

Employment Committee

Wednesday 5 December 2018

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Wednesday 5 December 2018 at 6.00pm.

Membership:

Councillor Mrs Bunker (Chairman)	
Councillor Barrott	Councillor Mobbs
Councillor Day	Councillor Noone
Councillor Doody	Councillor Parkins
Councillor Mrs Evetts	Councillor Phillips
Councillor Mrs Falp	Liberal Democrat Vacancy

Emergency Procedure

At the commencement of the meeting, the Chairman will announce the emergency procedure for the Town Hall.

Agenda

1. Council Procedure Rule 33, to record future meetings

For the Committee to determine if it will resolve that: (1) from this point forward, any meetings of this Committee and its sub-committees, held in the Council Chamber at the Town Hall, Royal Leamington Spa, are both audio and visually recorded including where the press and public have been excluded; and (2) that Council be notified of this decision so that it can update Council procedure rules to reflect this.

2. Apologies and Substitutes

- (a) to receive apologies for absence from any Councillor who is unable to attend; and
- (b) to receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Councillor for whom they are acting.

3. Declarations of Interest

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct.

Declarations should be entered on the form to be circulated with the attendance sheet and declared during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

Members are also reminded of the need to declare predetermination on any matter.

If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.

4. **Minutes**

To confirm the minutes of the meeting held on 12 September 2018. **(Pages 1 – 7)**

5. **Minutes - Members/Trades Unions Joint Consultation & Safety Panel**

To note the record of the meeting held on 30 August 2018. **(Pages 1 - 2)**

6. **2019/20 NJC Pay Award Implementation**

To consider a report from Human Resources. **(Pages 1 - 18)**

7. **People Strategy Update**

To consider a report from Human Resources. **(Pages 1 – 51)**

8. **Public and Press**

To consider resolving that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following items by reason of the likely disclosure of exempt information within the paragraphs of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

Item Nos.	Para Nos.	Reason
9	1	Information relating to an Individual
9	2	Information which is likely to reveal the identity of an individual

9. **Minutes**

To confirm the confidential minutes of the meeting held on 12 September 2018. **(Pages 1 - 6)**
(Not for Publication)

Published Monday 26 November 2018

General Enquiries: Please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ.

Telephone: 01926 456114

E-Mail: committee@warwickdc.gov.uk


Enquiries about specific reports: Please contact the officers named in the reports.

You can e-mail the members of the this Committee at
employmentcommittee@warwickdc.gov.uk

Details of all the Council's committees, councillors and agenda papers are available via our website www.warwickdc.gov.uk/committees

Please note that the majority of the meetings are held on the first floor at the Town Hall. If you feel that this may restrict you attending this meeting, please call (01926) 456114 prior to this meeting, so that we can assist you and make any necessary arrangements to help you attend the meeting.

The agenda is also available in large print, on request, prior to the meeting by calling 01926 456114.

 Employment Committee 5th December 2018		Agenda Item No. 6
Title	2019/20 NJC Pay Award Implementation	
For further information about this report please contact	Elaine Priestley – Senior HR Officer Tracy Dolphin – HR Manager	
Wards of the District directly affected		
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	Yes/No If yes state why	
Date and meeting when issue was last considered and relevant minute number	Member Trade Union Joint Panel 28/11/18	
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	Yes (If No state why below)

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	11/11/18	Chris Elliott/Andrew Jones/Bill Hunt
Head of Service	11/11/18	As above
CMT	11/11/18	As above
Section 151 Officer	11/11/18	Mike Snow
Monitoring Officer	11/11/18	Andrew Jones
Finance	14/11/18	Mike Snow
Portfolio Holder(s)	14/11/18	Andrew Mobbs
Consultation & Community Engagement		
Consultation has taken place with UNISON who support the proposed implementation and welcomed the deletion of lowest Spinal Column Point		
Final Decision?		Yes/No
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 The purpose of this report is to request approval of the proposed implementation of the NJC 2019/20 Pay Award.

2. **Recommendation**

- 2.1 The Employment Committee approves the proposed implementation of the 2019/20 NJC Pay Award as detailed in Appendix 1 with effect from 1st April 2019. This implements the 2019/20 NJC Pay Award as agreed by the National Employers and Trade Unions with the exception of:

- a. The lowest spinal column point is not used and staff on grade J are incorporated in grade I.
- b. The five new spinal column points are not used.

- 2.2 The Employment Committee approves the necessary steps to amend terms and conditions to reflect the proposed changes.

3. **Reasons for the Recommendation**

- 3.1 All employees have the pay award increase implemented in accordance with the agreement reached by the National Employers and Trades Unions in the 2019/2020 NJC Agreement. The proposal put forward maintains the integrity of the Council's current grading structure, no staff are adversely affected and some benefit.
- 3.2 If the Council were to assimilate to the new spinal column point spine without making any changes this would result in Grade J becoming a single point grade, Grade F becoming a 6 point range and Grade E1 a 5 point range and a four point gap between G and F. This would give very unequal lengths of progression with those grades which are predominantly occupied by women taking 5 years to reach the maximum of the grade. This gives a very unbalanced grading structure and from an Equal Pay perspective this could trigger a risk to the Council.
- 3.3 In accordance with the advice received that grades may be amalgamated this opportunity has been taken to review the impact of raising the Council's minimum hourly rate by not using the lowest spinal column point and assimilating the 3 FTE roles in Grade I. This would obviate the single spinal column point grade and give a lowest pay rate of £9.18 as opposed to £9.00 thereby supporting the Council's ambition to be an above minimum wage employer. There are no reporting implications.
- 3.4 Not incorporating the five new spinal column points in to the Warwick District Council grading structure will maintain the integrity of the grading structure and not create disproportionality long grades. Advice received from West Midlands Employers confirms this is an approach being adopted by a number of authorities to maintain the integrity of their pay structure.
- 3.5 There are no changes to Warwick District Council grading structure to Grade E2 and above resulting from the revised pay spine.

3.6 The proposals put forward for implementation result in the following distribution of spinal column points per grade:

Grade	Number of Spinal Column Points
I	2 SCP
H	2 SCP
G	4 SCP
F	4 SCP
E1	4 SCP
E2	4 SCP
D	3 SCP
C	3 SCP
B	3 SCP
A	3 SCP

This profile accords with advice received in relation to grade length. That is:

Short – proficient in a relatively short period of time

Long – developing, takes longer to become fully proficient in more complex role

Short – senior professional already proficient in role

3.7 The proposal is within the 2019/20 salary budget projection.

3.8 The local UNISON branch has supported the proposal and welcomed the deletion of the lowest spinal column point. Whilst the proposal is in line with the National Pay Award, no members of staff are adversely impacted and some benefit, it is a change to the Council’s grading structure and therefore agreement needs to be reached with the trade unions. It is anticipated that this will be achieved.

4.1 **Fit for the Future (FFF)**

The Council’s FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council’s FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels

Impacts of Proposal		
The right people in the right jobs support the Council in delivering its intended outcomes.	The right people in the right jobs support the Council in delivering its intended outcomes	The right people in the right jobs support the Council in delivering its intended outcomes. The increase in the lowest pay rate will support the Council in its ambition to be a good employer.
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
To ensure we are competitive in being an 'Employer of choice' attracting, training and retaining talent to the District Council.	To ensure that the Council's grading structure complies with equalities legislation.	To maintain adherence to National Pay Bargaining mechanism.

4.2 Supporting Strategies

Each strand of the FFF Strategy has several supporting strategies and the relevant ones for this proposal are explained here.

People Strategy

- 4.3 The People Strategy outlines the future needs of our workforce to enable us to attract, recruit and retain the right people; provide the development they need to allow them to grow and progress; manage potential and plan for the future. The way in which we lead and support our people is a key element to the successful delivery of quality services.

Legal Implications

- 4.4 The Council has a legal obligation under the Equalities Act 2010 to ensure that its pay and grading structure is fair and not discriminatory. This includes both direct and indirect discrimination of on the basis of age and gender
- 4.5 The Council is required to implement the nationally agreed NJC (National Joint Council) pay award for those employees who are engaged on those terms and conditions, unless a variation is agreed.

4.6 Introducing a new pay and grading structure is a variation to employees Terms and Conditions. Any variation from these conditions would either necessitate reaching a collective agreement with the Trade Union or undertaking a dismissal and re-engagement process.

