

Table of Changes to Employee Code of Conduct September 2018

Previous	Propose
<p>1.6 This Code is binding on all Council staff. Breaches of the Code and the standards it expresses may result in disciplinary action. We also expect all staff to operate within the law. Unlawful or criminal behaviour, even away from work, may lead to action against you by the Council.</p>	<p>1.6 This Code applies to all Council staff. This Code does not form part of your contract of employment with the Council, and the Council reserves the right to amend it at any time.</p> <p>1.7 Breaches of the Code and the standards it expresses may result in disciplinary action, with one possible consequence being dismissal from your employment. In some cases, e.g. if there is evidence of corruption or fraud, the Council may even refer the matter to the police for prosecution. We also expect all staff to operate within the law. Unlawful or criminal behaviour, even away from work, may lead to action against you by the Council and/or a referral to the police.</p>
<p>2.1 We are here to serve the people who live in, work in, or visit the District. This requires a positive commitment to public service and putting our service users, customers and the community first. Our services can have a profound effect on the quality of their lives and we have a duty to give our best at all times. They have the right to expect us to listen to them, be open, honest, helpful and professional in our approach. They are entitled to have confidence in our services that depends on you being considerate, responsible, sensitive and mindful of the need to respect confidentiality.</p>	<p>We are here to serve the people who live in, work in, or visit the District. This requires a positive commitment to public service and putting our customers and the community first. Our services can have a profound effect on the quality of their lives and we have a duty to give our best at all times. They have the right to expect us to be receptive, open, honest, helpful, considerate, responsible, sensitive, and maintain confidentiality.</p>

Previous	Propose
<p>2.2 You must:</p> <p>(b) never demean, distress or offend the decency of others. For example, by:</p> <ul style="list-style-type: none"> – displaying any material or picture which could be seen by others as offensive, or making degrading racist, or sexually suggestive comments or other inappropriate/insensitive remarks 	<p>2.2 You must:</p> <p>(b) never demean, distress or offend the decency of others. For example, by:</p> <ul style="list-style-type: none"> – displaying any material or picture which could be seen by others as discriminatory, defamatory, offensive, pornographic, threatening, harassing, bullying, intimidating degrading, sexually suggestive or any other inappropriate or insensitive remarks
<p>2.2 You must:</p> <p>(i) respect other people, their rights and property</p> <p>(j) comply with and implement Council policies.</p>	<p>2.2 You must:</p> <p>(i) respect other people, their rights and property</p> <p>(j) ensure your conduct does not give anyone cause to question your motives.</p> <p>(k) comply with and implement Council policies.</p>
<p>2.3 You should:</p> <p>(c) ensure you are aware of and comply with the Council's Alcohol and Drugs at Work Policy</p>	<p><i>No need to mention Alcohol and Drugs at Work Policy specifically – other policies not mentioned specifically.</i></p>
<p>3.1.1 Your manager is there to support you and give you direction in your work. You are expected to be accountable and show loyalty to the Council and to support its managers. A climate of mutual confidence, trust and respect between managers and staff is essential to achieving work targets and providing a high quality service.</p>	<p>3.1.1 Your manager is there to support you and give you direction in your work. You are expected to be accountable and show loyalty to the Council and to support its managers and other officers. A climate of mutual confidence, trust and respect between managers and staff is essential to achieving work targets and providing a high quality service.</p>
<p>3.1.2 You must carry out all relevant instructions that apply to your role.</p>	<p>3.1.2 You must carry out all relevant and reasonable instructions that apply to your role.</p>

