event that you become aware of activities which you believe to be illegal, improper, unethical or inconsistent with this Code, you have a duty to report this matter, in accordance with your rights under the Public Interest Disclosure Act 1998, and the authority's confidential reporting procedure in the Whistleblowing Policy.
- D2 Further guidance with regards to this matter can be found in the Powys County Council Whistleblowing Policy.

Appendix E: Appointments and Recruitment – Staff and Contractors

Appointment of Staff

- E1 If you are involved in the recruitment and appointment of staff, you must ensure that appointments are made on the basis of merit. Please ensure that you refer to the Powys County Council Recruitment Policy and the Safer Recruitment Policy prior to commencing the process.
- E2 In order to avoid any possible accusation of bias, you must not be involved in any appointment, disciplinary, promotion or pay and conditions issues for any other employee or prospective employee, to whom you are related or with whom you have a close relationship outside of work.
- E3 A ‘close relative’ is defined by legislation as meaning: a parent; parent-in-law; son; son-in-law; daughter; daughter-in-law; step-parent; step-son; step-daughter; brother or sister, or the partner of any of these persons. In addition, for the purposes of this policy, ‘close relative’ also includes: grandparent; grandchild; aunt; uncle; niece or nephew.
- E4 A ‘friend’ can be defined as a person with whom one has a bond of mutual affection, an acquaintance, a person who supports a cause, organization, or country by giving financial or other help.
- E5 References will be sought for each individual who is appointed to a post with Powys County Council. If you request to see this reference, this request will not be granted as the reference is the property of the Authority, not the individual who wrote the reference.

Appointment of Any Persons who Undertake Work for the Council

- E6 If you 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, you should declare that relationship to your Strategic Director and ensure that you complete the Declaration of Interest form found in Appendix L of this document.
- E7 Orders and contracts must be awarded on merit, in accordance with Powys County Council Financial Regulations and no special favour should be shown to businesses run by, e.g. friends, partners or relatives in the tendering process.
- E8 You must be aware as a private citizen of any possible conflicts of interest when buying goods or using services of firms who you have dealings with as a Powys County Council employee. You must declare any such transactions appropriately and ensure that you complete the Declaration of Interest form found in Appendix L of this document.
- E9 If you are required to appoint or deal with in the course of your employment contractors for the authority, you should be aware of possible conflicts of interest, as a private citizen when you buy goods or use the services of firms who have dealing with Powys County Council and you should disclose any such transactions to your Strategic Director and ensure that you complete the Declaration of Interest form found in Appendix L of this document.
- E10 If you are an officer involved in employing contractors or procuring services through the procurement framework, you must also declare any personal interests you may have with regards to that contract or procurement process.

Appendix F: Taking Other Employment

- F1 Regardless of grade, whether whole or part-time, permanent, temporary, relief or seasonal, you should not undertake additional employment (paid or unpaid) if your proposed additional work either will or has the potential to:
- create a conflict of interest;
 - overlap with official duties;
 - make use of material to which you have access by virtue of your position;
 - wear any Powys County Council branded clothing and/or issued equipment;
 - weaken public confidence in the authority.
- F2 Where you consider your proposed secondary employment may conflict with these requirements, you must inform your line manager who will advise you on whether you need to seek agreement of your Strategic Director to your proposed additional employment.
- F3 If you are undertaking secondary employment you should seek approval from your line manager. You should complete the Dual Employment Form which can be found in Appendix N for any secondary employment you undertake.
- F4 You also have the responsibility to ensure that you work the hours that you are contracted to work, that you dedicate your time at work carrying out the tasks for which you are paid and that you act to acceptable standards at all times.