4.5 **Impact Assessments** – Consideration has been given to equality issues prior to putting forward the proposal.

5. **Budgetary Framework**

5.1 The implementation proposal has been costed and is within the 2019/20 salaries budget.

6. **Risks**

6.1 The proposal involves a slight deviation from the NJC Spinal Column point spine and care will be taken to ensure that adherence is maintained to National Pay Bargaining.

7. **Alternative Option(s) considered**

7.1 To implement the pay award as put forward by the NJC. This was discounted because:

- a. of the impact on the integrity of the Council's grading structure;
- b. the potential of becoming a minimum wage employer

7.2 To move away from National Pay Bargaining and retain current grading structure and apply locally agreed increases. This was discounted as the District Council supports the National Pay Bargaining mechanism.

8. **Background**

8.1 Warwick District Council's current pay and grading structure together with the mapping to the 2019/20 proposal is included as Appendix 2. NJC Circular giving details of the agreed two year Pay Award for 2018/19 and 2019/20 is attached as Appendix 3.

8.2 The National Employers and Trade Unions agreed a two year pay deal for staff on NJC Terms & Conditions for 2018/19 and 2019/20. This will affect approximately 460 staff across the Council, not including apprentices and those on JNC Terms and Conditions.

8.3 The pay award had two parts to the deal, a straightforward percentage increase for 2018/19 and more complex grade changes for 2019/20.

8.4 There were a number of elements that the pay award was trying to address nationally:-

- a. Responding to pressures of the National Living Wage (NLW).
- b. Need longer term sustainability.

8.5 **Year 1** The pay award from 1st April 2018 has been implemented as this was part of a straight forward percentage award for each SPC from 6 to 49. Warwick District Council has long had locally agreed pay points SCP 50 to 54 to which the national pay award is applied. There was significant 'bottom loading' to move the NJC pay scales away from being a minimum wage payer which it

has become since the introduction of the minimum wage and more recently the National Living Wage, resulting SCP's 1 to 5 being removed.

- 8.6 **Year 2** In order to deal with the compacting of differentials at the lower end of the spine it is proposed that the existing bottom twelve pay points are 'pared off' into six new pay points, i.e. current 6 & 7 become new SCP 1; current SCPs 8 & 9 become new SCP 2 etc until current SCPs 16 & 17 are reached and they become new SCP 6.
- 8.7 To further dilute the impact of compacting the lower pay points, the offer includes 'ironing out' the current random gaps between pay points and having even increments of 2% between new SCP1 and 22 (equivalent to SCPs to 28 on the current spine).
- 8.8 From new SCP23 onwards, a flat rate of 2% has been awarded and the current random differentials retained.
- 8.9 Individual councils negotiate local arrangements for how they map grades against national pay spine. Warwick District Council currently has 11 grades spanning 54 spinal column points. The last four points 50 to 54 are local points updated annually in line with the NJC Pay Award.
- 8.10 In anticipation of the overhaul and 'future proofing' of the local government pay spines a decision was reached to freeze the Living Wage Foundation supplement, with effect from 1st April 2018, applying the headline national pay award only. The 2019 pay award will overtake the current supplement. It not yet know what the new Living Wage Foundation (voluntary) rate will be as it is not set until November each year.
- 8.11 Warwick District Council currently adheres to National Pay Bargaining therefore the changes are incorporated in to employment contracts. Any changes should be subject to local negotiations with the Trades Unions.
- 8.12 Warwick District Council has an established grading structure and job evaluation system that, with minor tweaks, has been in place since 1988.
- 8.13 Advice received from West Midlands Employers has given the following guidelines.
- a. Merging spinal column points could result in the same point being the top of one grade and bottom of the next and this can be acceptable. However this has not impacted in Warwick District Council grading structure.
 - b. Single spinal column point grades can be acceptable if there is no capacity for growth but care should be taken to ensure no indirect discrimination takes place.
 - c. It is acceptable to have grades of different lengths. Breadth of the grade should recognise the time period required to become fully competent at the role common approach is
 - Short – proficient in a relatively short period of time
 - Long – developing, takes longer to become fully proficient in more complex role
 - Short – senior professional already proficient in role

d. Legally grades should be no longer than 6 scp's (5 years to get there). Arguably a longer grade is both in breach of age discrimination regulations and may be indirectly discriminatory as women are more likely to take time out and not achieve the maximum. This is particularly relevant if the longer grades were populated largely by women.

e. Grades may be amalgamated.

f. There is not a requirement to use all the points in the spine. Locally we have been advised that a number of employers have not 'included the new SCP's to maintain the integrity of their grading structure. However 'ignoring' the new spinal column points would have the effect off accelerating incremental progression.

8.14 Equality Impact Assessment there are no adverse on lower grades which are predominantly populated by women.

8.15 Appendix 4 maps the 2018/19 grades, the NJC 2019/20 Agreement, the WDC 2019/20 Proposal. The colour coding shows the points that have been combined, those shaded in grey are the new points that are not proposed to be used. Columns are:

Column	Description
A	FTE and gender profile in each grade
B	Casual Hours
C	2018/19 Spinal Column Points
D	2018/19 Salaries
E	NJC 2019/20 SCPs
F	NJC 2019/20 Salaries
G	WDC proposed 2019/20 SCP's
H	WDC proposed 2019/20 Salaries
I	The 2019/20 percentage increase of each spinal column point



Proposed 2019/20 Salary Grading Structure

Salary Grade	WDC 1.4.19	WDC 1.4.19 Salary £
I	2	17711
	3	18065
H	4	18426
	5	18795
G	6	19171
	7	19554
	8	19945
	9	20344
Gap	10	21166
	11	21589
F	12	22462
	13	22911
	14	23835
	15	24799
E1	16	25295
	17	26317
	18	26999
	19	27905

Salary Grade & HAY Points	WDC 1.4.19	WDC 1.4.19 Salary £
Gap	20	28785
E2	21 22 23 24	29636 30507 31371 32029
Gap	25	32878
D	26 27 28	33799 34788 35934
Gap	29	36876
C	30 31 32	37849 38813 39782
Gap	33 34	40760 41675
B	35 36 37	42683 43662 44632
Gap	38 39 40	45591 46565 47540
A	41 42 43	48530 49519 50507



Salary Grades 2019/20

Salary Grade	Spinal Column Point	1.4.18 Salary £	Spinal Column Point	1.4.19 Salary £
J	6	16394		
	7	16495		
I	8	16626	2	17711
	9	16755		
	10	16863	3	18065
	11	17007		
H	12	17173	4	18426
	13	17391		
	14	17681	5	18795
	15	17972		
	16	18319		
G	17	18672	6	19171
	18	18870	7	19554
	19	19446	8	19945
	20	19819	9	20344
	21	20541	10	21166
	22	21074	11	21589
F	23	21693	12	22462
	24	22401	13	22911
	25	23111	14	23835
	26	23866	15	24799
E1	27	24657	16	25295
	28	25463	17	26317
	29	26470	18	26999
	30	27358	19	27905



Salary Grades 2019/20

Salary Grade	Spinal Column Point	1.4.18 Salary £	Spinal Column Point	1.4.19 Salary £
	31	28221	20	28785
E2	32	29055	21	29636
	33	29909	22	30507
	34	30756	23	31371
	35	31401	24	32029
	36	32233	25	32878
D	37	33136	26	33799
	38	34106	27	34788
	39	35229	28	35934
	40	36153	29	36876
C	41	37107	30	37849
	42	38052	31	38813
	43	39002	32	39782
	44	39961	33	40760
	45	40858	34	41675
B	46	41846	35	42683
	47	42806	36	43662
	48	43757	37	44632
	49	44697	38	45591
	50	45652	39	46565
	51	46608	40	47540
A	52	47578	41	48530
	53	48548	42	49519

	54	49517	43	50507
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National Joint Council for Local Government Services

Employers' Secretary:
Simon Pannell

Trade Union Secretaries
Rehana Azam, GMB
Jim Kennedy, Unite
Heather Wakefield, UNISON

Address for correspondence:
Local Government Association
18 Smith Square
London SW1P 3HZ
Tel: 020 7187 7373
info@local.gov.uk

Address for correspondence:
UNISON Centre
130 Euston Road
London NW1 2AY
Tel: 0845 3550845
localgovernment@unison.co.uk

**To: Chief Executives in England, Wales and N Ireland
(copies for the Finance Director and HR Director)
Members of the National Joint Council**

10 April 2018

Dear Chief Executive,

2018 and 2019 PAYSCALES & ALLOWANCES

Agreement has been reached between the National Employers and the NJC Trade Union Side on rates of pay applicable from **1 April 2018** and **1 April 2019**.