Previous	Propose
3.2.1 For the Council, the people it employs make a difference. The Council expects managers to provide staff with clear direction, positive motivation and the opportunity to develop their skills.	3.2.1 For the Council, the people it employs make a difference. The Council expects managers to provide staff with clear direction, positive motivation and the opportunity to develop their skills and to jointly deliver quality services to the public.
3.2.3 You should: (a) set standards of work, give feedback and advice to staff on how improvements can be made and ensure standards are met	3.2.3 You should: (a) set standards of work, give constructive feedback and advice to staff on performance and, where necessary, on how improvements can be made to working practices to ensure standards are met.
3.2.3 You should: (f) consider constructive suggestions for improving working practices and standards of service.	<i>States the same as previous paragraph [4.2.3 (e)] so not required.</i>
4.1.1 The Council aims to promote good healthy and safe working amongst its staff. You have a responsibility to contribute to safe working environment. Failure to do so may put you, the public or other staff at risk.	4.1.1 It is a legal duty to ensure so far as reasonably practicable the health, safety and wellbeing and welfare at work. Therefore, the Council aims to promote a good healthy and safe working amongst its staff. You have a responsibility to comply with the Council's Health and Safety Policy and to contribute to safe working environment. Failure to do so may put you, the public or other staff at risk.
4.1.2 Have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others, and where appropriate, always using safety/protective equipment that is supplied. Whenever an employee, supervisor or manager notices a health and safety problem which they are not able to put right, they must straightaway tell the Line Manager. They may also tell a Safety Representative if there is one.	4.1.2 All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others, and where appropriate, always using safety/protective equipment that is supplied. Whenever an employee, supervisor or manager notices a health and safety problem which they are not able to put right, they must immediately tell the Line Manager.

Previous	Propose
<p>4.4.1 We expect you to perform your duties and use the Council's money and resources with honesty and be able to demonstrate that at all times. It is a criminal offence for you to give, receive or ask for any gift, reward or advantage for work done in your official capacity. It is up to you to show that any such reward was disclosed to your manager and that it was not improperly obtained.</p>	<p>4.4.1 We expect you to perform your duties and use the Council's money and resources with honesty and be able to demonstrate that at all times. It is a criminal offence for you to give, receive or ask for any gift, reward or advantage for work done in your official capacity.</p>
<p>4.4.3 Certain posts within the Council are legally designated as politically restricted. This means that as a postholder you would be debarred from any form of political activity as this would be seen to produce conflicts of interest. A list of these posts is included in the Staff Handbook and covers all staff that are paid on salary point 44 or above. The Handbook also tells you what restrictions are placed upon you if you are in this category. You should familiarise yourself with these. You should discuss any concerns you have with your Head of Service, the Deputy Chief Executive or the Monitoring Officer.</p>	<p>4.4.3 Certain posts within the Council are legally designated as politically restricted. This means that as a postholder you would be debarred from any form of political activity as this would be seen to produce conflicts of interest. A list of these posts is published on the intranet together with relevant guidance. You should familiarise yourself with these. You should discuss any concerns you have with your Head of Service, the Deputy Chief Executive or the Monitoring Officer.</p>
<p>4.4.5 You must:</p> <p>(b) report to your Head of Service, as soon as possible, any offers of money, favours, gifts or hospitality you are offered or receive (even if you refuse them). You will be expected to record any gifts or hospitality offered or received, in the Service register</p>	<p>4.4.5 You must:</p> <p>(b) report to your Head of Service, as soon as possible, any offers of money, favours, gifts or hospitality you are offered or receive (even if you refuse them). As an officer you should ensure that these approaches/offers are recorded in line with Gifts and Hospitality procedure by recording it in the register and that you retain a copy of the necessary declaration for your own records</p>
<p>4.4.5 You must:</p> <p>(e) not use any influence to get people you meet through your work to leave you things in their will;</p>	<p>4.4.5 You must:</p> <p>(e) not become involved with the making of a service users' wills or with soliciting any form of bequest or legacy from a service user</p>

