

EMPLOYMENT COMMITTEE

Excerpt of the minutes of the meeting held on Tuesday 27 March 2012 at the Town Hall, Royal Leamington Spa at 4.30 pm.

PRESENT: Councillor Kirton (Chairman) Councillors: Barrott, Boad, Caborn, Coker, Ms Dean and Doody

Apologies were received from Councillors Copping, Mrs Gallagher and Hammon.

(Councillor Ms Dean substituted for Councillor Mrs Knight)

27. **DECLARATIONS OF INTEREST**

There were no declarations of interests relevant to these items.

30. **PAY POLICY STATEMENT**

The Committee considered a report from Human Resources which presented the Council's Pay Policy Statement for 2012-2013 as required under the Localism Act 2011, Chapter 20, Part 1 Local Government, Chapter 8 Pay Accountability. It set out the Authority's policies for the financial year relating to the remuneration of chief officers, the remunerations of the lowest paid employees and the relationship between the remuneration of its chief officers and its employees that were not chief officers.

Karen Warren, the Human Resources Manager, explained that the Statement needed to go to Council in April 2012.

The Committee asked Mrs Warren to investigate the rate paid to officers for business mileage. It was noted that the Council did not have to pay above HMRC rates and Mrs Warren was asked to look into this and report back.

RECOMMENDED that:

- (1) the Pay Policy Statement, set out in Appendix 1 of the minutes, be approved and published for the 2012/2013 financial year; and
- (2) the Pay Policy Statement be published on an annual basis with reviews and amendments in-year if required, subject to consideration at Employment Committee and approval by Council.

31. **EMPLOYEE CODE OF CONDUCT**

The Committee considered a report from Civic and Committee Services which brought forward an amended version of the Employee Code of Conduct to ensure it reflected current best practice.

EMPLOYMENT COMMITTEE MINUTES (Continued)

The Committee noted that the Employee Code of Conduct had not been amended since 1995.

RECOMMENDED the amended Employee Code of Conduct, as set out in Appendix 2 of the minutes, to Council for adoption.

(The meeting ended at 5.45 pm)

PAY POLICY STATEMENT 2012/13

Introduction and Purpose

Warwick District Council aims to have a comprehensive remuneration package that is appropriate and fair for all levels of roles and responsibilities; ensuring that transparency and equality underpins any rewards.

Under section 112 of the Local Government Act 1972, the Council has the "power to appoint officers on such reasonable terms and conditions as authority thinks fit".

This Pay Policy Statement sets out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency with regard to the setting of pay for its employees by identifying:

- the methods by which salaries of all employees are determined
- the detail and level of remuneration of its most senior staff i.e. 'chief officers', as defined by the relevant legislation
- the Committee responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council

Once approved by Council, this policy statement will come into immediate effect and will be subject to review on a minimum of an annual basis in accordance with the relevant legislation prevailing at that time.

REMUNERATION PROVISIONS

Definition of Chief Officers

The definitions of Chief Officer are taken from the Localism Act 2011 and set out in Article 12 of the Council's Constitution as:

Chief Executive
Deputy Chief Executive
Heads of Service
Section 151 Officer
Monitoring Officer

Definition of Lowest Paid Employees

These are employees in Grades J and I of the NJC grading structure which are the bottom two bands in the scheme. The grading and banding is underpinned by Hay job evaluation scheme. Currently those employees in Grade J account for a very small proportion of the workforce, therefore Grade I is also included.

Apprentices may be employed on a lower wage as they are considered to be on a training agreement with the Council, rather than a full employment contract.

Section 1- POLICY ON REMUNERATION OF CHIEF OFFICERS

1. Levels of Pay for Each Chief Officer

EMPLOYMENT COMMITTEE MINUTES (Continued)

The Chief Executive as head of the paid service is employed on the JNC terms and conditions of service and paid a salary that is a spot payment, commensurate with the role.

The Deputy Chief Executives, Heads of Service (which include the Monitoring Officer and the Section 151 Officer at this level) are paid within the Warwick Senior Management Grades (WSMG) on a salary which is considered a market rate within the local government sector. There are 3 salary scale incremental levels; the current levels of pay for each Chief Officer are set out in Appendix 1.

2. Elements of Remuneration for Each Chief Officer

In addition to the basic salary outlined above, Chief Officers may claim business mileage as a Casual Car User; none of the Chief Officers are in receipt of an Essential Car User Allowance payment.

The Chief Executive is the Council's Returning Officer and receives an Election Allowance. This allowance is set by central government and it varies each year depending on the number and type of elections held in each year.