UNISON and GMB both voted to accept whilst Unite voted to reject. However, in line with the Constitution of the NJC, Unite accepts the collective majority decision of the other unions that the pay award should now be implemented.

The new pay rates are attached at **Annex 1**.

The new rates for allowances up-rated by two per cent in each year are set out at **Annex 2**.

Yours sincerely

*Simon
Pannell*

Simon Pannell

*Rehana
Azam*

Rehana Azam

*Jim
Kennedy*

Jim Kennedy

Heather Wakefield

Heather Wakefield

Joint Secretaries

ANNEX 1

SCP	1 April 2017		1 April 2018		1 April 2019			Old SCP[s]
	£ per annum	£ per hour*	£ per annum	£ per hour*	New SCP	£ per annum	£ per hour*	
6	£15,014	£7.78	£16,394	£8.50	1	£17,364	£9.00	6/7
7	£15,115	£7.83	£16,495	£8.55				
8	£15,246	£7.90	£16,626	£8.62	2	£17,711	£9.18	8/9
9	£15,375	£7.97	£16,755	£8.68				
10	£15,613	£8.09	£16,863	£8.74	3	£18,065	£9.36	10/11
11	£15,807	£8.19	£17,007	£8.82				
12	£16,123	£8.36	£17,173	£8.90	4	£18,426	£9.55	12/13
13	£16,491	£8.55	£17,391	£9.01				
14	£16,781	£8.70	£17,681	£9.16	5	£18,795	£9.74	14/15
15	£17,072	£8.85	£17,972	£9.32				
16	£17,419	£9.03	£18,319	£9.50	6	£19,171	£9.94	16/17
17	£17,772	£9.21	£18,672	£9.68				
18	£18,070	£9.37	£18,870	£9.78	7	£19,554	£10.14	18
19	£18,746	£9.72	£19,446	£10.08	8	£19,945	£10.34	19
20	£19,430	£10.07	£19,819	£10.27	9	£20,344	£10.54	20
					10	£20,751	£10.76	
21	£20,138	£10.44	£20,541	£10.65	11	£21,166	£10.97	21
22	£20,661	£10.71	£21,074	£10.92	12	£21,589	£11.19	22
					13	£22,021	£11.41	
23	£21,268	£11.02	£21,693	£11.24	14	£22,462	£11.64	23
24	£21,962	£11.38	£22,401	£11.61	15	£22,911	£11.88	24
					16	£23,369	£12.11	
25	£22,658	£11.74	£23,111	£11.98	17	£23,836	£12.35	25
					18	£24,313	£12.60	
26	£23,398	£12.13	£23,866	£12.37	19	£24,799	£12.85	26
27	£24,174	£12.53	£24,657	£12.78	20	£25,295	£13.11	27
					21	£25,801	£13.37	
28	£24,964	£12.94	£25,463	£13.20	22	£26,317	£13.64	28
29	£25,951	£13.45	£26,470	£13.72	23	£26,999	£13.99	29
30	£26,822	£13.90	£27,358	£14.18	24	£27,905	£14.46	30
31	£27,668	£14.34	£28,221	£14.63	25	£28,785	£14.92	31
32	£28,485	£14.76	£29,055	£15.06	26	£29,636	£15.36	32
33	£29,323	£15.20	£29,909	£15.50	27	£30,507	£15.81	33
34	£30,153	£15.63	£30,756	£15.94	28	£31,371	£16.26	34
35	£30,785	£15.96	£31,401	£16.28	29	£32,029	£16.60	35
36	£31,601	£16.38	£32,233	£16.71	30	£32,878	£17.04	36

SCP	1 April 2017		1 April 2018		1 April 2019			Old SCP[s]
	<i>£ per annum</i>	<i>£ per hour</i>	£ per annum	£ per hour	New SCP	£ per annum	£ per hour	
37	£32,486	£16.84	£33,136	£17.18	31	£33,799	£17.52	37
38	£33,437	£17.33	£34,106	£17.68	32	£34,788	£18.03	38
39	£34,538	£17.90	£35,229	£18.26	33	£35,934	£18.63	39
40	£35,444	£18.37	£36,153	£18.74	34	£36,876	£19.11	40
41	£36,379	£18.86	£37,107	£19.23	35	£37,849	£19.62	41
42	£37,306	£19.34	£38,052	£19.72	36	£38,813	£20.12	42
43	£38,237	£19.82	£39,002	£20.22	37	£39,782	£20.62	43
44	£39,177	£20.31	£39,961	£20.71	38	£40,760	£21.13	44
45	£40,057	£20.76	£40,858	£21.18	39	£41,675	£21.60	45
46	£41,025	£21.26	£41,846	£21.69	40	£42,683	£22.12	46
47	£41,967	£21.75	£42,806	£22.19	41	£43,662	£22.63	47
48	£42,899	£22.24	£43,757	£22.68	42	£44,632	£23.13	48
49	£43,821	£22.71	£44,697	£23.17	43	£45,591	£23.63	49

*hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week in the National Agreement 'Green Book')

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

1 April 2018	1 April 2019
£35.37	£36.08

**RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2018 and 1 APRIL 2019
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance

1 April 2018	1 April 2019
£1,264	£1,289

Paragraph 28(14) Laboratory / Workshop Technicians

City and Guilds Science Laboratory Technician's Certificate Allowance:

1 April 2018	1 April 2019
£205	£209

City and Guilds Laboratory Technician's Advanced Certificate Allowance:

1 April 2018	1 April 2019
£149	£152

Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2018	1 April 2019
£857	£874

Outer Fringe Area:

1 April 2018	1 April 2019
£597	£609

Paragraph 35 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session

1 April 2018	1 April 2019
£28.46	£29.03

FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)

Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2018
£857

1 April 2019
£874

Outer Fringe Area:

1 April 2018
£597

1 April 2019
£609

	A	B	C	D	E	F	G	H	I
Salary Grade	FTE in Grade Gender Profile	Casual Hours FTE/ Notes	1.4.18 SPC	1.4.18 Salary £	NJC 1.4.19 SCP	NJC 1.4.19 Salary £	WDC 1.4.19	WDC 1.4.19 Salary £	%
J	3 M = 1 F = 4	SCP 6 1.41	6 7	16394 16495	1	17364	±	17364	8.00 7.37
I	10.43 M = 7 F = 9	SCP 8 5.24	8 9 10 11	16626 16755 16863 17007	2 3	17711 18065	2 3	17711 18065	6.53 5.71 7.13 6.22
H	14.66 M = 6 F = 12	SCP 12 2.05	12 13 14 15	17173 17391 17681 17972	4 5	18426 18795	4 5	18426 18795	7.3 5.95 6.30 4.58
Gap	1 M = 0 F = 1		16	18319					4.65
G	103.18 M = 53 F = 74	SCP 17 1.4 SCP 19 0.28	17 18 19 20	18672 18870 19446 19819	6 7 8 9	19171 19554 19945 20344	6 7 8 9	19171 19554 19945 20344	2.67 3.62 2.57 2.65
G+1	10 staff WCC grade Will go to scp 21 (11)								
Gap			21 22	20541 21074	10 11 12 13	20751 21166 21589 22021	10 11	20751 21166 21589 22021	3.04 2.44
F	71.91 Inc career grade max M = 24 F = 50		23 24 25 26	21693 22401 23111 23866	14 15 16 17 18 19	22462 22911 23369 23835 24313 24799	12 13 14 15	22462 22911 23369 23835 24313 24799	3.54 2.28 3.14 3.91
E1	59.6 Inc career grade max M = 27 F = 35		27 28 29 30	24657 25463 26470 27358	20 21 22 23 24	25295 25801 26317 26999 27905	16 17 18 19	25295 25801 26317 26999 27905	2.59 3.35 2.00 2.00

