

*NURTURE – EMPOWER - ACHIEVE*

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# Gilwern

## Primary School



### **CODE OF CONDUCT FOR EMPLOYEES**

(This is a Mon.C.C. document which has been adopted for the school by the  
Governors)



## **Nurture, Empower, Achieve**

### **School Vision**

- Gilwern School creates a happy, secure and stimulating environment, where learners are encouraged to reach their full potential.
- The school works effectively with others and plays a central role in the community.
- All staff are committed to continuous improvement and achievement of high standards.

### **We are a Rights Respecting School**

In 1991 our Government signed up to the United Nations Convention on the Rights of the Child (UNCRC). In signing the Convention, the 54 articles laid down have become enshrined in UK law. The Convention applies to everyone.

At Gilwern Primary School we aim to work within the spirit as well as the letter of the Convention and our school policies and home-school agreement is based around these rights and responsibilities. At Gilwern Primary School we work together so that the rights of the child are ensured and their responsibilities are clear.



**Monmouthshire County Council**

**CODE OF CONDUCT FOR EMPLOYEES**

**1. Standards**

- 1.1 The aim of this code is to lay down standards for all Monmouthshire County Council employees on the clear understanding that the public is entitled to expect the highest standards of conduct. Working within the framework of democratic control and dealing with public finance it is important that all procedures are transparent and rigidly adhered to. Employees are expected to give the highest possible standard of service to the public, and where it is part of their duties, to provide appropriate advice to councillors and fellow employees with impartiality. Employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the appropriate level of management any deficiency in the provision of service. Employees must report to their Corporate Director any impropriety or breach of procedure. The attached Appendix is a procedure for all employees to report impropriety or deficiencies in service.

**2. Disclosure of information**

- 2.1 Employees should not pass on to colleagues, the public or other public or private sector organisations information concerning any aspect of the operation of the Council, which falls outside the boundaries of their duties and responsibilities. Information concerning the circumstances of identifiable individuals should never be passed on to colleagues, the public or other public or private sector organisations unless required by law, or authorised by a Corporate Director, to do so. There is also a statutory duty not to pass on computer held data as defined by the Data Protection Act.
- 2.2 In order to ensure a co-ordinated approach to the Council's external relations, requests for information from the media should be dealt with only by a Corporate Director or an employee authorised by a Corporate Director.
- 2.3 If in any doubt as to whether to divulge information to anyone the Corporate Director should be consulted.
- 2.4 Employees should not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way. Any particular information received by an employee from a councillor which is personal to that councillor and does not belong to the authority should not be divulged by the employee without the prior approval of that councillor, except where such disclosure is required or sanctioned by the law.

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### 3. Political Neutrality

- 3.1 Employees serve the authority as a whole. It follows they must serve all councillors and not just those of the controlling group, and must ensure that the individual rights of all councillors are respected.
- 3.2 If employees are required to advise political groups, they must do so in ways which do not compromise their political neutrality.
- 3.3 Employees, whether or not politically restricted, must follow every lawful expressed policy of the authority and must not allow their own personal or political opinions to interfere with their work.

### 4. Relationships

#### 4.1 *The Local Community and Service Users*

Employees should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community as defined by the policies of the authority.

#### 4.2 *Councillors*

Employees are responsible to the authority through its senior managers. For some, their role is to give advice to councillors and senior managers and all are there to carry out the authority's work. Mutual respect between employees and councillors is essential to good local government. Close personal familiarity between employees and individual councillors can damage the relationship and prove embarrassing to other employees and councillors and should therefore be treated with caution.

#### 4.3 *Contractors*

All relationships of a business or private nature with external contractors, or potential contractors, should be made known to the appropriate manager. Orders and contracts must be awarded on merit, by fair competition against other tenders, and no special favour should be shown to businesses run by, for example, friends, partners or relatives in the tendering process. No part of the local community should be discriminated against. Officers are reminded that they shall at all times comply with the requirements of the Councils Contract standing orders.

- 4.4 Employees who engage or supervise contractors and have previously had or currently have a relationship in a private or domestic capacity with contractors, should declare that relationship to their Corporate Director.

### 5. Appointment and other employment matters



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- 5.1 Employees involved in appointments should ensure that these are made on the basis of merit. It would be unlawful for an employee to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post. In order to avoid any possible accusation of bias, employees should not be involved in an appointment where they are related to an applicant, or have a close personal relationship outside work with him or her.
- 5.2 Similarly, employees should not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee who is a relative, partner, etc.