Appendix G: Openness

- G1 Where confidentiality is necessary to protect the privacy or other rights of individuals or bodies, nothing in this Code overrides statutory or common law obligations.
- G2 Legislation, including the Freedom of Information Act 2000 and the Data Protection Act 1998, requires that certain types of information must be made available to the public and other recognised third parties and to employees and Members.
- G3 You have a responsibility to safeguard the security and confidentiality of personal information you hold and you should ensure that only the appropriate amount of information required is provided to those who have a clearly established and legitimate need to use it.
- G4 You must ensure that any views, opinion or facts that you have do not reflect negatively on Powys County Council or the work you carry out for the Authority. Your activities outside work can also reflect on your work. The use of Social Media Networks must therefore be used with care and sensitivity. You must not breach confidentiality of any of the authority's issues through your use of the Social Media Networks.

Appendix H: Acceptable Appearance at Work

- H1 Powys County Council imposes a particular style of dress only where protective clothing and uniforms are required. Whilst there is no desire to impose a style of dress elsewhere, standards appropriate to the effective delivery of our services are necessary. You must consider the job you are doing, and consider if your style of dress is appropriate for the role. An element of common sense will come into this consideration.
- H2 You represent the authority, so your appearance impacts on our image. Inappropriate dress can suggest that you have little regard for your service delivery or your customers, so consideration should always be given to public perception.
- H3 If you are deemed to be inappropriately dressed, you may be sent home to change and repeated breaches of the standards of this Code may lead to disciplinary action being taken against you. If you are sent home to change, you will not be credited for the time taken to do this.
- H4 An acceptable standard of appearance would include:
- a high standard of cleanliness and personal hygiene at all times;
 - a standard of business dress which promotes the professionalism of your service and Powys County Council;
 - your identification badge worn visibly at all times in your workplace, unless agreed by your Strategic Director or other line manager. Your badge should not be on display when you are on a break.
 - only uniforms or protective clothing issued by the authority may be worn. No substitutes are to be made.
 - it is your duty to keep all items of your own uniform and protective clothing clean, in good repair and to wear it as required.
- H5 Managers are responsible for ensuring that replacement uniform or protective clothing is made available to you when you give reasonable notice.
- H6 NOTE –There is clear guidance within the Corporate Working Arrangements with regards to the use of Personal Protective Equipment and you must make yourself aware of the content of that document if you are issued with PPE.

Appendix I: Hospitality and Gifts

I 1 You should ensure that accepting hospitality does not create a conflict of interest and is not likely to cause embarrassment to the authority.

I 2 You should report the offer of hospitality, whether accepted or not, to your line manager, and should ensure that all offers are recorded in the appropriate hospitality register. Each department will have a log book which should be easily identifiable, in which any gift or offer of hospitality will be recorded by the individual receiving the offer. This form can be found in Appendix M.

I 3 Gifts should only be accepted if they are of nominal value (under £25) and reported to your line manager.

I 4 If gifts of more than the nominal value are offered or if you suspect that an improper motive exists, you should always decline the offer and report it to your Strategic Director, who should then report it to the Chief Executive regardless of whether the offer is accepted or not.

I 5 Exceptionally, if returning the gift would cause offence, your Strategic Director can arrange for it to be received by the Council for a charitable purpose.

I 6 The form found in Appendix M must be completed by you each time a gift or hospitality has been accepted, no matter what its monetary value may be. This form must then be kept by your manager in the centrally kept register.

I 7 Even if the gift is returned to the sender or if the item is donated for charity purposes, you must fill the form registering the offer of gifts and hand it to your manager to place on the register.

Appendix J: Monitoring

- J1 Where a Monitoring Officer is undertaking an investigation under section 73(1) of the Local Government Act 2000, you must comply with any requirement made by that officer in connection with such an investigation.
- J2 It is your Head of Service who is responsible for ensuring and for monitoring that all employees within your service have declared interests. Managers within HR are responsible for monitoring compliance of code to ensure overall effective governance of this document and will work alongside Internal Audit in order to ensure that good practice is maintained.
- J3 It is a central requirement to document declaration of interests for Heads of Service to ensure that they have registers for both Declarations of Interest and Receipts of Gifts and Hospitality and that all staff register these items. The Heads of Service will also ensure that the registers are checked and monitored on an annual basis.
- J4 Specific guidance by individual departments have special provisions e.g. Planning Department, Housing Benefit etc with regards to Declarations of Interest and Receipts of Gifts and Hospitality. You must use that specific guidance alongside this document in order to ensure compliance.
- J5 In some occupations there are specific codes of conduct e.g. Code of Practice for Social Care Workers, Code of Occupational Ethics for the Youth Service in Wales, etc.