Salary Grade	FTE in Grade Gender Split	Casual Hours FTE/ Notes	1.4.18 SPC	1.4.18 Salary £	NJC 1.4.19 SCP	NJC 1.4.19 Salary £	WDC 1.4.19	WDC 1.4.19 Salary £	%
Gap	4.8 M = 2 F = 2	1 TUPE 1 WCC 2 local	31	28221	25	28785	20	28785	2.00
E2	25.47 M = 16 F = 13		32	29055	26	29636	21	29636	2.00
			33	29909	27	30507	22	30507	2.00
			34	30756	28	31371	23	31371	2.00
			35	31401	29	32029	24	32029	2.00
Gap	1 M = 1 F = 0	TUPE	36	32233	30	32878	25	32878	2.00
D	51.85 Inc Career grade max M = 25 F = 28		37	33136	31	33799	26	33799	2.00
			38	34106	32	34788	27	34788	2.00
			39	35229	33	35934	28	35934	2.00
Gap	1 M = 1 F = 0	TUPE	40	36153	34	36876	29	36876	2.00
C	25.75 M = 17 F = 10		41	37107	35	37849	30	37849	2.00
			42	38052	36	38813	31	38813	2.00
			43	39002	37	39782	32	39782	2.00
Gap			44	39961	38	40760	33	40760	2.00
			45	40858	39	41675	34	41675	2.00
B	17.2 M = 15 F = 3		46	41846	40	42683	35	42683	2.00
			47	42806	41	43662	36	43662	2.00
			48	43757	42	44632	37	44632	2.00
Gap		49 is highest NJC point local points after that	49	44697	43	45591	38	45591	2.00
			50	45652	44	46565	39	46565	2.00
			51	46608	45	47540	40	47540	2.00
A	8.9 M = 7 F = 2		52	47578	46	48530	41	48530	2.00
			53	48548	47	49519	42	49519	2.00
			54	49517	48	50507	43	50507	2.00

 Employment Committee 5.12.18		Agenda Item No. 7
Title	People Strategy Update	
For further information about this report please contact	Tracy Dolphin - HR Manager Tracy.dolphin@warwickdc.gov.uk Tel: 01926456350	
Wards of the District directly affected	None	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	Sept 2018	
Background Papers	None	

Contrary to the policy framework:	Yes/No
Contrary to the budgetary framework:	Yes/No
Key Decision?	Yes/No
Included within the Forward Plan? (If yes include reference number)	Yes/No
Equality & Sustainability Impact Assessment Undertaken	Yes/No (If No state why below)

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	21.11.18	Chris Elliott/Andrew Jones/Bill Hunt
Chief Executive	15.11.18	Chris Elliott
Section 151 Officer	21.11.18	Mike Snow
Monitoring Officer	21.11.18	Andy Jones
Finance	21.11.18	Mike Snow
Portfolio Holder(s)	16.11.18	Andrew Mobbs
Consultation & Community Engagement		
<p>This is the People Strategy Update for the last quarter and describes highlights discussed at SMT and People Strategy Steering Group prior to Employment Committee. Unions are also consulted to provide any comments.</p>		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **SUMMARY**

1.1 This report is an update on progress made on the People Strategy Action Plan as discussed at the People Strategy Steering group (PSSG) and policy updates.

2. **RECOMMENDATION**

2.1 That Employment Committee note the report and feedback any comments.

2.2 To approve amendments to the Employee Code of Conduct (Appendix 2/3)

3. **REASONS FOR THE RECOMMENDATION**

3.1 The purpose of the People Strategy is to support the Council’s Fit for the Future programme of work. Its aim is to ensure that the approaches to resourcing, learning and development, cultural change and organisational development are designed to deliver the workforce that the Council requires. The People Strategy Action Plan underpins the People Strategy and reports progress to SMT, CMT, People Strategy Steering Group and Employment Committee.

3.2 After two years of operation there has been a light touch review of the Warwick District Council Employee Code of Conduct. The majority of the changes are proposed to provide greater clarity for all users of the Code. The revised code and the appendix listing the significant changes are attached. The only significant change is that the requirement for all staff to complete the disclosure form will be required from when the Code is adopted and for officers to make amendments to this disclosure within 28 days of the change in circumstance occurring. Unions and all Staff have been consulted and the responses to this will be presented as an addendum to the Committee at its meeting.”

4. **POLICY FRAMEWORK**

4.1 **Policy Framework**

Fit for the Future (FFF)

The Council’s FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects. The actions from the People Strategy are one of those key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council’s FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all	<u>Intended outcomes:</u> Area has well looked after public spaces	<u>Intended outcomes:</u> Dynamic and diverse local economy

met Impressive cultural and sports activities Cohesive and active communities	All communities have access to decent open space Improved air quality Low levels of crime and ASB	Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
The proposal considers areas to support health and well-being together with engagement and communications	Link to our customers and the recognition of how we impact on our communities through our people.	The proposal considers areas to support employment e.g. apprenticeships
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
The themes from the strategy support training engagement and skills. Policies are updated to reflect ongoing legislation and the changes in the organisation.	Constant improvement in our through digital provision. Monitoring of MI information to review data trends	Value for money in how we attract procure training and deliver through different channels.

4.2 Supporting Strategies

Each strand of the FFF Strategy has several supporting strategies and the relevant ones for this proposal are explained here.

4.2.1 People Strategy

The People Strategy outlines the future needs of our workforce to enable us to attract, recruit and retain the right people; provide the development they need to allow them to grow and progress; manage potential and plan for the future. The way in which we lead and support our people is key to the successful delivery of quality services.

5. **BUDGETARY FRAMEWORK**

- 5.1 Should there be initiatives identified beyond the existing budgets then a case can be made for further funding to support.

6. **ALTERNATIVE OPTION(S) CONSIDERED**

- 6.1 None considered

7. **RISKS**

- 7.1 There is significant risk to the delivery of the Council's FFF programme by not reviewing the areas highlighted in the People Strategy.

8. **BACKGROUND**

- 8.1 The People Strategy Steering Group comprises of Cllr Phillips, Cllr Mrs Bunker, Cllr Naimo and Cllr Falp and supported by the Chief Executive, Heads of Service from Culture, Neighbourhood Services, Housing, the HR Manager and HR Senior Officers.

- 8.2 The Steering Group meets quarterly prior to the Employment Committee and reviews successful work completion, plans in progress and areas to highlight for discussion.

- 8.3 Investors in People assessment in September 2018 concluded that Warwick District Council had achieved the Silver accreditation (an improvement from Bronze in 2015) see Appendix 1. The actions identified within the report continue to be communicated and progressed as part of the People Strategy and the associated Action Plan. Updates will be provided through the Workforce Steering Group, SMT, People Strategy Steering Group and Employment Committee.

- 8.4 Other areas of success/highlights within the agreed People Strategy themes for the last quarter are:

8.3.1 **Leadership and Organisational Development**

HR continues to support organisational redesigns across the Council

8.3.2 **Workforce Planning and Performance**

Update of the priorities of the Workforce Steering Group:

- 2019/2020 NJC pay award proposals
- To continue to review our policies and guidelines
- Supporting Investors in People process and associated actions
- Update to Employee Code of Conduct

8.3.3 **Equality & Diversity**

Working in partnership with WCC we are reviewing the achievements against the 2016 – 2020 objectives and any further action to update as part of the People Strategy action Plan:

- I. Promote equality through the provision of fair and accessible services

- II. Promote equality through improving the equality information held and used by the Council
- III. Promote equality through better engagement between the Council, communities, customers, groups and individuals
- IV. Promote equality through effective partnership working with our partners
- V. Promote equality through better understanding of our workforce/potential workforce and be seen as a good employer.

8.3.4 **Learning & Development**

Training update in Quarter 2: 421 delegates received training through 17 events totalling 233 training day. These include Mental Health First Aid Lite and Mental Health First Aid Full course (funded by Public Health), Assertiveness, Lone Worker Awareness, Managing your cost centre, Step Up (for new managers) and Universal Credit Awareness along with Political Awareness, Fraud Awareness and Safeguarding.

8.3.5 **Communications , Involvement and Engagement**

Our Digital Marketing Apprentice joined at the beginning of September, reporting to the Website Manager. This role expands our digital marketing and enables greater resilience in this developing area. We now have almost 9,500 Twitter followers and 500 Facebook likes as we build up our presence there.