Previous	Propose
<p>4.4.5 You must:</p> <p>(f) report to your Head of Service if people you meet through work leave you things in their Will;</p> <p>(g) comply with the Council's Codes of Financial Practice and Procurement Practice. If your job includes making payments or letting contracts, you should make sure you understand the Council's rules;</p>	<p>You must:</p> <p>(f) report to your Head of Service if people you meet through work leave you things in their Will</p> <p>(g) not borrow money from, lend money to, sell or dispose of goods belonging to service users</p> <p>(h) comply with the Council's Codes of Financial Practice and Procurement Practice. If your job includes making payments or letting contracts, you should make sure you understand the Council's rules</p>
<p>4.4.5 You must:</p> <p>(k) you must inform your line manager in writing of all work undertaken outside of your employment with the Council and declare any actual or potential conflicts of interest between your work and outside activities of yourself and close family.</p> <p>If your employment with the Council is paid on scale point 32 (or equivalent) and above, you must have written permission from your Head of Service prior to commencing any additional employment.</p> <p>All such work should be recorded on Appendix 2 to this document and issued to your Head of Service who will retain it on your personnel file.</p> <p>You must ensure that any outside work does not adversely affect your work with the Council and that it does not create a conflict of interest with the Council. Your prime loyalty should be to the Council.</p>	<p>4.4.5 You must:</p> <p>(l) inform your line manager in writing of all work undertaken outside of your employment with the Council and declare any actual or potential conflicts of interest between your work, other colleagues and outside activities of yourself, friends and family.</p> <p>If your employment with the Council is paid on scale point 32 (or equivalent) and above, you must have written permission from your Head of Service, or if you are a Head of Service from the CMT, prior to commencing any additional employment.</p> <p>All such work should be recorded on Appendix 2 to this document and issued to your Head of Service (or the CMT) and it will be retained on your personnel file.</p> <p>You must ensure that any outside work does not adversely affect your work with the Council and that it does not create a conflict of interest with the Council. Your prime loyalty should be to the Council.</p>

Previous	Propose
<p>4.5.1 Whenever possible you should always decline, politely, any gifts or hospitality offered to you as a result of your work as an officer. When this is not possible, without causing offence you may accept the gift or hospitality but discuss it with your line manager</p> <p>4.5.2 Even if you decline or accept an offer you must record all gifts and hospitality that are offered to you in the course of your duties for the Council. These include those from Councillors, contractors, other public bodies, consultants or others with whom you have a business relationship.</p> <p>4.5.3 A register is kept by Chief Executive for recording gifts/hospitality, their value, the person or organisation offering them and whether they were accepted. A form for registering these is attached as Appendix 3 to this document.</p> <p>4.5.4 If you are not sure about how to react to such offers you should seek advice from your line manager or Head of Service.</p> <p>4.5.5 You must:</p> <p>(a) declare any gifts or hospitality in a timely and accurate manner</p> <p>(b) raise any concerns about a potential gift or offer of hospitality with your manager as soon as you become aware of it.</p>	<p>4.5.1 Whenever possible you should always decline, politely, any gifts or hospitality offered to you as a result of your work as an officer. When this is not possible, without causing offence you may accept the gift or hospitality but you must report it to your line manager.</p> <p>4.5.2 Even if you decline or accept an offer you must record all gifts and hospitality considered to be equal to or above the value of £10 that are offered to you in the course of your duties for the Council. These include those from Councillors, contractors, other public bodies, partner organisations, consultants or others with whom you have a business relationship.</p> <p>4.5.3 A central register is kept by the Democratic Services Manager & Deputy Monitoring Officer (and a copy should be provided to HR for inclusion on the employees personnel file) for recording gifts/hospitality, their value, the person or organisation offering them and whether they were accepted. A form for registering these is attached as Appendix 3 to this document.</p> <p>4.5.4 If you are not sure about how to react to such offers you should seek advice from your line manager or Head of Service.</p> <p>4.5.5 You must:</p> <p>(a) declare any gifts or hospitality in a timely and accurate manner</p> <p>(b) raise any concerns about a potential gift or offer of hospitality with your manager as soon as you become aware of it.</p>