### **6. Outside Commitments**

- 6.1 Employees on SCP29 and above have conditions of service which require them to obtain written consent to take any outside employment. All employees should be clear about their contractual obligations and should not take outside employment which may conflict with the authority's interests.

### **7. Personal interests**

- 7.1 Employees must declare to their Corporate Director any non-financial interests that they consider could bring about conflict with the authority's interests.
- 7.2 Employees must declare in writing to their Corporate Director any financial or non financial interests which could conflict with the Authority's interests. A copy of this declaration should be sent to the Chief Executive.
- 7.3 Employees should declare to their Corporate Director membership of any organisation not open to the public without formal membership and commitment or allegiance and which has secrecy about rules or membership or conduct. This does not apply to membership of a generally recognised religion.

### **8. Equality issues**

- 8.1 All local government employees should ensure that policies relating to equality issues are complied with in addition to the requirements of the law. All members of the local community, customers and other employees have a right to be treated with fairness and equity.

### **9. Separation of Roles During Tendering**

- 9.1 Employees involved in the tendering process and dealing with contractors should be clear on the separation of client and contractor



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roles within the authority. Senior employees who have both a client and contractor responsibility must be aware of the need for accountability and openness.

- 9.2 Employees in contractor or client units must exercise fairness and impartiality when dealing with all customers, suppliers, other contractors and sub-contractors.
- 9.3 Employees who are privy to confidential information on tenders or costs for either internal or external contractors should not disclose that information to any unauthorised party or organisation.
- 9.4 Employees contemplating a management buyout or similar arrangement should, as soon as they have formed a definite intent, inform their Corporate Director and withdraw from the contract awarding processes.
- 9.5 Employees should ensure that no favour is shown to current or recent former employees or their partners, close relatives or associates in awarding contracts to businesses run by them or employing them in a senior or relevant managerial capacity.

### **10. Corruption**

- 10.1 Employees must be aware that it is a serious criminal offence for them corruptly to receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, to any person in their official capacity. If an allegation is made it is for the employee to demonstrate that any such rewards have not been corruptly obtained. The Guidelines on the Acceptance of Gifts and Hospitality provides details on this.

### **11. Use of Financial Resources**

- 11.1 Employees must ensure that they use public funds entrusted to them in a responsible and lawful manner. They should strive to ensure value for money to the local community and to avoid legal challenge to the authority.



## **12. Hospitality**

- 12.1 Employees should only accept offers of hospitality if there is a genuine need to impart information or represent the local authority in the community. Offers to attend purely social or sporting functions should be accepted only when these are part of the life of the community or where the authority should be seen to be represented. They should be properly authorised by Corporate Directors and recorded.
- 12.2 When hospitality has to be declined those making the offer should be courteously but firmly informed of the procedures and standards operating within the authority.
- 12.3 Employees should not accept significant personal gifts from contractors and outside suppliers, although insignificant items of token value such as pens, diaries, etc are acceptable.
- 12.4 When receiving authorised hospitality employees should be particularly sensitive as to its timing in relation to decisions which the authority may be taking affecting those providing the hospitality.
- 12.5 Acceptance by employees of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal, where the authority gives consent in advance and where the Council is satisfied that any purchasing decisions are not compromised. Where visits to inspect equipment, etc. are required, employees should ensure that the Council meet the cost of such visits to avoid jeopardising the integrity of subsequent purchasing decisions. This does not include refreshment provided as part of a working visit.

## **13. Sponsorship - Giving and Receiving**

- 13.1 Where an outside organisation wishes to sponsor or is seeking to sponsor a Council activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.
- 13.2 Where the authority wishes to sponsor an event or service neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to their Corporate Director of any such interest. Similarly, where the authority through sponsorship, grant aid, financial or other means, gives support in the community, employees should ensure that impartial advice is given and that there is no conflict of interest involved.



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**14. Conclusion**

14.1 The standards laid down in this Code are considered to be fundamental to the reputation of the Council. As such, uncertainty on the part of employees as to their meaning, will not be accepted as a reason for failing to comply with them.

14.2 If employees are in doubt about the application of these standards to personal circumstances, they should request an interpretation by their Corporate Director.

Signed .....Headteacher .....

Signed .....Chair of Governors .....