We organised a public meeting for residents and businesses at the Spa Centre on 12 November to discuss the Covent Garden development and HQ relocation plans. Over 350 people attended and put questions to a panel of councillors and officers. In addition, we promoted the business breakfast meeting at Cote Restaurant which was attended by 50 local businesses to discuss the closure of Covent Garden car park with the panel. This was followed up with a newsletter to businesses from the Leader of the council. We are working with Covent Garden businesses to develop a new brand to help establish them as a retail destination during the development period; we are launching a new webpage for businesses so they can find all the information they need about this project in one place.

Supporting Cultural Services, we have promoted the re-opening of Newbold Comyn Leisure Centre on 17 October as well as the public consultation for Newbold Comyn Golf course and Kenilworth Leisure centres.

The team has worked with Green Spaces to launch a new newsletter promoting the work they are undertaking across parks and gardens, the Pump Room gardens as well as supporting events. A second newsletter to update stakeholders on St Mary's Lands is also being delivered.

We have worked with Car Parks to launch RingGo which enables payment for off-street car parks via an App which you have on your phone. This will be promoted by a news release, a social media competition to increase awareness as well as a short video to demonstrate how to set this up.

8.3.6 **Employee Well-being, Reward and Recognition**

Following the launch of the Health and Well-being (Bupa) Cash Plan membership scheme for employees a total of 232 (211 in Qtr 1) have enrolled to date. Between 1st June and 30th October the cost of the scheme to WDC is

£4,536.13 - and to date claims totalling £6,952.10 have been paid out to our staff. This includes £2,372.80 for Dental treatment, £1,305.50 for Optical (including contact lenses) and £1,830.00 Therapy Benefits.

On Tuesday 18 September over 65 staff and managers visited our Health and well-being event to showcase different aspects of improving Health & Wellbeing.

We launched the motivational Bupa Boost App and demonstrated how to download and get started with the App, as well as the benefits of joining the scheme which include setting individual and team challenges on your Apple or Android device. To date over 33 members of staff are utilising the app and achieving their goals. A Corporate Step Challenge has been launched to see how long it takes us to walk, as a team, the 6,918,000 steps from London to New York. This is on top of the challenges staff set themselves or in groups.

Our Health & Well-being event also provided staff with opportunities to speak to a number of other groups and organisations, including: Springfield MIND who promoted positive mental health, being aware of where this might be challenging and the five ways to wellbeing which looks at how we can all improve.

Graham Fulford Trust undertook PSA (Prostate-specific antigen) blood tests for men over the age 45 years old. 12 of our staff took the test, with more taking details of other locations that do the testing. The Observer took photos to promote the good work of the Graham Fulford Trust.

BUG group (Bicycle Users Group) spoke to staff about the health benefits of cycling to work, facilities at Riverside for cyclists and information about cycling across District.

Everyone Active challenged our staff to see how long they could hold 4kg dumb bells at arm's length! 22 staff (12 men and 10 women) took on this challenge. !

The Health & Wellbeing Intranet Page is on track with updates in conjunction with the Health Officers Group to share monthly messages about health and wellbeing.

Appendix 1

Executive Summary from 'Investors in People' assessment.

Warwick District Council have been accredited as IIP since 1998 and have held Bronze accreditation for the last three years. The Council has continued to evolve and develop its processes for managing and developing people using feedback from the last IIP assessment and interim reviews combined with internal reviews and benchmarking activity to determine where enhancements are best placed. The assessment was focussed on providing feedback on how well these processes have matured and the capacity to establish a sustainable high performing culture to support Fit for the Future.

This assessment (May 2018) comprised of deployment of an online survey of which a response rate of 52% was received. 37 people were also interviewed (July 2018) from across the Council representing a range of roles and length of service and including council members. The visits included an observation of the Staff Expo, meetings with staff representatives and groups, meeting the People Strategy Steering Group (PSSG). Over seventy documents or online materials were also reviewed.

The assessment concluded that Warwick District Council surpassed the minimum requirements of the IIP Standard and has demonstrated that the Council is currently operating at an Established level of organisational performance in seven out of nine of the key indicators with a number of additional themes performing at an Advanced or High Performing level. Consequently, **Warwick District Council is awarded Investors in People Silver accreditation until July 2021.**

The assessment confirmed that the Council has continued to improve in all nine indicators of the Standard with overall benchmark scores either above or equal to the public sector average for all accredited organisations. The development of a more cohesive People Strategy and establishment of the PSSG are examples of good practice that will ensure all aspects of organisational performance will continue to mature and evolve.

There are numerous strengths that include:

- A clear vision and set of priorities
- A shared ethos that fuels a strong sense of pride and passion
- A strong commitment to managing, developing and supporting people that is actively promoted and demonstrated by both senior leaders and Council Members.
- Access to a blend of well-designed and engaging learning and development interventions
- A dedicated scrutiny group of members and officers with a clear remit of monitoring and evolving the people strategy

A key observation is that the organisation is collectively moving towards a high performing culture. There are several recommendations included within the full report but the key recommendations to secure the capacity for high performance are:

- Review and define the role of leaders in enabling and sustaining a high performance culture

- Establish and monitor measures of high performance utilising management information
- Refresh the core values and their related behaviours
- Enable more collaboration and innovation
- Improve planning and coordination of change
- Continue to develop the recognition of teams on their achievements

The accreditation is subject to review visits at 12 and 24 months after this assessment which will continue to explore the capacity to be high performing.

WARWICK DISTRICT COUNCIL EMPLOYEE CODE OF CONDUCT

CONTENTS

- 1. Introduction**
- 2. Working for the public and with other staff**
- 3. Management and staff relations**
 - 3.1 Working with your manager
 - 3.2 Working with your staff
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 - 4.1 Health and Safety
 - 4.2 Sickness absence
 - 4.3 Hours and attendance
 - 4.4 Working honestly and with integrity and impartially
 - 4.5 Gifts and hospitality
 - 4.6 Working with sensitive information
 - 4.7 Working within the law and the Council's Constitution
 - 4.8 Working with Councillors
 - 4.9 Managing contact with the media
 - 4.10 Reporting improper conduct – the Confidential Reporting Policy
 - 4.11 Gross misconduct
 - 4.12 Working with external organisations
 - 4.13 Voluntary Guidelines – including Elections
- 5. Guidance notes on the declaration of pecuniary and personal interests**

Appendices:

**Declaration Form for Interests
Form for Registering Gifts and Hospitality
The Seven Principles of Public Life (Revised January 2013)**

Warwick District Council Employee Code of Conduct (Continued)

1. Introduction

- 1.1 The people of Warwick District Council expect and deserve the highest standards of service and behaviour from all Council staff. This Code sets out our values, rules and principles. It is not a complete list of what you can and cannot do, but its aim is to enable all employees of the Council to understand the ground rules that all must observe and the standards we expect from you as a Council employee.
- 1.2 This code is based upon the Seven Principles of Public Life (known as 'The Nolan Principles'). These principles are relevant to everyone who works in public service and are set out in full as Appendix 1 to this Code.
- 1.3 In addition, the Council has adopted five core values. These provide a framework for every action and decision that the Council takes. The five core values are:
- Honesty and openness
 - Community focus
 - Fairness and equity
 - Environmental awareness
 - Value for money
- 1.4 Our standards are high because Council services affect the health and wellbeing of the community we serve.
- 1.5 Our work is democratically controlled and open to public scrutiny. It is often politically sensitive, and can depend on public confidence in the Council.
- 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.
- 1.7 Repeated or intentional 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.
- 1.8 It is your responsibility to read this Code and work in accordance with it. If you are unsure about any aspect, check it with your manager or with HR. If you want copies of any documents referred to in this Code, ask your manager.
- 1.9 This Code applies to all staff including those professionally qualified staff that may be subject to codes of conduct or ethics imposed by their own professional bodies. In the unlikely event of a conflict arising between this Code and an external code or requirement then the officer concerned must raise the matter with their Head of Service or Monitoring Officer as soon as possible.

Warwick District Council Employee Code of Conduct (Continued)

2. Working for the public and with other staff

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 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.

