

SECTION SEVEN

OFFICIAL CONDUCT

1. General Conduct (NJC for LGS Part 2.2)

The Council has resolved that Councillors and employees should not let personal or private interests affect their judgement of the public interest. Employees are expected to maintain conduct of the highest standard such that public confidence in their integrity is sustained. The Code of Conduct (see Appendix Y) covers the official conduct and the obligations of employees and employers.

2. Discipline

The Council's Disciplinary Procedure provides that, in general terms, discipline throughout the Council's service shall be the responsibility of each Director. Matters of discipline, dismissal and appeals are dealt with under procedures which have been agreed within the Council's Joint Consultative machinery. A separate procedure exists for employees/individuals who are employed in schools.

3. Grievance Procedure

A procedure for dealing with individual grievances and any subsequent appeals has been agreed within the Council's Joint Consultative machinery.

4. Appeals Procedure

An Employment Appeals Procedure has been agreed locally and is set out within each of the following policies/procedures:

Disciplinary
Grievance
Capability
Managing Attendance

5. Outside Employment

- (a) Employees in a position graded above Grade 9 (or equivalent) must devote his/her whole time service to the Council.
- (b) If such an employee wishes to take up any other additional appointment, he/she must apply to the Director of their appropriate department who shall approve or decline the request.
- (c) Should any such employee undertake outside work without consent of the Council, he/she shall render themselves liable to disciplinary action.
- (d) An employee shall be permitted to retain the whole fee for lectures/talks given wholly outside office hours. He/she should

reimburse to the Council 50% of any fees, where the lecture/talk was prepared or given during working hours. The whole fee must be reimbursed if the lecture/talk was both prepared and given during working hours.

6. Proceedings of Committee

- (a) No employee shall communicate to the public the proceedings of any 'closed' Committee or meeting associated with the business of any such Committee, or any items marked confidential or stated to be excluded from the press or public, or the contents of any document relative to the Council; unless required by the law or expressly authorised by the Chief Executive to do so.
- (b) If an employee makes an unauthorised communication, action will be taken in line with the Disciplinary Procedure.

7. Requests for Employee Information

- (a) External Requests

Information, work related or private, with regard to employees of the Council shall only be supplied after the consent of the employee concerned has been obtained. Any information given will be in line with the Freedom of Information Act.

- (b) Internal Requests, including requests from Elected Members

Information concerning an employee's personal matters should not be supplied to any employee of the Council or Elected Member unless essential to the employee's performance or the employee has given their consent.

8. Gifts and Hospitality

For full policy, including exceptions see Code of Conduct (Appendix Y).

An employee should tactfully refuse any personal gift which is offered to him/her or a close by relative, or indirectly attributable to any person or body who has, or may have, dealings of any kind whatsoever with the Council or, who has applied, or may apply, to the Council for any kind of decision.