



## **Blyth Town Council**

### **Official Conduct Policy - Officers**

#### **1. General**

2. In order to operate effectively, it is essential that standards are set, and approved, for performance and conduct.
3. The public, and members of the Council, are entitled to demand of a local government officer, conduct of the highest standard and public confidence in his/her integrity. This would be affected were the least suspicion to arise that they could in any way be influenced by, for example, making inappropriate comments, voicing personal opinions etc.
4. This policy should be read in conjunction with the "Protocol for Councillor/Officer Relations."
5. An officer's non-working hours are their personal concern, but they should not lessen the importance of their duty to their private interests or put themselves in a position where their duty and their private interests conflict. The Council should not attempt to preclude officers from undertaking additional employment or personal interests, but any such employment or interests must not, in their view, conflict with or react detrimentally to the Council's interests, or in any way weaken public confidence in the conduct of the Council's business. Any Officer wishing to undertake additional employment or business should complete the required form (*Appendix A*).
6. The officer should not be called upon to advise any political group of the Council either as to the work of the group or as to the work of the Council, neither shall he/she be required to attend any meeting of any political group.
7. As with all policies and procedures, where it is felt that there is an element of uncertainty, then the officer must seek advice immediately from the Town Clerk.

## **8. Interest of Officers in Contracts**

9. If it comes to the knowledge of an officer that a contract in which they have any pecuniary interest, whether direct or indirect (not being a contract to which they are a party), has been, or is proposed to be, entered into by the Council, they shall, as soon as practicable, give notice in writing to the Town Clerk of the fact that they have an interest therein. (Attention is drawn to the provisions of the Local Government Act 1972, Sections 95 and 117.)

## **10. Interest of Officers on General Issues**

11. Should an officer feel that there may be a situation where an interest could result or where they feel a situation is unclear, then the officer should inform the Town Clerk immediately for further advice

## **12. Information Concerning Officers**

13. Information concerning an officer's private affairs shall not be supplied to any person outside the service of the employing authority unless the consent of such officer is first obtained.
14. *[Should anyone authorise a third party (i.e. building society, bank, solicitor etc.) to seek personal details they should inform the Town Clerk immediately, followed by written confirmation of permission to supply the details.]*

## **15. Inappropriate Officer Conduct**

16. In the event of inappropriate conduct, this shall be dealt with in line with the approved Disciplinary Procedures.

## Appendix A

### BLYTH TOWN COUNCIL

#### Request to undertake Secondary Employment or Engagement in Another Business

*Please refer to the notes overleaf before completing this form*

<b>NAME</b>	<b>JOB TITLE</b>
<b>DETAILS OF PROSPECTIVE SECONDARY EMPLOYMENT OR BUSINESS TO BE UNDERTAKEN</b>	
<b>NAME/ADDRESS OF PROSPECTIVE EMPLOYMENT OR BUSINESS</b>	<b>DAYS/HOURS OF WORK</b>
<b>DETAILS OF WORK TO BE UNDERTAKEN</b>	
<b>PROPOSED COMMENCEMENT DATE</b>	
<b>DETAILS OF ANY EXISTING SECONDARY EMPLOYMENT OR BUSINESS</b>	

#### **Employee Declaration**

I agree to comply with any specific conditions that may be attached to the approval of my application in addition to the general conditions applying to secondary employment set out in the Code of Conduct. I am also aware that sickness payment may not be made in respect of sickness or injury attributable to any secondary employment or business and that I need to obtain separate insurance cover for my activities in connection with the secondary employment or business.

<b>SIGNED</b>	<b>DATE</b>
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**FOR COMPLETION BY TOWN CLERK**

<p>I have considered the details of this application. I am satisfied that the secondary employment or business proposed will not conflict with the interests of the Council. I approve the application.</p>	
<p>I have considered the details of this application. Provided the attached conditions are observed, I am satisfied that the secondary employment or proposed business will not conflict with the interests of the Council.</p>	
<p>I have considered the details of this application and have decided that the secondary employment or business proposed will conflict with the interests of the Council. I therefore reject the application.</p>	

<p><b>SIGNED</b></p>	<p><b>DATE</b></p>
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## **Notes on the completion of this form**

### **Scope**

This form applies to all employees, who wish to undertake any paid or unpaid secondary employment or engage in any business

### **Information Required**

Employees must provide a detailed description of those duties or tasks they will perform to enable the Town Clerk to come to an informed decision. Unnecessary delays in processing the application may arise if insufficient or incomplete information is provided.

### **Decision Process**

The Town Clerk may need to discuss your application with you before a decision can be made and when this is done, will indicate accordingly before signing the form and returning it to you.

### **Appeal Process**

Should you disagree with the decision of the Town Clerk then the matter will be referred to the Staff Committee for consideration.

### **Post Decision Process**

The Town Clerk will maintain a review of the secondary employment/business in order to ensure there is no detrimental impact to the Council.

### **Data Protection**

You have been asked to provide the information overleaf to help the Council reach a decision in regard to the performance of your contract of employment. The Council will process the information you provide, strictly for employment purposes and in accordance with the Data Protection Act 1998 and the Council's own Data Protection Policy.