The Council's Monitoring Officer role is carried out by one of the Deputy Chief Executives as part of the current role; a separate payment for Monitoring Officer is not made.

For an exceptional piece of work or an exceptional achievement, a Chief Officer may be awarded an honorarium. The Chief Executive can approve this for any employee and this is either paid as a one off payment or can be a monthly allowance for a temporary period.

Employer contributions for LGPS for 2012/2013 is 16.1% and Employee contributions can be found at www.warwickshire.gov.uk/pensions

These elements of remuneration for 2012/13 are set out in Appendix 1.

3. Pay Levels on Recruitment

The pay level offered on recruitment is typically the bottom point of the salary grade for all roles including Chief Officers. In situations, however, where the individual recruited has a high level of knowledge or skills, and/or previous relevant experience, a higher salary up to the maximum salary for that post, may be authorised by the Chief Executive.

4. Increases to Pay

Any cost of living increases agreed through JNC are applied to Chief Officers pay. This is typically on 1st April each year and incremental increase to their pay will be applied as follows:

- Chief Officers appointed between 1st October and 31st March will receive an increment on 1st October the following year and thereafter
- Chief Officers appointed between 1st April and 30th September will receive an increment on 1st April the following year and thereafter.

EMPLOYMENT COMMITTEE MINUTES (Continued)

There are 3 levels of increment; the first is the recruiting salary, the second level is automatic but the final level is subject to a satisfactory performance as signed off by their line manager. It may be withheld if the Chief Officer is deemed to not have a satisfactory performance appraisal or has a live formal written warning for conduct or performance issues.

Where a Chief Officer has given exceptional performance then they may be awarded additional increments outside of the normal incremental timescale as detailed above - subject to their pay not exceeding the maximum salary for their post. This would be authorised by the Chief Executive.

Chief Officers' pay will be benchmarked regularly against the market to ensure consistency is maintained both in the peer local authorities and nationally if relevant. Where there are significant changes in market rates then a pay benchmarking assessment will be carried out for Chief Officers. The last pay benchmarking on Chief Officers was completed in 2008/09.

Where a Chief Officer is temporarily working in a higher level role, (duration of 3 months or more) this may be recognised by payment of an honorarium or the higher salary relevant to that role on a temporary basis.

5. Performance Related Pay or Bonuses

Exceptional performance of Chief Officers is recognised by either accelerated increments or an honorarium as detailed previously. Poor performance may result in an increment being withheld.

The Council is currently reviewing a scheme under which, a non-consolidated payment is made that is directly related to the Council's overall performance achievement for the next 5 financial years. This scheme is yet to be defined and agreed.

6. Termination Payments

In the case of redundancy, a severance payment would be made to a Chief Officer in line with the current the Redeployment and Stability of Employment policies and as per the Redundancy Calculator.

Leavers who wish to apply for Early Retirement or Flexible Retirement may do so in accordance with the associated policies for early retirement and flexible retirement.

In the case of termination due to Ill-health, a termination payment would not be applicable but a higher pension benefit may be approved by the pension scheme. The pension benefit may include a lump sum in addition to an on-going pension payment.

On termination of employment, if it is not possible or desirable for the Chief Officer to serve their contractual or statutory notice period, then a payment may be made in lieu of the notice period.

Any contractual payments such as outstanding annual leave are usually included in payments on termination of employment. Similarly any monies owing to the Council would be deducted from payments made on termination.

EMPLOYMENT COMMITTEE MINUTES (Continued)

The Council may chose to make a payment under a Compromise Agreement to protect against compensation claims that could be expensive or bring the Council into disrepute. Typically such payments are less than a years salary. Approval for payment at the Chief Executive level would need the Executive approval whilst for posts at Deputy Chief Executive or Head of Service level, would be approved by the Chief Executive under delegated powers.

For any such payments for grades below Head of Service, approval may be given by the Deputy Chief Executive again with delegated powers.

Section 2 - POLICY ON REMUNERATION OF ALL EMPLOYEES AND IDENTIFICATION OF OUR LOWEST PAID EMPLOYEES

Our definition of the lowest paid employees within the Council is determined by the grade for their post, which is underpinned by Hay job evaluation scheme. Market supplements may be given to some posts where there are recruitment and retention difficulties. Currently none of our lowest paid employees receive a market supplement on their salary.

Using the Hay Job Evaluation process, the Councils uses the nationally negotiated pay spine (further details can be found at www.LGE.gov.uk) as the basis for its local grading structure. This determines the salaries of the large majority of the workforce – apart from Chief Officers - together with the use of other nationally defined rates where relevant. There have not been any pay increases in the national pay scheme since April 2009.