Previous	Propose
<p>4.6.1 We expect you to use sensitive information properly and to have due respect for confidentiality. Information gathered while working for the Council, whether held electronically or by other means, should not be used for commercial or personal gain or otherwise misused.</p>	<p>4.6.1 We expect you to use sensitive information properly and to have due respect for confidentiality. Information gathered while working for the Council, whether held electronically or by other means, should not be used for commercial or personal gain, someone else's gain or otherwise misused. Due regard needs to be given to the Council's Information Security Policy.</p>

Previous	Propose
<p>4.6.2 You must:</p> <p>(a) not knowingly disclose information given to you in confidence by anyone, or disclose information acquired that you believe is of a confidential nature, without the consent of the person authorised to give it, or unless you are required by law to do so</p> <p>(b) not knowingly prevent another person from gaining access to information to which that person is entitled by law</p> <p>(c) know what information the Council treats as confidential (if in doubt, check with your manager)</p> <p>(d) know who is entitled to have access to what information</p> <p>(e) be responsible and professional in using and allowing access to personal information on clients, customers, staff and others</p> <p>(f) use personal information in line with the principles of the Data Protection Act.</p> <p>Such data must:</p> <ul style="list-style-type: none"> – be obtained lawfully and fairly – be held only for specified and lawful purposes – be relevant and just sufficient for those purposes – be used or disclosed for no other purpose – be accurate, up to date, and kept only as long as is necessary – be held securely to prevent unauthorised access or tampering – be available for inspection and correction by the person it is about – not be transferred to countries outside the European Economic Area without adequate protection and without written assurance in line with legal requirement following approval from the Data Controller. <p>(g) report to your manager anyone, whether another member of staff, a member of the public or a Councillor, who attempts to put pressure on you for access to information to which they are not entitled.</p>	<p>4.6.2 You must:</p> <p>(a) not knowingly disclose information given to you in confidence by anyone, or disclose information acquired that you believe is of a confidential nature, including commercially sensitive information, without the consent of the person authorised to give it, or unless you are required by law to do so</p> <p>(b) not knowingly prevent another person from gaining access to information to which that person is entitled by law</p> <p>(c) know what information the Council treats as confidential and commercially sensitive information. (If in doubt, check with your manager.)</p> <p>(d) know who is entitled to have access to what information</p> <p>(e) be responsible and professional in using and allowing authorised users access to personal information on clients, customers, staff and others</p> <p>(f) use personal information in line with the Data Protection Act 2018 and General Data Protection Regulation</p> <p>(g) report to your manager anyone, whether another member of staff, a member of the public or a Councillor, who attempts to put pressure on you for access to information to which they are not entitled.</p>

Previous	Propose
<p>4.7.2 You must inform your Head of Service in writing immediately if you are charged with or convicted of a criminal offence whilst you are employed by the Council (this includes events having taken place outside of your working hours). The Council would then need to consider whether this charge or conviction could reasonably be considered to bring the Council into disrepute or makes you unsuitable to carry out your job. Whilst not an exhaustive list, examples would include:</p> <ul style="list-style-type: none"> – submitting false or fraudulent claims to the Council or other public bodies (for example, income support, housing or other benefit claims); – breaching copyright on computer software or published documents; – sexual offences, which may render you unfit to work with children or vulnerable adults; – crimes of dishonesty that render you unfit to hold a position of trust. 	<p>4.7.2 You must inform your Head of Service in writing immediately if you are charged with or convicted of a criminal offence or receive a caution whilst you are employed by the Council (this includes events having taken place outside of your working hours). The Council would then need to consider whether this charge, conviction or caution could reasonably be considered to bring the Council into disrepute or makes you unsuitable to carry out your job. Whilst not an exhaustive list, examples would include:</p> <ul style="list-style-type: none"> – submitting false or fraudulent claims to the Council or other public bodies (for example, income support, housing or other benefit claims) – breaching copyright on computer software or published documents – offences against children and/or sexual or violent in nature that may render you unfit to work with children or vulnerable adults – crimes of dishonesty that render you unfit to hold a position of trust.
<p>4.7.5 You must:</p> <p>(c) inform your Head of Service, the Head of Finance or the head of Internal Audit immediately if you become aware of a breach of the Code of Financial Practice or if you suspect a breach may have occurred.</p>	<p>4.7.5 You must:</p> <p>(c) inform your Head of Service, the Head of Finance or the Audit and Risk Manager immediately if you become aware of any breach of the Code of Financial Practice or if you suspect any breach may have occurred.</p>

