



Code of Conduct for Employees Procedure

**Hull City Council
Workforce Strategy
Implementation Date: 4th November 2003
Revised: 18th January 2007**

CODE OF CONDUCT FOR EMPLOYEES PROCEDURE

INTRODUCTION

1. The residents of Hull and others who have dealings with the Council are entitled to expect the highest standards of conduct from all employees who work for the Council. The Council therefore has a Code of Conduct for employees.
2. This procedure must be read in conjunction with the Code, the Council's Anti-Fraud and Corruption Policy, the Domestic Violence and Abuse Policy and any other locally agreed Codes of Practice.

PROCEDURE TO FOLLOW

3. The following procedure must be followed for all employees who have anything they wish to declare as described in the Council's Code of Conduct. Any declarations must be made by new employees as soon as they begin their employment with the Council. Existing employees must make any declarations as soon as circumstances occur that require them to make a declaration.
4. If any employee has any doubts about whether they need to declare a particular interest they should consult with their line manager.

COMPLETION OF DECLARATIONS – PERSONAL INTERESTS

5. All employees of the Council who have a personal interest(s), as defined in the Code of Conduct for Employees, which they consider might pose a conflict of interest with their work for the Council, must complete the Declaration of Personal Interest/Multi-Employment form attached at Appendix 1. The procedures at paragraphs 10-15 should then be followed.
6. The personal interest might take the form of any interest an employee or a member of his/her family, partner or friend may have in any situation where the relationship involved could be viewed by an 'outsider' as being something less than conduct of the highest standard or that could pose a conflict of interest with the employee's work for the Council.

MULTI-EMPLOYMENT

7. The personal interest could also be any other work that the employee undertakes in addition to their work for the Council where this work could pose a conflict of interest with their work for the Council.
8. Employees who are graded below grade 8 and whose outside work could be seen to pose a conflict with their work for the Council, must complete the Declaration of Personal Interest/Multi-employment form at Appendix 1. The procedures at paragraph 16-21 should then be followed. Those employees graded below grade 8 whose outside work does not pose a conflict with their work for the Council should refer to the Council's Policy on Multi-Employment and Non-Council Work and complete the declaration form at Appendix 1 of that procedure.

9. Those employees who are graded at grade 8 or above must obtain their line manager's authorisation to carry out any work in addition to their work for the Council whether or not it poses a conflict of interest with their work for the Council. They must obtain this authorisation by completing the Declaration of Interest/Multi Employment form at Appendix 1.

HEAD OF SERVICE AUTHORISATION/ACCEPTANCE – PERSONAL INTERESTS

10. The Declaration of Personal Interests should then be passed to the employee's line manager who should consider the declaration and add any comments he/she wishes to make to the form. The form is then passed to the Head of Service for final decision/information/action.
11. The Head of Service will consider the declaration and authorise the action to be taken. It may simply be 'noted, no further action' where there is clearly no conflict of interest in the nature of the personal interest declared and the employee's work for the Council.
12. In all other cases, the Head of Service will need to meet with the employee to discuss the matter and seek to resolve the situation. At that meeting, the Head of Service will need to assess the implications of the declaration giving due consideration to the type of personal interest declared and any possible conflict of interest there may be with the employee's work for the Council.
13. If, after discussion with the employee, the matter cannot be resolved within the Service Area, the Head of Workforce Strategy must be consulted for advice. Taking all the details into account, the decision of the Head of Workforce Strategy will be final.
14. If the personal interest is accepted by the Council, this will be confirmed in writing.
15. If the personal interest cannot be accepted by the Council, the grounds for this will be confirmed in writing.

HEAD OF SERVICE AUTHORISATION/ACCEPTANCE – MULTI-EMPLOYMENT

16. The Declaration of Multi-Employment should be passed to the employee's line manager who should consider the declaration and add any comments he/she wishes to make to the form. The form is then passed to the Head of Service for final decision/information/action.
17. The Head of Service will consider the declaration and authorise the action to be taken. It may simply be 'noted, no further action' where there is clearly no conflict of interest in the nature of the work being undertaken, or the hours involved do not conflict with the Council's obligations under the Working Time Regulations in relation to multi-employment and the 48 hour average working week and the Management of Health and Safety at Work Regulations.
18. In all other cases, the Head of Service will need to meet with the employee to discuss the matter and seek to resolve the situation. At that meeting, the Head

of Service will need to assess the implications of the declaration giving due consideration to the total number of hours involved and the employee's work for the Council.