All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by the Council. In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.

New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector.

Section 3 - THE RELATIONSHIP BETWEEN REMUNERATION OF CHIEF OFFICERS AND OTHER EMPLOYEES

The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers (as included within the Hutton 'Review of

EMPLOYMENT COMMITTEE MINUTES (Continued)

Fair Pay in the Public Sector' 2010). The Hutton report was asked by Government to explore the case for a fixed limit on dispersion of pay – in that a public sector manager cannot earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's 'Code of Recommended Practice on Data Transparency' recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the Council's workforce.

Currently the average (mean) of the Chief Officers pay is 2.9 times that of the rest of the employees. The highest earning Chief Officer earns 4.5 times the mean of the rest of the employees. The highest earning Chief Officer earns 8.4 times the mean of the lowest paid employees.

Currently the median Chief Officers pay is 3.0 times that of the rest of the employees. The highest earning Chief Officer earns 5.2 times the median salary of the rest of the employees.

These figures are accurate as of January 2012 and exclude any other payments or allowances.

As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

Section 4 - PUBLICITY AND ACCESS TO INFORMATION

This policy including Appendices will be available on our web site www.Warwickdc.gov.uk.

Section 5 - RELATED DOCUMENTS

Early Retirement
Flexible Retirement
Redeployment and Stability of Employment
Ill-Health Retirement Policy
Recruitment Policy
Honoraria Policy
Final Increment Scheme for Chief Officers
Capability Policy
Disciplinary Policy
Hay Job Evaluation Scheme Outline
Car Users guidelines

| | |
|----------------------|------------|
| Date of first issue: | March 2012 |
| Date of next review: | March 2013 |

EMPLOYMENT COMMITTEE MINUTES (Continued)

WARWICK SENIOR MANAGERS GRADES

(WSMG Scheme for Chief Officers excluding the Chief Executive)

Basic Pay

| Grade | Post | Starting Point | Mid Point | Max Point |
|--------------|--|-----------------------|------------------|------------------|
| | Chief Executive | £95,750 | - | £104,840 |
| WSMG1 | Deputy Chief Executive | £78,000 | £81,250 | £84,500 |
| WSMG2 | Head of Finance | £69,000 | £71,750 | £74,500 |
| WSMG3 | Head of Corporate & Community Services | £55,310 | £57,615 | £59,921 |
| WSMG3 | Head of Housing & Property Services | £55,310 | £57,615 | £59,921 |
| WSMG3 | Head of Neighbourhood Services | £55,310 | £57,615 | £59,921 |
| WSMG3 | Head of Cultural Services | £55,310 | £57,615 | £59,921 |
| WSMG3 | Head of Community Protection | £55,310 | £57,615 | £59,921 |
| WSMG3 | Head of Development Services | £55,310 | £57,615 | £59,921 |
| WSMG3 | Head of Environmental Services | £55,310 | £57,615 | £59,921 |

ELEMENTS OF REMUNERATION FOR CHIEF OFFICERS

Car Mileage Payments

The accumulative mileage claim for the Chief Officer population for 2011/12 was approximately £2,437. It is estimated that the figure would be in the same region for 2012/13.

Election Allowance for 2012/13 (Chief Executive only)

The fee paid to the Returning Officer is determined by legislation and the recovery of the costs for the Returning Officer duties at a UK or European Election is met from Central Government funds and as such does not constitute a cost the Council.

Honorarium Payments

None expected for Chief Officers in 2012/13

Relocation Scheme

None anticipated for 2012 / 13

Mortgage Subsidy Scheme

None currently

WARWICK DISTRICT COUNCIL

CODE OF CONDUCT FOR EMPLOYEES

Introduction

The position of a Local Government Officer is one which requires the highest standard of personal conduct as set out in the National Joint Council Scheme of Conditions of Service. Local Government Officers should also be mindful of the Bribery Act 2010, guidance for which is available from Internal Audit.

The code sets out some of the areas where issues can arise, however this not exhaustive and employees should, where not directly mentioned adhere to the principles of the code. The code is designed to protect the employee and provide clarity for all. However where it is broken, the Council may take disciplinary action and/or prosecution.

There are 3 key points to remember in all that you do

- Ensure your conduct is never influenced by personal gain
- Ensure your conduct could not give anyone reason to question your motives
- Ensure your conduct is in line with our policies

The Code applies to all Warwick District Council Employees. In addition to employees the Code also covers casual members of staff, temporary members of staff, agency staff, volunteers contractors and consultants, although in this instance they are covered by the term Employee. Inevitably some of the issues covered by the Code will affect senior, managerial and professional employees more than it will others. Activities carried out by employees acting as members of companies or voluntary organisations should be subject to the standards within this Code.