2.2 You must:

- (a) report any inappropriate behaviour, such as verbal or physical abuse by customers, colleagues or councillors, to your manager
- (b) never demean, distress or offend the decency of others by, for example:
 - posting or displaying any commentary, content or images which could reasonably be seen by others as discriminatory, defamatory, offensive, pornographic, threatening, harassing, bullying, intimidating degrading, sexually suggestive or any other inappropriate or insensitive remarks

- (c) follow the Council's Equal Opportunities Policy and must not discriminate against people you meet in the course of your work on any grounds

You should also be aware of the Council's policy on harassment, and behave in a way that creates an inclusive, open work environment. If you become a victim of harassment in the course of your work you should report this in accordance with the agreed procedure

- (d) never take advantage of anyone, or use your position at work to further any aims that are not related to the Council or which improperly confers an advantage or disadvantage on any person
- (e) never use your work or position at work to further the aims of any political party or political activity
- (f) not use your work to further the aims of any group other than the Council whilst at work, (whether or not the group's ideas are in conflict with Council policies)
- (g) not inappropriately disclose or misuse confidential information that you know about Councillors, customers, staff, contractors, or other organisations working with the Council
- (h) disclose any matter to your manager that it is your duty to report within this Policy
- (i) respect other people, their rights and property

Warwick District Council Employee Code of Conduct (Continued)

- (j) ensure your conduct does not give anyone any reason to question your motives
- (k) comply with the requirements of Council policies.

2.3 You should:

- (a) meet or exceed established standards of service when dealing with people in person, by phone, letter or e-mail, whether they are customers, colleagues at work, colleagues employed outside the Council or other delegates on a training course. Always be:
 - polite, positive, responsive and considerate. Always take a positive approach in all dealings with our customers
 - as clear as possible about the decisions and actions that we take and the reasons for them
 - accountable to the public, by identifying yourself (with name badges, if issued)
- (b) avoid actions in public areas that may discredit the Council
- (c) maintain a professional approach to your job. Do not let friendships lead to a conflict between your own interests and that of the Council
- (d) treat colleagues with respect, in day-to-day working relationships, in all forms of communication.

3. Management and staff relations

3.1 Working with your manager

- 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.
- 3.1.2 You must carry out all relevant and reasonable instructions that apply to your role.
- 3.1.3 You should work reliably and never neglect your work.

3.2 Working with your staff

- 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.
- 3.2.2 You must:

Warwick District Council Employee Code of Conduct (Continued)

- (a) manage according to the principles set down in the Council's Policies (in, for example, matters of recruitment, discipline, performance management)
- (b) deal with staff fairly and consistently
- (c) accept responsibility
- (d) provide your staff with a working environment that is free from any form of unfair discrimination, victimisation, harassment, or hostility
- (e) provide your staff with a safe and healthy working environment.

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
- (b) set work priorities for staff in consultation with them
- (c) support and assist staff to carry out their work properly
- (d) be aware and monitor the hours being worked by staff to ensure a consistent work life balance
- (e) develop your staff to meet the current and future needs of the individual, team and service.

4. Working practices

4.1 Health and Safety

- 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 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.
- 4.1.3 An employee of Warwick District Council whilst out of the office, on site, must comply with the safety requirements of any contractor whilst on their premises. If any employee identifies safety standards which are below those required by Warwick District Council, that employee will first bring them to the attention of the senior person at that location and if

Warwick District Council Employee Code of Conduct (Continued)

the condition is not immediately rectified, advise their supervisor within Warwick District Council of their intention not to proceed further until rectification has taken place.

- 4.1.4 Where the employee considers there is possible danger to themselves, they must not proceed further, until the situation, equipment, or machinery has been rendered safe.
- 4.1.5 Each member of the staff should have particular regard to Sections 7 and 8 of the Health and Safety at Work etc. Act 1974 which places responsibilities on all employees.

4.2 Sickiness Absence

- 4.2.1 You must follow the Council's Sickiness Absence Policy. You must never claim sick leave when you are not sick.

4.3 Hours and attendance

- 4.3.1 Integrity in attendance at your place of work and reporting absences is critical to the success of Council services. Poor attendance and time keeping increases costs, reduces service levels and undermines the reputation of you and the Council. You should not accrue amounts of flexitime credit or time off in lieu, outside the levels in the relevant policies, unless agreeing this with your line manager first.
- 4.3.2 You must:
 - (a) comply with the time keeping requirements of your job
 - (b) be in your place of work and working when you should be
 - (c) ask your supervisor/manager if you need to take time off (for example, for a doctor's visit)
 - (d) agree with your manager any leave or time off you want in advance.

4.4 Working honestly and with integrity and impartiality

- 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.
- 4.4.2 As a Council employee, you are expected to meet the highest standards of conduct and integrity. These high standards must equally apply, and be seen to apply, in your conduct and relationships with the public. From the way you conduct yourself there should be no reason to suspect you are seeking opportunities for private gain. You must not undertake any private commitments or activities that may reasonably be considered to bring the Council into disrepute or impair your performance or detrimentally conflict with the Council's interests.

Warwick District Council Employee Code of Conduct (Continued)

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.

4.4.4 The relationships that the Council has with its partners, contractors, consultants, community groups, suppliers and others, must be managed so that there can be no suspicion of corruption or dishonesty with public money. If you are a Head of Service, Deputy Chief Executive or Chief Executive the Council requires you to complete a declaration of related party transactions and this information could be disclosed in the annual Statement of Accounts.

4.4.5 You must:

- (a) not act corruptly and you must avoid any actions that could be interpreted in this way by others

Examples could include:

do not ask for or accept bribes or inducements of any sort

- never seek or take any reward or favour for providing Council services apart from your pay
 - do not take a reward from anyone who has, or might have a contract with the Council, or work in partnership with it.
- (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
- (c) return any gifts and refuse any hospitality your Head of Service says you cannot accept
- (d) never ask for or accept a gift or tip or 'Christmas box', because:
- you are already paid for the work you do
 - people may believe they will get better service if they tip well and worse if they do not
 - this is not the basis the Council delivers services.
- (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

Warwick District Council Employee Code of Conduct (Continued)

- (f) report to your Head of Service if people you meet through work leave you things in their Will
- (g) not borrow money from, lend money to, sell or dispose of goods belonging to service users
- (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
- (i) never obtain Council property or money when you are not lawfully entitled to it (this includes subletting Council property without authority)
- (j) not act fraudulently and you must report any suspicion or evidence of fraud you may have. Fraud happens when someone gets some benefit (usually money or property) through deception. This could include examples of:
 - falsifying documents to claim pay, bonus or sick pay
 - claiming housing benefit (and similar benefits) to which you are not entitled
- (k) serve the people of the District honestly and deal honestly with the Council. This could include examples of:
 - never wilfully withhold any payments owed to the Council (like rent or Council Tax)
 - never make fraudulent claims for public money (like housing benefit or income support)
- (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**

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.

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.

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.

Warwick District Council Employee Code of Conduct (Continued)

- (m) never do private work when you are claiming time for working for the Council
- (n) never abuse your position with the Council to benefit yourself, your family, your friends or any outside organisation or political party. If you live in the District you must not use your working relationships to influence matters such as planning applications or enquiries
- (o) respect Council property or equipment. Take care not to waste, lose or damage it. Do not use Council property and equipment for your own personal benefit. You should use the Council's equipment in accordance with the Council's relevant rules, codes and policies
- (p) obtain written permission for any private use of Council equipment, whether at home or in the Council's offices, as agreed by your manager for use on Council business
- (q) fill in accurately and honestly any document, form or record your managers need for work. Never destroy, damage, alter or falsify any such document or record
- (r) not be involved in the appointment or any other decision relating to the discipline, promotion, pay or conditions of another employee, or prospective employee, who is a member of your family or any person with whom you have a close association.

4.4.6 You should:

- (a) do nothing that could be seen as likely to bias your work, your decisions or your impartiality. Therefore you must be fair and impartial in dealing with all customers, competitors, suppliers, contractors, sub-contractors, partner organisations and sponsors
- (b) be careful about pursuing an association with someone who may benefit from your work for the Council. For example, it is unwise to allow yourself to become indebted to someone who may wish to benefit from your work or position in the Council
- (c) seek prior approval from your Head of Service if you are asked to give lectures, or wish to publish material, inventions or patents, that are related to the work you do with the Council

4.4.7 You must advise your Head of Service in writing if:

- (a) you have links with a group whose aims might be in conflict with Council policy, or involvement with an organisation receiving grant aid from the Council, involvement with an organisation or pressure group which may seek to influence the Council's policies. This also applies to membership of any organisation not open to the public, with commitment of allegiance and which has secrecy about rules of membership or conduct and which furthers the interests of its members over the interests of others

Warwick District Council Employee Code of Conduct (Continued)

- (b) you have, or develop a relationship with someone, that might be seen to lead to a potential conflict of interest. This is only necessary where there is likely to be a conflict of interests but could include being someone's landlord, being in debt to someone, having a close personal relationship with a Councillor, client, customer, service user, employee or contractor
- (c) you are offered a job with a competitor organisation, or one we are in partnership with
- (d) you or your close relatives hold any Directorships or positions of influence in any companies linked with the Council.