Previous	Propose
<p>4.8.2 Close personal familiarity between individual Councillors and officers can damage this relationship and give rise to the appearance of improper conduct. Generally, a close relationship between a Councillor and member of staff is incompatible with the high standards of public life that the Council is promoting. Such a relationship is unacceptable, since it may put the member of staff, or the Councillor, in a position to exercise improper influence over the workings of the Council or give rise to suspicion that the opportunity for improper influence exists. It could lead to action against you under the disciplinary procedure. If such a relationship begins to develop you must discuss this as soon as possible with your Head of Service or your line Manager.</p>	<p>4.8.2 Close personal familiarity between individual Councillors and officers can damage this relationship and give rise to the appearance of improper conduct. Generally, a close relationship between a Councillor and member of staff is incompatible with the high standards of public life that the Council is promoting. If such a relationship exists or begins to develop you must discuss this as soon as practicably possible with your Head of Service.</p>
<p>4.9.2 You must:</p> <p>(a) get permission from your Head of Service to speak, write, or give interviews to the media</p>	<p>4.9.2 Staff must comply with the Council's Media Policy.</p> <p>4.9.3 You must:</p> <p>(a) get permission from your Head of Service to speak, write, or give interviews to the media whilst representing the Council</p>
<p>4.10.2 All managers have an absolute duty to act on employees' concerns. Failure to do so will be a disciplinary matter. Victimising staff that raise concerns or deterring someone from speaking out about fraud or abuse will be treated as a serious disciplinary offence. The detail of this is included with the Council's Disciplinary Policy.</p>	<p>4.10.2 All managers have an absolute duty to act on employees' legitimate concerns. Failure to do so will be a disciplinary matter. Victimising staff that raise legitimate concerns or deterring someone from speaking out about fraud or abuse will be treated as a serious disciplinary offence. The detail of this is included with the Council's Disciplinary Policy.</p>

Previous	Propose
<p>4.10.3 The Council will:</p> <ul style="list-style-type: none"> (a) take you seriously when you come forward and act swiftly to tackle any impropriety (b) do everything possible to support you and protect you from reprisals (c) do everything possible to protect your confidentiality (d) tell you what action is being taken. 	<p>4.10.3 The Council will:</p> <ul style="list-style-type: none"> (a) take you seriously when you come forward and act in a fair and reasonable manner to tackle any impropriety that is found to have taken place (b) do everything reasonably possible to support you and protect you from reprisals (c) do everything reasonably possible to protect your confidentiality (d) tell you what action is being taken.
<p>4.10.4 You must:</p> <ul style="list-style-type: none"> (a) know what practices are acceptable and which are not (as set out in this Code) – check with your manager if you are unsure 	<p>4.10.4 You must:</p> <ul style="list-style-type: none"> (a) know what practices are acceptable and which are not (as set out in this Code and the Whistleblowing Policy) – check with your manager if you are unsure
<p>4.10.4 You must:</p> <ul style="list-style-type: none"> (e) report any concerns about corrupt or improper conduct by others to your line manager, in the first instance. If you do not feel able to approach your line manager, you should report your concerns to your Head of Service or the Chief Executive, the Council's Monitoring Officer or the Audit and Risk Manager. <p>You also have the right to raise concerns about financial malpractice with the Council's External Auditors</p>	<p>4.10.4 You must:</p> <ul style="list-style-type: none"> (e) report any concerns about corrupt or improper conduct by others to your line manager, in the first instance. If you do not feel able to approach your line manager, you should report your concerns to your Head of Service or the Chief Executive, the Council's Monitoring Officer or the Audit and Risk Manager. <p>You also have the right to raise concerns about financial malpractice with the Council's External Auditors as set out in the Whistleblowing Procedure</p>
<p>4.11.1 The Council will apply this Code consistently and fairly. It is a public document and is distributed to all staff. Any breaches of the Code may result in disciplinary action.</p>	<p>4.11.1 The Council will apply this Code of Conduct consistently and fairly. It is a public document and is distributed to all staff. Any breaches of the Code may result in disciplinary action which could result in your dismissal.</p>