WARWICK DISTRICT COUNCIL

CODE OF CONDUCT

1. Standards

1.1 Local government 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 the appropriate manager any impropriety or breach of procedure. In addition the Council has a Whistle Blowing Policy which is available via the intranet.

2. Disclosure of Information

2.1 It is generally accepted that open government is best. The law requires that certain types of information must be available to councillors, auditors, government departments, service users and the public. The authority

EMPLOYMENT COMMITTEE MINUTES (Continued)

itself may decide to open other types of information. Employees must be aware of which information within their authority is open and which is not, and act accordingly.

- 2.2 Employees should not use any information obtained in the course of their duties for personal gain of 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.

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 Subject to the authority's conventions, employees may also be 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.
- 3.4 Political assistants appointed on fixed term contracts in accordance with the Local Government and Housing Act 1989 are exempt from the standards set in paragraphs 3.1 to 3.3.

4. Relationships

4.1 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 avoided. Officers should also be mindful of the details of the Member/Officer Protocol of the Council's Constitution

4.2 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 or individuals within that community as defined by the policies of the authority.

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 as set out in the requirements of the Code of

EMPLOYMENT COMMITTEE MINUTES (Continued)

Procurement Practice. No part of the local community should be discriminated against.

- 4.4 Employees who 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, should declare that relationship to the appropriate manager.

5. Appointment and Other Employment Matters

- 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 is 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 them.
- 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, close personal friend etc.

6. Outside Commitments

- 6.1 Some employees have conditions of service which require them to obtain written consent to take on any outside employment. All employees should be clear about their contractual obligations and should not take outside employment which conflicts with the authority's interests.
- 6.2 Employees should follow the authority's rules on the ownership of intellectual property or copyright created during their employment.

7. Personal Interests

- 7.1 Employees must declare, any non-financial interests that they consider could bring about conflict with the authority's interests.
- 7.2 Employees must declare any financial interests which would conflict with the authority's interests.
- 7.3 Employees should declare to their membership of any organisation not open to the public without formal membership rules and commitment of allegiance and which has secrecy about rules or membership or conduct.
- 7.4 Any declarations made under headings 7.1 to 7.3 should be recorded on the official registration form (a copy is appended to this Code), noted by the line manager and submitted to Senior Management Support Team or, for the Chief Executive's Office, to the Chief Executive's Personal Assistant for counter-signature and storage. If there is any change in line manager the employee should notify their new manager of their previous declaration.

8. Equality Issues

- 8.1 All local government employees should ensure that policies relating to equality issues as agreed by the authority are complied with in addition to the requirements of the law. All members of the local community,

EMPLOYMENT COMMITTEE MINUTES (Continued)

customers and other employees have a right to be treated with fairness and equality.

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 the client and the contractor 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 should, as soon as they have formed a definite intent, inform the appropriate manager and withdraw from the contract awarding processes.

9.5 Employees should ensure that no special 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.

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 challenge to the authority.

12. Hospitality

12.1 All those covered by this code 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. Attendance should be authorised by the line manager and where the value is believed to be over £10 recorded.

12.2 There are circumstances in which a working lunch is an acceptable way of doing business provided that no extravagance or lavishness is involved. Similarly, organisations might organise a lunch time reception of people

EMPLOYMENT COMMITTEE MINUTES (Continued)

with like interests - these again are acceptable provided that they are not lavish and that the officer's work is such that meeting the people concerned is likely to be beneficial.

- 12.3 Evening receptions and entertainments should be treated with greater doubt, but will not always be inappropriate.
- 12.4 When hospitality has to be declined, those making the offer should be courteously but firmly informed of the procedures operating within the authority.
- 12.5 When receiving authorised hospitality, employees should be particularly sensitive as to its timing in relation to decisions which the authority may be taking which potentially affects those providing the hospitality.
- 12.6 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 when the authority is not compromised. Where visits to inspect equipment, etc. are required, employees should ensure that authorities meet the cost of such visits to avoid jeopardising the integrity of subsequent purchasing decisions.
- 12.7 In respect of hospitality, hard and fast rules are impossible to set and acceptability will depend on value and circumstances. Wherever there is doubt discuss it with your line manager. All hospitality declined or accepted valued over £10 should be recorded on the official registration form (a copy is appended to this Code) and submitted by Senior Management Support Team, or for Chief Executive's Office, the PA to the Chief Executive.