4.5 Gifts and Hospitality

- 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.
- 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.
- 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.
- 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.
- 4.5.5 You must:
 - (a) declare any gifts or hospitality in a timely and accurate manner
 - (b) raise any concerns about a potential gift or offer of hospitality with your manager as soon as you become aware of it.
- 4.5.6 Failure to declare any gifts or hospitality in accordance with this Code will be considered a disciplinary offence and one of the sanctions that could be imposed is dismissal.

4.6 Working with sensitive information

- 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

Warwick District Council Employee Code of Conduct (Continued)

misused. Due regard needs to be given to the Council's Information Security Policy.

4.6.2 You must:

- (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
- (b) not knowingly prevent another person from gaining access to information to which that person is entitled by law
- (c) know what information the Council treats as confidential and commercially sensitive information. (If in doubt, check with your manager.)
- (d) know who is entitled to have access to what information
- (e) be responsible and professional in using and allowing authorised users access to personal information on clients, customers, staff and others
- (f) use personal information in line with the Data Protection Act 2018 and General Data Protection Regulation
- (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.

4.7 Working within the law and the Council's Constitution

4.7.1 The Council expects you to work within the law. Council powers are set by a framework of laws and regulations. In order for its decisions and actions to be held to be reasonable in law, the Council must carry out its business in a way that is rational, proper and fair. Unlawful or criminal behaviour at, or even away from, work may result in a loss of trust and confidence in the employee or the Council.

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:

submitting false or fraudulent claims to the Council or other public bodies (for example, income support, housing or other benefit claims)

Warwick District Council Employee Code of Conduct (Continued)

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.

- 4.7.3 The Constitution sets out how the Council operates, how decisions are made and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people. Whilst you should have a general awareness of the Constitution the areas that you are expected to have a good knowledge of are the Code of Financial Practice and Code of Procurement Practice. The Code of Financial Practice provides the framework for managing the Authority's financial affairs and applies to every member and officer of the Authority and anyone acting on its behalf.
- 4.7.4 Breaches of financial rules are taken seriously and the Head of Finance is responsible for reporting breaches of these rules to the Council and/or Executive.
- 4.7.5 You must:
- (a) have an understanding of the Code of Financial Practice that is appropriate to your job
 - (b) complete any financial work in accordance with the Code of Financial Practice
 - (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.

4.8 Working with Councillors

- 4.8.1 Councillors expect staff to contribute to proper and effective working relationships with them. You serve the Council as a whole – all Councillors – and not just those of any particular group. You must ensure that the rights of Councillors are respected. You must maintain political neutrality at work and be seen to be impartial.
- 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.

Warwick District Council Employee Code of Conduct (Continued)

4.8.3 You must:

- (a) serve all Councillors impartially and professionally, not just those of a particular political group
- (b) do nothing to disrupt Council meetings
- (c) dress and behave with appropriate formality at official events and meetings
- (d) deal with Councillors' enquiries efficiently and within the agreed timescales
- (e) disclose to your Head of Service any family, business or close personal relationships with Councillors
- (f) report to your Head of Service any time a Councillor asks or pressures you to deal with a matter outside of Council procedure or policy
- (g) not seek to influence Councillors prior to any appointment
- (h) not canvass Councillors on individual employment-related matters for which there are Council approved procedures (for example, in matters of recruitment, discipline, unsatisfactory performance, terms and conditions of employment)
- (i) report any claims or allegations about other staff to an appropriate manager, and not to Councillors
- (j) do not take advantage of your status as a Council employee to gain privileged access to a Councillor to advance your interests or views as a resident of the District. This is especially important in matters such as planning applications and enquiries.

4.8.4 You should:

- (a) not permit your own personal or political opinions or preferences to interfere with your work or working relationships with Councillors
- (b) report to your Head of Service if you have concerns that a Councillor's conduct or treatment of staff is inconsistent with Council policies.

4.8.5 Extensive guidance to members and officers of the Council in their relations with one another is set out in the Member-Officer Protocol, and the Employee Code of Conduct should be read in conjunction with that protocol.

4.9 Managing contact with the Media

4.9.1 The Council expects staff to promote the policies and reputation of the Council and act as ambassadors. Contact with the press and media is

Warwick District Council Employee Code of Conduct (Continued)

conducted through the Media Team. This protects individual employees from unwanted media attention and allows the Council to manage its reputation properly. Relations with the media require specific skills and expertise and staff should not discuss Council business with the media without their Head of Service's prior permission, unless you act as spokesperson for one of the Council's recognised trade unions in pursuit of legitimate industrial relations activities.

4.9.2 Staff must comply with the Council's Media Policy.

4.9.3 You must:

- (a) get permission from your Head of Service to speak, write, or give interviews to the media whilst representing the Council
- (b) never bring the Council's name into disrepute in any other way through the press and other media
- (c) never bring the Council into disrepute by publicising material that is confidential, or against the interests of the Council, or its employees
- (d) do not leak information to the press and media except within the exclusions provided strictly by the Council's Whistleblowing Policy
- (e) refer enquiries from the media to the Media Team in the first instance.

4.10 Reporting Improper Conduct – The Confidential Reporting Policy

4.10.1 We are committed to preventing any malpractice, fraud, corruption and any other actions that are illegal or not in the best interests of the Council's customers. The people of the District expect and deserve the highest standards of public service and we rely on all staff to play their part. You have a duty to report any reasonable suspicions of malpractice, fraud, poor practice or illegal activities. We have a duty to act on any information from whistle-blowers and to protect you if you speak out. The Council's whistleblowing policy sets out the reporting process.

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.

4.10.3 The Council will:

- (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

Warwick District Council Employee Code of Conduct (Continued)

(d) tell you what action is being taken.

4.10.4 You must:

- (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
- (b) report immediately any irregularities, malpractice, illegal or fraudulent activity, or any abuse or suspected abuse, either of staff or customers
- (c) immediately report any matters that you feel have not been properly dealt with
- (d) provide any evidence or relevant information you have
- (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.

You also have the right to raise concerns about financial malpractice with the Council's External Auditors as set out in the Whistleblowing Procedure.

(f) never abuse this process by raising allegations that are known to you to be unfounded. This will be considered as a disciplinary matter.

4.11 Gross misconduct

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.

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.

4.11.3 For illustrative purposes only, these are examples where the Council will consider dismissing you for gross misconduct:

- (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

Warwick District Council Employee Code of Conduct (Continued)

- (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) for 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
- (m) obtain Council services, property or money by fraud (for example, falsify timesheets)
- (n) submit false or fraudulent claims to the Council or other bodies (for example, income support claims, housing or other benefit claims)
- (o) ask for or accept bribes, gifts or favours
- (p) disrupt Council meetings
- (q) discriminate against another person, in conflict with the Council's Equal Opportunities Policy.

NB: This list is not exhaustive

4.12 Working with External Organisations

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.

4.12.2 Staff must be careful about any conflict of interest that may result. These can often occur where an officer's role overlaps with the interests of another organisation.

Warwick District Council Employee Code of Conduct (Continued)

Particular care is needed in relation to executive positions in external organisations such as trusteeships, or various offices such as Chairman, Treasurer or Secretary.

- 4.12.3 The Council's protocol on partnerships and other external organisations provides advice for the conduct of members and officers when representing the Council on external partnerships and other organisations.
- 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.
- 4.12.5 All appointments must be approved by your Head of Service and you must ensure they are recorded on your disclosure form.
- 4.13 All employees must follow the Council agreed guidelines for volunteering to work on a recognised WDC project/event including elections and referendums.

5. Guidance notes on the declaration of pecuniary and personal interests

5.1 Introduction

- 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.

