

# Cambridge City Council - DRAFT

## Code of Conduct for all employees

### What is the Code of Conduct?

The Code of Conduct tells you what Cambridge City Council expects of you in your daily work and your dealings with your colleagues and members of the public. The Council wants to maintain high standards of service and reputation and this document tells you how you play your part in that.

In all aspects of your employment, the Council is committed to treating you fairly and with dignity and respect at all times, in line with the [Comprehensive Equalities and Diversity Policy](#).

### Who does it apply to?

This Code applies to all employees, whether permanent or fixed term. Contractors, consultants, temporary agency staff, casuals and volunteers are required to follow the Code when carrying out work for the Council.

Additional guidance for Senior Managers (including Directors and Heads of Service) is given as **Appendix 1** to this Code.

Elected Members have their own separate Code of Conduct, available on the intranet.

### What does the Council expect from you?

Under this Code of Conduct, you are required to:

- Conduct yourself with the highest standards of honesty and integrity so the Public maintain confidence in the Council.
- Understand and follow the Code of Conduct and other rules and procedures relevant to your job.
- Follow reasonable management instructions.
- Attend work in a condition to be able to carry out your work safely.
- Act professionally and treat others with dignity and respect.

If you breach the rules of this Code of Conduct it could result in disciplinary action being taken against you.

### Council money and equipment

If public funds are entrusted to you they must be used in a lawful and responsible manner, and following any local rules and procedures. Council facilities, vehicles or property must not be

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used for personal use. Specific rules about [internet and e-mail use](#) can be viewed on the Intranet.

### Conduct outside work

Although what you do in your free time is your own concern, you should avoid any actions that will negatively affect the reputation of the Council. If you are charged, cautioned or convicted with a criminal offence, or implicated in a criminal investigation; you must notify the Council immediately.

### Having another job

If you have another job, you must inform your Manager, and ensure that it does not conflict with your job at the Council. You must not work a total of more than 48 hours per week on average (as stated in the Working Time Regulations).

If you are in pay band 4 or above you must obtain the consent of your Manager before taking another job.

### Accepting gifts

You should refuse any gift you are offered by external people you come into contact with at work. The only exception is for small items such as calendars, diaries, sweets or similar token low value gifts. Your Manager should record a note of any gifts received. If you receive something unexpectedly, inform your Director/Head of Service.

You should be aware it is a criminal offence to corruptly receive a gift, loan, fee, reward or advantage for doing or not doing anything in your official capacity.

### Hospitality

You should only accept hospitality where it is on a corporate rather than a personal basis, and it is appropriate to the occasion.

Attending a working lunch, or a dinner or ceremony where you will be representing the Council are examples of acceptable hospitality, although you must obtain approval from your Manager.

### Being politically neutral

You must be politically neutral and unbiased in your dealings at work, whether or not you are in a 'politically restricted' post. This means you can't allow your political opinions to influence or interfere with your work. If your post is politically restricted, further [political restriction guidance](#) is available on the intranet.

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### Expressing your views

You should not publicly voice or associate yourself with an opinion, which is in conflict with a Council view, on a matter that relates to your job. This could lead to loss of public confidence in the Council.

If you are required to explain a decision the Council has made, in the course of your job, you should not express your personal views. The Media Protocol gives further information. Guidance for attendance at public/political meetings is contained in **Appendix 2**.

### Conflicts of interest

You should inform your Manager immediately if any conflict of interest occurs between your work duties and your personal life.

Examples of where a conflict of interest could arise include:

- Involvement with a business that is competing with the Council for work.
- Relationships of a business or a personal nature with an external contractor.
- Involvement with an individual or firm who has submitted a planning application.
- Membership of a community group whose views and actions may oppose that of the Council.
- Being on the panel of an interview where you have a personal friendship or are related to the interviewee; or being in a position where you are the line manager to a close personal friend or relative
- You (or a relative or close friend) submitting a planning application.
- Matters that affect you or your family, such as lodging an objection to a planning application as a Cambridge resident.

You must declare personal membership of any organisation which is not open to the public, without formal membership and commitment of allegiance and which has secrecy about rules or members conduct.

If you think a conflict of interest has arisen please inform your Manager immediately.

### Concerns

If you have a general concern at work, you should speak to your Line Manager.

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If you have a concern about serious malpractice at work, such as something unethical, fraudulent or illegal, you can contact the Whistle blowing line. Telephone: extension 8181 / 01223 458181 or e-mail: [whistleblowing@cambridge.gov.uk](mailto:whistleblowing@cambridge.gov.uk)

View the full [whistleblowing policy](#) on the intranet.

If you are concerned about bullying or harassment, you should refer to the [dignity at work policy](#).