19. If, after discussion with the employee, the matter cannot be resolved within the Service Area, the Head of Workforce Strategy must be consulted for advice. Taking all the details into account, the decision of the Head of Workforce Strategy will be final.
20. If the work is authorised by the Council, this will be confirmed in writing.
21. If the work cannot be authorised by the Council, the grounds for this will be confirmed in writing.

REGISTERING THE DECLARATION

22. When the forms are fully completed and any actions agreed, brief details of the declaration and action required should be entered in the Head of Service's central registers and the form forwarded to Human Resources, Employee Services, for retention on the employee's personal file. A copy of the form should be returned to the employee for his/her records.

COMPLETION OF DECLARATIONS – GIFTS AND HOSPITALITY

23. Where employees are required to attend purely social or sporting functions which are part of the life of the community or where the Council should be represented, they should first obtain authorisation from their line manager.
24. Those employees who are, or have been, in receipt of gifts or hospitality as defined in the Code of Conduct for Employees must complete the Declaration of Gifts and Hospitality form at Appendix 2.
25. The Declaration should be passed to the employee's line manager who should consider the declaration and add any comments he/she wishes to make to the form. The form is then passed to the Head of Service for final decision/information/action.
26. When the form is fully completed, brief details of the declaration should be entered in the Head of Service's central registers and the form forwarded to Human Resources, Employee Services, for retention on the employee's personal file. A copy of the form should be returned to the employee for his/her records.

FURTHER ACTION

27. No further action in relation to any of the above declarations is to be taken by the employee until a copy of the form containing the Head of Service's written decision is returned to them.
28. It is the responsibility of the employee to inform his/her Head of Service, in writing, when any declaration he/she has made is no longer valid.

DECLARATION OF CRIMINAL CONVICTIONS

29. The Code states that ‘the residents of Hull and others who have dealings with the Council are entitled to expect the highest standards of conduct from all employees who work for the Council’. This expectation is extended to an employee’s private life therefore, employees must declare to their line manager any criminal convictions that are relevant to their job that occur during their employment with the Council.
30. The following are examples of convictions which are relevant to some jobs within the Council,
- theft, fraud or embezzlement if the employee works in the Corporate Finance Section or any other section where the duties include the handling of cash or securities
 - speeding or dangerous driving where the duties include driving
 - driving whilst under the influence of drink or drugs where the duties involve driving
 - physical abuse or acts of violence where the duties include caring for either children or adults
 - racial abuse would be relevant to all employees of the Council
31. There will be other convictions which are relevant to jobs within the Council. The main consideration will be whether the offence is one that makes the employee unsuitable for his/her type of work or whether his/her actions have brought the Council into disrepute.
32. If an employee is in any doubt as to whether a conviction could be seen as relevant to his/her job in the Council, he/she must discuss it with his/her line manager. Failure to disclose such convictions may lead to disciplinary action which could lead to dismissal.

MANAGEMENT INVESTIGATIONS AND SUSPENSION FROM DUTY

33. When a complaint, concerning the conduct of an employee is received, a management investigation will normally be undertaken in order to establish the facts of the case. It may be appropriate to consider moving the employee to an alternative place of work whilst the investigation is carried out. However, where alleged misconduct is established, would be regarded as gross misconduct, the employee must be suspended from work on full basic pay. Suspension, in itself, is a precautionary measure and not a form of disciplinary action.

POLICY ON HOLDING INFORMATION

34. Following completion of the Declaration Forms at Appendix 1 and 2 each Head of Service will hold registers containing brief details of all declared interests and gifts and hospitality within their service area – see Appendix 3 and 4.
35. A copy of the registers including brief details of all declarations will be required by the Council’s Director of Corporate Governance and Monitoring Officer annually,

for monitoring purposes. The information will be provided by the Head of Service who will maintain the registers and ensure that they are kept securely and confidentially, in accordance with the provisions of the Code of Conduct.