13. Gifts

- 13.1 All people covered by this code should not accept significant personal gifts from contractors and outside suppliers. Gifts of a promotional nature given to a wide range of people can be accepted personally if they are believed to be of a value of less than £10. Gifts above this level, from organisations the Council does business with, should be declined.
- 13.2 It can cause needless offence to members of the public to refuse a small gift offered by way of gratitude for helpfulness with a problem, etc. Provided that there is no continuing business relationship between the Council and that individual such items may be accepted if they are of modest value and if offence would otherwise be caused. It may sometimes be appropriate for gifts to be passed to the Chairman of the Council as a prize for charity fund raising.
- 13.3 All gifts outlined above either accepted or declined believed to be worth more than £10, recorded on the official registration form (a copy is appended to this Code) and submitted kept by Senior Management Support Team or, for Chief Executive's Office, the PA to the Chief Executive.

EMPLOYMENT COMMITTEE MINUTES (Continued)

14. Sponsorship - Giving and Receiving

- 14.1 Where an outside organisation wishes to sponsor or is seeking to sponsor a local government activity, whether by invitation, tender, negotiation or voluntary, the basic conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.
- 14.2 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 an appropriate manager 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 or interest involved.

15. Conflicts of Interest

- 15.1 Employees may be called upon to use their expertise outside office hours to assist a third party. There is nothing inherently wrong with this - indeed work with charities, voluntary groups, etc. is to be commended - provided that there is no conflict of interest between the officer's duty to the Council and their outside involvement.
- 15.2 Examples of unacceptable conflict are an employee drawing plans for submission to this Council as Planning Authority; negotiating on behalf of an organisation directly with this Council or in competition to it; advising voluntary organisations in pursuit of financial assistance from this Council. There will, of course, be many others. Any areas of doubt should be discussed with your line manager.
- 15.3 Employees are reminded that if they are aware that they have an interest, whether financial or otherwise, in any contract involving the Council they are under a legal obligation (Section 117, Local Government Act 1972) to disclose that interest. Such disclosures must be on the official registration form (a copy is appended to this Code) and passed Senior Management Support Team or, for Chief Executive's Office, the PA to the Chief Executive.
- 15.4 Employees should be aware that information which is in their possession because of their official position can be useful to third parties. Any information held by any member of staff must only be used for its intended purpose and must not be divulged to third parties inappropriately such that it could in anyway prejudice the; the interests of the Council or its customers or could give unfair advantage to a third party.
- 15.5 Employees should also be mindful of situations when handling sensitive information of instances in their personal life when a friend or relative involved with another organisation the Council is working with. In this situation you should inform your line manager of the potential conflict.

16. Use of Council Facilities

- 16.1 Employees should always make sure that any facilities such as transport, stationery, computer or secretarial services provided by the Council for use in their duties are used strictly for those duties and no other purpose. This will not prevent staff, who may undertake work at home, from time

EMPLOYMENT COMMITTEE MINUTES (Continued)

to time taking necessary equipment home for this purpose. You should, however, alert your line manager if you are intending to take home valuable equipment.

17. Register

- 17.1 The Register of Hospitality, Gifts and Employees Interest will be maintained by Senior Management Support Team or for Chief Executive's Office the PA to the Chief Executive, in loose leaf format. An official registration form for the purpose is attached to this Code.

18. Disciplinary Action

- 18.1 This Code of Practice is provided in order to provide a degree of comfort to staff that if they act within its provisions they have no need for concern at subsequent criticism. Any areas of uncertainty should be queried with your line manager as appropriate. Staff who act outside the provisions of the code may expect disciplinary action, as appropriate, to be taken.

EMPLOYMENT COMMITTEE MINUTES (Continued)**WARWICK DISTRICT COUNCIL
REGISTER OF HOSPITALITY, GIFTS OR EMPLOYEE INTERESTS**

| | |
|----------------|--|
| Officer's name | |
| Service Area | |

HOSPITALITY AND GIFTS

| | |
|---|--|
| Date | |
| Received from | |
| Given to or received by | |
| Type of gift/Nature of Hospitality | |
| Action taken (e.g. Accepted/Refused/Passed to charity/etc.) | |
| Relevant circumstances/comments: | |

EMPLOYEE INTEREST

| | |
|---|--|
| Date: | |
| Nature of interest | |
| WDC work that could be in conflict with this interest | |
| How conflict is to be avoided | |

APPROVAL

| | |
|---|--|
| Signature of Employee | |
| Signature of Head of Service, Deputy Chief Executive or Chief Executive | |
| Date | |