Previous	Propose
<p>4.11.2 Some breaches (known as gross misconduct) would be serious enough to justify the Council in dismissing staff for a first offence, and without notice. The examples of gross misconduct below are given so that you can judge what would compel the Council to dismiss you. This is not a complete list, since the circumstances of each case are different.</p>	<p>4.11.2 Some breaches (known as gross misconduct) could potentially be deemed serious enough to justify the Council in dismissing staff for a first offence, and without notice. The examples of gross misconduct below are given so that you can judge what could potentially compel the Council to dismiss you. This is not a complete list, since each case will be decided on their individual facts and circumstances.</p>

Previous	Propose
<p>4.11.3 The Council will consider dismissing you for gross misconduct if you:</p> <ul style="list-style-type: none"> (a) conceal any serious matter you should report (b) disclose any matter you should keep confidential (c) succeed in getting a job by lies or deception (d) commit serious acts of discrimination or harassment (e) threaten, fight with or assault anyone (f) steal or take or damage things that belong to someone else (g) seriously demean or offend the decency of others (h) act in a way that resulted, or would have resulted, in injury or danger to yourself or others (i) do private work when you should be at work for the Council (j) breach financial regulations or standing orders (k) refuse to make or abide by an agreement to repay any debt you owe to the Council (l) break a law at/or away from work which makes you unsuitable for the work you do or damages public confidence in the Council 	<p>4.11.3 For illustrative purposes only, these are examples were the Council will consider dismissing you for gross misconduct:</p> <ul style="list-style-type: none"> (a) conceal any matter that you should report in line with Council Policies (b) disclose any matter that you should keep confidential (c) succeed in getting a job by lies or deception (d) commit any acts of discrimination, harassment or victimisation (e) threaten, fight with or assault anyone (f) steal or take or damage things that belong to someone else and/or the Council (g) seriously demean or offend the decency of others (h) act in a way that resulted, or would have resulted, in injury or danger to yourself or others (i) undertaking private work when you are claiming time for working for the Council (j) breach financial regulations or standing orders (k) refuse to make or abide by an agreement to repay any debt you owe to the Council (l) break a law at/or away from work which makes you unsuitable for the work you do or would damage, or could potentially, damage public confidence in the Council
<p>4.12.1 Members of staff become involved in external organisations from time to time. This can result from being appointed by the Council as its representative or by other means.</p>	<p>4.12.1 Members of staff become involved in external organisations from time to time. This can result from being appointed by the Council as its representative or by other means. Examples of such organisations could be working groups such as the West Midlands Information Governance Forum or the local crime and disorder reduction partnership.</p>