36. Employees may ask for access to their declaration at any time and may correct or update it as required. These registers are not open to public inspection, but may be inspected by the District Auditor, the Chief Executive, the Deputy Chief Executive, the Head of Workforce Strategy and the Director of Corporate Governance and Monitoring Officer.
37. All completed forms will be held on an employee's personal file for the period of their employment or for a period of 1 year after he/she advises their Head of Service that a declaration is no longer valid.
38. It is not necessary for all employees to make a nil declaration. The exception to this is that all members of the Corporate Strategy Team (or equivalent), the Corporate Implementation Group (or equivalent), and the next (i.e. third tier) layer of management make declarations including nil declarations on an annual basis.

DECLARATIONS BY HEADS OF SERVICE, CORPORATE STRATEGY TEAM OR CHIEF EXECUTIVE

39. A completed form from a Head of Service should be forwarded directly to the Corporate Director for decision/information/action.
40. The appropriate information must be included on the Head of Service's own central registers.
41. Members of the Corporate Strategy Team should forward their declaration forms directly to the Director of Corporate Governance and Monitoring Officer following decision/information/action by the Chief Executive.
42. The Chief Executive should forward his/her declaration directly to the Director of Corporate Governance and Monitoring Officer following decision/information/action by the Leader of the Council.

**HULL CITY COUNCIL CODE OF CONDUCT FOR EMPLOYEES
DECLARATION OF PERSONAL INTEREST/MULTI-EMPLOYMENT FORM**

This form is to be used by all employees where it is appropriate to declare a personal interest/Multi-employment. The appropriate part of the Council's Code of Conduct should be read prior to completing the form.

Employee Details

Surname:		First names:	
Job Title:	Grade:	Tel (Work):	
Service Area:		Case No:	

Full Work Address for Correspondence:

Declaration

In accordance with the Code of Conduct for Employees, I wish to declare the following:

*Personal Interest/Multi-Employment **delete as necessary*
(Where personal interest involves Directorships/Partnerships/Shareholdings please state name of company or business).

Signed: _____ Date: _____

Please continue on a separate sheet, if necessary

Multi-Employment

Please enter any non-Council work, **including self employment**, which you are undertaking or intend to undertake.

Employer*/Self-Employed

Address:

Details of Post/Work/Activity:

Weekly Contracted Hours*

Paid/Unpaid*

If Self-Employed – estimated weekly hours*

Duration: Please indicate how long the work is likely to continue (e.g. number of weeks/months/end date if known/permanent)

**Delete as necessary*

If you have more than 1 non-Council job please continue on a separate sheet.

Separate Sheet attached: yes/no*

**Delete as necessary*

Declaration of Employee:

I declare that the information I have given on this form is true, complete and correct and I agree to inform the Council of any changes to this information as they occur and to notify the Council of any new work I propose to undertake. I understand and accept that the information will be kept for monitoring purposes.

Signature:

Date:

Line Manager's comments:

Please consider this declaration and add any comments below.

Signature:

Date:

AUTHORISATION:

To be completed by Head of Service or nominated officer*

1. Will the combined paid working hours breach the Working Time Regulations 1998 in relation to the 48-hour average working week? Yes/No*
2. Are the combined paid and unpaid working hours likely to have an adverse effect on the employee's/worker's fitness for Council work under Health and Safety Regulations? Yes/No*
3. Is there any conflict of interest in the type of work to be carried out? Yes/No*

If the answers to questions 1,2 or 3 are "No" ignore items 4 and 5

If the answer to questions 1,2 or 3 are "Yes" you will need to arrange a meeting with the employee/worker to discuss this matter before completing the rest of this section of the form.

4. Date and time of discussion with employee/worker:
5. Outcome of discussion:

Declaration of Interest as detailed on this form *has been/has not been accepted .

Multi-employment as detailed on this form *has been/has not been authorised.