Appendix K: When in Doubt ...

K1 If you are doubt with regard to the provisions of this Code and how they apply in any particular situation, your line manager should be consulted. If there is still any doubt, the advice of your Strategic Director must be sought.

Appendix L: Registration of Declaration of Interest

CYNGOR SIR POWYS COUNTY COUNCIL DECLARATION OF INTEREST

Powys County Council requires all staff involved in the administration of its work, to immediately report, in writing, to Head of Service or Chief Executive, details of any relationship with an Elected Member, Officer, family member or member of the public which may lead to a conflict of interest as defined in Appendix E of the Code of Conduct.

A 'close relative' is defined by legislation as meaning: a parent; parent-in-law; son; son-in-law; daughter; daughter-in-law; step-parent; step-son; step-daughter; brother or sister, or the partner of any of these persons. In addition, for the purposes of this policy, 'close relative' also includes: grandparent; grandchild; aunt; uncle; niece or nephew.

This declaration will be reviewed on an annual basis, during your Employee Development Review with your line manager.

| |
|---|
| NAME OF OFFICER |
| POSITION HELD |
| DATE OF DISCLOSURE |
| NATURE OF INTEREST DECLARED |
| Officer signature: _____ |
| Declaration recorded by Line Manager: |
| Manager's signature: _____ Date: _____ |
| Declaration recorded in Disclosure of Interest Register Head of Service or Approved Representative's |
| Head of Service's signature: _____ Date: _____ |

Appendix M: Registration of Receipt of Gifts or Hospitality
(including gifts not accepted, or given to charity, or returned to sender)

| | |
|---|--|
| Name | |
| Address | |
| What was the gift or hospitality? | |
| What is your best estimate of its market value or cost? | |
| Who provided it? | |
| When and where did you receive it? | |
| Does it come within one of the general consents set out in the Code of Conduct? If so, which? | |
| Did you get the consent of any officer before accepting it? If so, who? | |
| Were there any special circumstances justifying acceptance of this gift or hospitality? | |
| Do you have any contact with the person or organisation providing the gift or hospitality? | |

Signed _____ Date _____

Manager's Signature _____

Appendix N: WORKING TIME REGULATIONS – DUAL EMPLOYMENT

The Council supports the Working Time Regulations 1998 as part of its general obligations to ensure the health and safety of all staff.

Please can you complete all relevant sections below so that Powys County Council is aware of all positions that you are employed in both within the Authority and with other employers.

Please note that this form should still be completed irrespective of whether you have one or more positions, if in the future you accept additional employment with another part of the Authority or another employer, you must inform your current Line Manager(s).

Employment with Powys County Council

| | |
|------------|--|
| Full Name | |
| Payroll No | |

| | | | |
|------------------------|-------|--|--|
| 1 – Position | Title | | |
| Department | | Location | |
| No of Contracted Hours | | Permanent / Temporary (Please delete as appropriate) | |

| | | | |
|------------------------|-------|--|--|
| 2 – Position | Title | | |
| Department | | Location | |
| No of Contracted Hours | | Permanent / Temporary (Please delete as appropriate) | |

| | | | |
|------------------------|-------|--|--|
| 3 – Position | Title | | |
| Department | | Location | |
| No of Contracted Hours | | Permanent / Temporary (Please delete as appropriate) | |

Employment With Another Employer

| | | |
|------------------------|--|--|
| 1 – Position Title | | |
| No of Contracted Hours | | Permanent / Temporary (Please delete as appropriate) |

| | | |
|------------------------|--|--|
| 2 – Position Title | | |
| No of Contracted Hours | | Permanent / Temporary (Please delete as appropriate) |

Please return completed form to:

Recruitment Team
County Hall
Llandrindod Wells
Powys
LD1 5LG