Previous	Propose
<p>4.12.4 The Council's policy is for such executive appointments to be avoided where there is any possibility of a conflict of interest. Staff must take advice from their Head of Service if they are in doubt.</p>	<p>4.12.4 The Council's policy is for such executive appointments to be avoided where there is any possibility of a conflict of interest. Staff must take advice from their Head of Service if they are in doubt.</p> <p>4.12.5 All appointments must be approved by your Head of Service and who will ensure they are recorded centrally with the Democratic Services Manager.</p>
<p>Additional section to reference new WDC Voluntary Guidelines.</p>	<p>4.13 All employees must follow the Council agreed guidelines for volunteering to wo work on a recognised WDC project/event including elections and referendums.</p>
<p>5.1.1 The Code of Conduct covers all employees working under a contract of employment within Local Government, including session workers and casuals. Some of the issues covered by the Code may affect senior, managerial and professional employees more than it may others.</p>	<p>5.1.1 The Code of Conduct covers all employees working under a contract of employment within Local Government, including agency workers and casuals. Some of the issues covered by the Code may affect senior, managerial and professional employees more than it may others.</p>
<p>5.2.1 You are advised not to maintain outside interests that are to the detriment of your work with the Council or conflict with your employment with the Council.</p>	<p>5.2.1 You should not maintain outside interests that are to the detriment of your work with the Council or that conflict with your employment/position within the Council.</p>
<p>5.2.5 Membership of Clubs, Associations and Societies (Part B, Question 2 of the declaration form) – this includes special interest societies, charities, groups that are grant-aided by the Council and pressure groups. These need only be declared where there may be a direct impact on your area of work. You must declare membership of organisations not open to the public, with commitment of allegiance, which has secrecy about rules of membership or conduct and which furthers the interests of its members over the interests of others.</p>	<p>5.2.5 Membership of Clubs, Associations and Societies (Part B, Question 2 of the declaration form) – this includes special interest societies, charities, groups that are grant-aided by the Council and pressure groups. This includes declaring any membership of organisations not open to the public, with commitment of allegiance, which has secrecy about rules of membership or conduct and which furthers the interests of its members over the interests of others. These need only be declared where there may be a direct impact on your area of work with the Council.</p>

Previous	Propose
<p>5.2.9 Recruitment of Relatives (Part V, Question 7 of the declaration form) – the term “associated with” includes spouse, partner, close family members, e.g. mother, father, sister, brother and other persons with whom you have a close personal relationship.</p>	<p>5.2.9 Recruitment of Relatives (Part V, Question 7 of the declaration form) – the term “associated with” includes spouse, partner, close family members, e.g. mother, father, sister, brother and other persons with whom you have a close personal relationship.</p> <p>5.2.10 You must declare any contract that you or your spouse/partner – or the both of you – have with regard to the provision of a service or the supply of goods/assets to the Council, such as the lease of land or property to the Council.</p>
<p>5.4.1 Once you have completed the Code of Conduct declaration form, it will be reviewed by the Head of Human Resources. The information you give is strictly confidential.</p> <p>Heads of Service will be made aware of anything of relevance in the declaration and ensure that any declaration made will not be used inappropriately. Completed forms will be kept on personal files.</p>	<p>5.4.1 Once you have completed the Code of Conduct declaration form, you should forward it to your Head of Service for review and approval. It should then be forwarded to HR who will retain it on your personal file and also stored on a central register that is kept by the Democratic Services Manager and Deputy Monitoring Officer. The information you give is strictly confidential.</p>
<p>5.5.1 If you fail to return a declaration form, it will not, in itself, constitute a disciplinary offence. However, should a relationship or other issue emerge which was relevant and this has not been declared as set out in this Code, non-declaration might be taken as evidence of misconduct or gross misconduct in a disciplinary situation.</p>	<p>5.5.1 If you fail to return a declaration form, it will not, in itself, constitute a disciplinary offence. However, should a relationship or other issue emerge which was relevant and this has not been declared as set out in this Code, non-declaration may result in disciplinary action being taken against you</p>

Previous	Propose
N/A as new paragraph.	5.5.4 - In the case of someone wishing to complain about the conduct of an employee they should address their complaint to the relevant line manager or head of service and it would be for that Head of Service to determine, following an investigation in line with the Council's complaints policy, whether the employee contravened the Code