AGENDA ITEM 11
Proposer: Cllr Stabler

Date Submitted:30/04/2026

Title: Adoption of Employee / Staff Code of Conduct

Background:

A council should adopt a staff code of conduct to establish clear behavioural standards, ensure public trust, and promote integrity, honesty, and impartiality in public service. It protects employees and the council from accusations of improper conduct, defines relationships between staff and elected members, and manages / prevents conflicts of interest.

Proposed Resolution:

I propose that West Rainton and Leamside Parish Council Adopts an Employee Code of Conduct (draft obtained from online Parish Council sources)

Supporting information:

Employee Code of Conduct - DRAFT

1. Introduction

    1. This Code of Conduct sets out the standards of conduct and behaviour required by Parish Council employees when carrying out their duties and responsibilities.
    2. Officers play an important ambassadorial role in promoting the work of the Parish Council and should ensure that the Parish Council is correctly and properly represented at all times when talking to other staff, members of the Parish Council and members of the public.
    3. The Parish Council provides a public service, and as such, the public is entitled to expect that in performing their duties its employees will at all times act with integrity, honesty, impartiality and objectivity.

2. Ethical Principles

2.1 Whilst it is not possible to anticipate every situation or circumstance which may arise, the following ethical principles should be abided by:

i. Accountability. Employees are accountable to and owe a duty to the Parish Council. They must act in accordance with the following principles as set out in this policy, recognising that they have a duty to discharge their duties reasonably.

ii. Personal Interests. Employees must not allow their private interests or beliefs to conflict with their professional duties. Employees must not misuse their official position or information acquired in the course of their employment to further their private interest or to the advantage or disadvantage of others.

iii. Confidentiality. Openness in the dissemination of information and decision making should be part of the normal function of an organisation. However, certain information may be confidential or sensitive and therefore not appropriate to a wide audience. Where confidentiality of information acquired in the course of your work is necessary to protect the privacy or other rights of individuals or bodies, you must respect the confidentiality of this information and must not use it for your personal gain or pass it to others who may use it for their advantage or gain. Such information should not be released to anyone other than a member or other person who is entitled to receive it or needs to have access to it for the proper discharge of their functions. Nothing in this Code of Conduct can be taken as

overriding existing statutory or common law obligations to keep certain information confidential, or to divulge certain information.

3. General Obligations and Responsibilities

    3.1 You are expected to perform your duties diligently and to the best of your ability. In doing so you must comply with the Parish Council's adopted policies, procedures and practices.

    3.1 You must ensure that the dignity and rights of the local community, members of the public, volunteers and other employees are recognised and respected at all times. They must be treated with fairness and equity in accordance with the Parish Council's policies, and you must not allow prejudice or bias to influence you in carrying out your work.

    3.1 You must always remember your responsibility to the public and ensure courteous, efficient and impartial service delivery to all groups and individuals.

    3.1 You must use the Parish Council's time, resources, property and benefits honestly, responsibly and efficiently to ensure value for money.

    3.1 You should at all times avoid any occasion for suspicion and any appearance of improper conduct.

4. Purpose:
    To define expected behaviour and responsibilities of all Council staff.

5. Principles:
    - Integrity, honesty, and accountability.
    - Respect for colleagues, councillors, and the public.
    - Compliance with the law and Council policies.

6. Conduct:
    - Employees must not bring the Council into disrepute.
    - Confidential information must not be disclosed without proper authority.
    - Personal use of Council facilities should be minimal and authorised.

5. Principles:
   - Integrity, honesty, and accountability.
   - Respect for colleagues, councillors, and the public.
   - Compliance with the law and Council policies.

6. Conduct:
   - Employees must not bring the Council into disrepute.
   - Confidential information must not be disclosed without proper authority.
   - Personal use of Council facilities should be minimal and authorised.

7. Conflicts of Interest
   Employees must declare any personal or financial interest that may conflict with Council duties.

8. Political Neutrality
   Employees must remain politically impartial in the performance of their duties.

9. Use of Resources
   Council property and resources must only be used for Council purposes.

10. Breach of Code
    Breaches will be subject to disciplinary procedures.

11. Review
    The Staff Code of Conduct will be reviewed at the Annual General Meeting.