5.2 Advice

- 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.
- 5.2.2 If you are in doubt as to whether or not you have specific outside interests which should be declared, you should contact your manager in the first instance or your Head of Service. If you do not wish to discuss these issues with your manager, you should contact HR.
- 5.2.3 Shareholders (Part B, Question 1.2 of the declaration form) – you are only required to declare shareholdings that could be directly related to your work, for example, shareholdings that provide a measure of control of a company which has dealings with the Council, or shareholdings, the value of which might be affected by Council work in which you are involved.
- 5.2.4 Grant Aid/Professional Bodies (Part B, Question 1.3 of the declaration form) – where you are involved either yourself in the running of a group or organisation as a Committee member, or involved in the decision-making process, then you should declare this only if it has a clear impact on your area of work and conflicts with the Council's interests. If you are in any doubt about this you must discuss it with your manager.

Warwick District Council Employee Code of Conduct (Continued)

- 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.
- 5.2.6 Professional Bodies (Part B, Question 3 of the declaration form) – if you are asked to do work and intend to use information relating to the Council for a group or organisation of which you are a member, you should declare your membership.
- 5.2.7 Housing Association/Tenants' Residents' Association (Part B, Question 5 of the declaration form) – if you are a Committee member of a Council Tenants' or Residents' Association, you should declare your membership where there may be direct impact on your area of work.
- 5.2.8 Trust(s) (Part B, Question 6.2 of the declaration form) – if you are a member of a charitable Trust or have any other interest you only need to declare it where there may be a direct impact on your area of work.
- 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.
- 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.

5.3 Completing the Declaration Form

- 5.3.1 Please read the Code of Conduct carefully and consider whether you have any external interests that may need to be declared. If you are in any doubt about whether you should declare a specific matter, it is recommended that you declare it.

5.3.2 New Employees and those accepting new Contracts of Employment:

All newly appointed staff and existing staff accepting new contracts of employment will be required to complete a declaration of interests form as a condition of appointment.

This requirement will be publicised in the recruitment documentation sent to applicants. All staff will be required to declare interests before taking up their posts.

5.4 Completed Declaration Forms

Warwick District Council Employee Code of Conduct (Continued)

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.

5.5 Failure to declare/follow the Code

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 which could potentially result in disciplinary action being taken against you.

5.5.2 Failure to follow the Code in any aspect may also be raised in disciplinary action taken against you for a breach of the Council's rules or procedures.

5.5.3 The above instances may constitute a criminal offence under Section 117 of the Local Government Act 1972. Criminal sanctions may apply where an abuse of position has occurred as a result of a Council contract or where an employee or their relatives have gained pecuniary advantages.

5.6 Inspection of Information

5.6.1 Your declaration form will not be open for inspection to anyone, other than by your line manager, Human Resources, or an officer undertaking an investigation into your conduct in line with agreed policies.

5.6.2 By completing a declaration form, this will not in itself represent any form of sanction or approval by the Council of the contents of the declaration.

5.7 Amending Declaration Forms

5.7.1 If your circumstances alter and you wish to amend or review a declaration form, or view your personal file, please contact HR.

5.8 Confidentiality

5.8.1 The information given on the declaration form is given in the strictest confidence and must not be divulged inappropriately and inappropriate divulgence may result in disciplinary action being taken.

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Committee for Standards in Public Life:

The Seven Principles of Public Life (Revised January 2013)

Principle	Revised description
<i>Preamble</i>	The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.
<i>Selflessness</i>	Holders of public office should act solely in terms of the public interest.
<i>Integrity</i>	Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
<i>Objectivity</i>	Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
<i>Accountability</i>	Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
<i>Openness</i>	Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
<i>Honesty</i>	Holders of public office should be truthful.
<i>Leadership</i>	Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

**CODE OF CONDUCT FOR EMPLOYEES OF
WARWICK DISTRICT COUNCIL:**

Declaration form

This form must be completed by all new employees on joining the Authority and amended within 28 days of the change to a matter you are required to declare.

Please read the Code of Conduct for Council Staff and associated Guidance Notes on the declaration of pecuniary and personal interests before completing this form.

Please print clearly in black ink

Name: _____

Work Address: _____

Section: _____

Telephone Number: _____

PART A

1. Employment

1.1 I am/will be employed by the Council as:

(If you have more than one job in the Council, please list all those jobs)

1.2 I also work as:

Employer's name and nature of business:

1.3 I am also self-employed as:

I trade under the following name(s):

PART B: Personal Interests of Employee

1. Financial interests

Warwick District Council Employee Code of Conduct (Continued)

1.1 Directorships: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.

I, or my close relative, (e.g. wife, husband, partner, parent, child) hold the following Directorships in the following company(ies):

1.2 Shareholdings: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.

I, or my nominees, own shares in the following company(ies):

1.3 Grant Aid/Professional Bodies: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.

I have recently applied or intend to apply for a grant on my own behalf from the Council.

Yes / No

If 'YES' specify nature and amount.

A group or organisation in which I am involved in the running (and in the decision-making process) has applied for and/or intends to apply for a grant from the Council.

Yes / No

If 'YES' specify nature, amount and your position in group/organisation.

2. Clubs, Associations and Societies: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.

I have a personal interest in or membership of the following club(s), association(s) or society(ies) which has the potential to conflict with the interests of the Council:

3. Professional Bodies: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.

I am involved in the decision-making process of the following body(ies):

Warwick District Council Employee Code of Conduct (Continued)

(Please state name and nature of any professional body/bodies in which you are a member).

4. Select Societies: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.

I have a personal interest in/or membership of the following society(ies):

(Please state name and nature of any select society(ies) in which you have a personal interest/membership).

Please state in what capacity you are a member:

5. Housing Association: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.

5.1 I am a member or office holder of a Housing Association with properties in the District.

Yes / No

If 'YES' specify name(s), registered office(s) and capacity(ies):

5.2 I am a member or office holder of a Tenants'/Residents' Association in the District.

Yes / No

If 'YES' specify name(s) of Association(s):

Warwick District Council Employee Code of Conduct (Continued)

6. Other Interests: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.

6.1 I, or my partner, are associated with a limited company or unincorporated business.

Yes / No

Specify nature of Association(s):

6.2 I am involved in the decision-making process of a charitable Trust

Yes / No

If 'YES' specify which Trust(s) and nature of relationship with the Trust(s):

6.3 I have another interest which may impact on my work.

Yes / No

Please specify:

The Council encourages voluntary work, public duties and activities in support of the local community and employee involvement in these areas is welcomed and supported.

6.4 I have been appointed by a Government Minister as a member of a statutory undertaking(s) or other body(ies) which is constituted in order to discharge or assist in discharging a statutory function.

Yes / No

If 'YES' specify body(ies):

6.5 I am a Councillor in a Local Authority.

Yes / No

If 'YES' specify which authority and office/title held:

Warwick District Council Employee Code of Conduct (Continued)

6.6 I am a co-opted member of a Local Authority Committee(s), Sub-Committee(s) or similar body.

Yes / No

If 'YES' please specify:

6.7 I am a member of a school governing body and/or am on the controlling body of a parent/teachers association(s).

Yes / No

If 'YES' specify which association(s):

6.8 I am a Board member of a Hospital Trust/Health Authority.

Yes / No

If 'YES' specify Hospital Trust/Health Authority:

6.9 I serve as a Magistrate.

Yes / No

If 'YES' specify which Court:

7. Recruitment of Relatives

Are you related to, or have an association with, a Member of the Council or anyone working for the Council? 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.

Yes / No

If 'YES' specify name(s) and work area(s):

Warwick District Council Employee Code of Conduct (Continued)

Declaration

Please see Guidance Note for Staff re: inspection of information (Paragraph 6).

I declare that I have read the Code of Conduct for Council Staff and associated Guidance.

Notes on declaration of pecuniary and personal interests and to the best of my knowledge and belief, the answers given above are truthful, accurate and complete. I undertake to inform my Head of Service of any change to these answers within 28 days of that change taking place.

Signed (Employee): _____ **Date:** _____

Signed (line manager): _____ **Date:** _____

When completed, please return this form to HR Support.

FOR OFFICE USE

Date received:

**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:	

APPROVAL

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

When completed, please return this form to the Democratic Services Manager and email a copy to HRsupport@warwickdc.gov.uk for inclusion on your personnel file.

FOR OFFICE USE

Date received:

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 Repeated or intentional 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 head of Internal Audit 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>5.5.2 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 which could potentially result in disciplinary action being taken against you.</p>