Signature:

Date:

**Delete as necessary*

DECLARATIONS BY THIRD TIER MANAGERS, HEADS OF SERVICE, CORPORATE STRATEGY TEAM OR CHIEF EXECUTIVE

Referred to:

Corporate Director/Chief Executive/Leader of the Council Date:

Outcome:

Declaration of Interest as detailed on this form *has been/has not been accepted .

Multi-employment as detailed on this form *has been/has not been authorised.

Signature:

Date:

**Delete as necessary*

ACTION: Once completed, details of this form should be entered onto the Head of Service's central registers. A copy of this form should then be returned to the employee for his/her records and the original form placed on the employee's personal file with the Human Resources Employee Services Team.

*When a Head of Service or third tier manager makes a declaration, the completed form should be forwarded directly to their Corporate Director for decision/information/action. The appropriate information must be included on the Head of Service's own central registers. Members of the Corporate Strategy Team should forward their declaration directly to the Director of Corporate Governance and Monitoring Officer following decision/information/action by the Chief Executive. The Chief Executive should forward any declaration directly to the Director of Corporate Governance and Monitoring Officer following decision/information/action by the Leader of the Council.

DATA PROTECTION: Please note that this form, when completed, will be held on your personal file for the period of your employment or for a period of 1 year after you advise that the declaration is no longer valid. The information will be held by your Head of Service on a central register and forwarded to the Director of Corporate Governance and Monitoring Officer annually.

**HULL CITY COUNCIL CODE OF CONDUCT FOR EMPLOYEES
DECLARATION OF GIFTS AND HOSPITALITY FORM**

This form is to be used by all employees where it is appropriate to declare the receipt of a gift or hospitality. The appropriate part of the Council's Code of Conduct should be read prior to completing the form.

Employee Details

Surname:		First names:	
Job Title:	Grade:	Tel (Work):	
Service Area:		Case No:	
Full Work Address for Correspondence:			

Declaration

In accordance with the Code of Conduct for Employees, I wish to declare the following:

I declare that the information I have given on this form is true, complete and correct and I agree to inform the Council if I receive of any further gifts/hospitality and to notify the Council immediately. I understand and accept that the information will be kept for monitoring purposes.

Signed: _____ Date: _____

Please continue on a separate sheet, if necessary

Line Manager's comments:

Please consider this declaration and add any comments below.

Signature:

Date:

AUTHORISATION

To be completed by Head of Service or Nominated Officer*

I have considered the declaration overleaf and authorise the following action to be taken: (Please state what action you are taking – it may simply be: “Noted, no further action required”)

Signature:

Date:

ACTION: Once completed, details of this form should be entered onto the Head of Service's central registers. A copy of this form should then be returned to the employee for his/her records and the original form placed on the employee's personal file with the Human Resources Employee Services Team.

*When a Head of Service or third tier manager makes a declaration, the completed form should be forwarded directly to their Corporate Director for decision/information/action. The appropriate information must be included on the Head of Service's own central registers. Members of the Corporate Strategy Team should forward their declaration directly to the Director of Corporate Governance and Monitoring Officer following decision/information/action by the Chief Executive. The Chief Executive should forward any declaration directly to the Director of Corporate Governance and Monitoring Officer following decision/information/action by the Leader of the Council.

DATA PROTECTION: Please note that this form, when completed, will be held on your personal file for the period of your employment or for a period of 1 year after you advise that the declaration is no longer valid. The information will be held by your Head of Service on a central register and forwarded to the Director of Corporate Governance and Monitoring Officer annually.

HULL CITY COUNCIL**REGISTER OF DECLARED INTERESTS FOR 2006/2007****SERVICE AREA**

CASE NO.	NAME OF EMPLOYEE	GRADE	JOB TITLE	WORKPLACE	DECLARED INTEREST	ACTION TAKEN

HULL CITY COUNCIL

REGISTER OF GIFTS & HOSPITALITY 2006/2007

Service Area:.....

NAME OF EMPLOYEE AND DEPARTMENT	DATE	WHO MADE THE OFFER OF HOSPITALITY/GIFT?	DETAILS OF THE HOSPITALITY/GIFT OFFERED	VALUE OF HOSPITALITY/GIFT	WAS THE OFFER ACCEPTED?