### Confidential Information

In the course of doing your job, you may have access to confidential information such as information about members of the Public. You must never disclose such information without authorisation, or make personal use of it. You must also ensure that confidential information sent outside of the organisation is sent securely, via recorded delivery or is encrypted if being sent electronically. The [Data Protection](#) pages on the intranet give further guidance.

### Separation of roles during tendering

If you are involved in the tendering process you should be clear on the separation of client and contractor roles. You must not disclose confidential information on tenders or costs of internal / external contractors to any unauthorised person or organisation.

### Safeguarding of Children and Vulnerable Adults

Cambridge City Council has a statutory duty to safeguard and promote the welfare of children, and to develop procedures to protect vulnerable adults. As a City Council employee, you:

- Must be aware of the [Safeguarding Policy](#)
- Must attend Safeguarding training if it's required for your job
- Must not begin any unsupervised activity involving access to children or vulnerable adults before receiving a satisfactory Criminal Records Bureau (CRB) check from the Council.
- Must report inappropriate behaviour or bad practice.

### Where to get more information

The Council's Intranet site contains employment policies and guidance, as well as health and safety information.

**Speak to your Line Manager if you have any questions or if you cannot access the required information from the Intranet.**

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### Appendix 1

#### For Senior Management

#### Scope

This guidance applies to you if you hold a senior Management position (where you report directly to a Head of Service) or the position of Head of Service or Director. You are also bound by the 'Code of Conduct for All Employees'.

#### Your responsibilities

As a senior manager of Cambridge City Council, you hold a position of greater trust and confidence. You are expected to:

- Be a role model for all employees in upholding the Code of Conduct, and ensure your teams are aware of its contents.
- Conduct your role with openness, honesty and integrity at all times.
- Ensure that employees understand their roles and that Council policies and procedures are accessible to all.
- Act promptly, thoroughly and fairly when responding to reports of wrong doing within the Council.
- Consider sustainability issues when carrying out your role including in the procurement of goods and services.
- Report any personal conflict of interest immediately.
- Ensure Council funds and resources are used in a proper manner.

#### Political neutrality

In the course of your work you are expected to adopt a politically neutral and objective approach at all times. You may be required, as part of your role to attend public meetings or private political meetings. You must refer to the Guidance for attendance at public / political meetings contained in **Appendix 2**.

If you hold a politically restricted post, you must read and comply with the [Political Restriction Policy](#).

#### Personal relationships

Close personal familiarity with another employee, Councillor or member of the Council or a contractor may lead to an accusation

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of bias or other employees feeling uncomfortable; it should therefore be avoided where possible. If a relationship arises this must be immediately disclosed to your Manager.

You must not be involved in the appointment of any applicant for a job if you are their relative, friend or partner; nor should you take a role in their discipline, promotion or pay adjustment. If you are put in a position of being the line manager to your relative, close friend or partner this must also be immediately disclosed. You must not be involved in the awarding of a contract for anyone you are in a close personal relationship with outside of work.

### **Ethical decision making**

As a senior manager you make decisions daily that could be analysed or interpreted by others. Not every ethical dilemma can be outlined in a written Code. You should consider:

- Is the public's confidence in the Council at risk?
- Would a member of the public see the proposed action, decision or practice as fair, honest and appropriate?
- Would the action comply with relevant legislation, policy and practice?

### **Annual declaration**

As a senior officer you are required to complete a Declaration of Pecuniary Interests on an annual basis. This includes details of any outside business interests. The declaration form will be sent to you when it is due to be completed.

**You should speak to your Manager if you are in any doubt about a particular issue or aspect of your role.**

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## Appendix 2

### Guidance for attendance at public / political meetings

#### **Scope**

This guidance applies to all employees.

#### **Public meetings**

You may be expected to attend a public meeting called by a Councillor, to give a professional or technical view or answer questions.

Attendance at public meetings is acceptable only when meetings are genuinely open and invitations to platform speakers are not restricted to one political party.

#### **Public political meetings**

It is not acceptable for you in your official capacity to speak at a public political meeting called by a political party.

#### **Private political groups**

You will not be called upon to attend or advise any private political group meeting. However the Chief Executive, Directors and senior employees (not below Head of Service) may attend a private political group meeting to explain or advise on Council policies or issues; provided that this facility is available to all political parties who are represented on the Council.

#### **Politically restricted posts**

If you hold a politically restricted post, you may not speak in public or publish material that affects support for a political party.

However it is acceptable to explain the Council's position on a policy or issue in your official capacity. Refer to the [Political Restriction Policy](#) for further guidance.

#### **Political publicity**

In the course of your work, you must not publish any material, or give quotes which partly or wholly appear to support one political party. This includes materials or quotes referring to a political party, or promoting or opposing a point of view that is identifiable to one political party.

**Speak to your Head of Service or Director if you require further guidance about attendance at public/ political meetings.**