Code of Conduct Benchmarking

Council	Scope of Code of Conduct	Additional expectations for senior officers
Walsall Council Link to CoC for Employees	The Code of Conduct applies to all council employees and workers including those on a casual working agreement and on a temporary agency assignment.	**Part 4.6 Officer Employment Procedure Rules** Requires candidates to declare if they are related to an existing Councillor or officer of the council. **Part 4.7 Financial rules** Paragraph 1.5 - Officers' interest in contracts As soon as any officer becomes aware that they, a family member or friend has any personal or prejudicial interest in any contract or other matter pertaining to the Council's affairs, the officer shall declare this in writing to the Monitoring Officer. This shall be done in accordance both with these rules and with the requirements of the Council's code of conduct for its employees. Paragraph 5.4 – Preventing fraud and corruption Each Directorate shall maintain a register of officers' interests and of any gifts or hospitality received by them, which are declared in accordance with this paragraph. Paragraph 8.3 – Ordering and paying for work, goods and services Every officer and member of the authority has a responsibility to declare any links or personal interests that they may have with purchasers, suppliers and/or contractors if they are engaged in contractual or purchasing decisions on behalf of the Council, in accordance with appropriate codes of conduct. **Employee Code of Conduct** The council will not prevent an employee from undertaking additional employment providing it does not conflict with the interests of, or in any way weaken public confidence in the council and does not in any way affect performance of their

		duties and responsibilities whilst at work, or where their current position could confer advantage to their private interest / personal gain. If there is a conflict the manager can request that the employee discontinue with their conflicting private business interests. Employees have a duty to take reasonable care of their own health and safety. Employees must inform their manager if they have/take up additional employment, particularly where this means that their total number of hours worked exceed an average of 48 hours per week, or which could have a detrimental effect on their health and safety. Employees whose salary grade is above G6 are specifically required to obtain written consent from their line manager if they wish to take up any additional employment.
Wolverhampton City Council Link to CoC for Employees	The Code applies to all local government employees in Wolverhampton. Inevitably some of the issues covered by the Code will affect senior, managerial and professional employees more than it will others. The Code is intended to cover all employees under a contract of employment within the Council, including office holders such as registrars.	
Dudley Council Link to CoC for Employees	The code of conduct covers all employees (employees for the purposes of this code of conduct means any worker, contractor, interim, consultant, agency worker, apprentice, work experience, volunteer or partner whether permanent or temporary) who are either employed or are engaged to provide services to Dudley Council.	The Code of Conduct contains the following points that are applicable to senior officers: - All leaders and managers are responsible for the application of this code of conduct in their area of work. They must ensure the code is adhered to and will: • Be a role model of the required standards of behaviour; • Reinforce the required standards of behaviour through appropriate communications within their teams;

		• Explain the provisions of the code to promote understanding; • Coach, support and provide feedback to employees on their performance and define what is expected and deal with concerns about the work and conduct; • Actively promote and robustly support and be willing to take appropriate action at the earliest opportunity to deal with non-compliance with the standards of the code.
Sandwell Council Link to CoC for Employees	The Code applies to all employees of the Council, although, inevitably, some of the issues covered by the Code will affect some employees more than it will others.	
Birmingham City Council Link to CoC for Employees	Birmingham City Council's Code of Conduct forms part of the Contract of Employment. It aims to establish the usual standard of conduct expected of all employees. The Code of Conduct's principles reflects BCC's values and behaviours setting down the way in which you, as an employee of the Council, are expected to conduct yourself.	
Bolton Council Link to CoC for Employees	The Code applies to all Council employees. Inevitably some of the issues covered by the code will affect senior, managerial and professional employees more than it will others.	5.3.2 The individual rights of all Councillors must be respected. On occasions senior officers may be requested to advise or brief political groups. They must make their Chief Officer aware, through their Head of Service, and seek advice to ensure that they do this in ways which do not compromise their political neutrality.
Derbyshire County Council Link to CoC for Employees	The Code applies to all employees of the Council together with those working on behalf of the Council such as relief workers and apprentices.	The Code of Conduct contains the following points that are applicable to senior officers: - • Have a duty to implement this Code of Conduct in a fair and equitable way and to ensure that the employees they are responsible for understand and adhere to it

		• Have a duty to ensure that any complaints raised in relation to this Code are investigated appropriately, and that complainants are not penalised as a result of making a complaint. • Must be aware of their own conduct and behaviour and how this can impact on other employees. • Should demonstrate behaviours in line with the Council's People Priorities, including promoting diversity and inclusion, commitment to the engagement, nurturing and development of their teams, and supporting the wellbeing of their staff and be committed to any Council strategies designed to support this. • Support their staff to deliver their roles in the most effective way.
Doncaster County Council Link to CoC for Employees	The Code applies equally to all employees regardless of position, grade, and length of service or terms of employment. This code can also apply to employees in schools where the governing body has delegated powers, if the Code has been adopted by the governing body.	The following extracts are taken from Part 5, Section 3 of the Code of Conduct for Employees (each section also contains further detailed points not listed here). 5.2 Managers must support good employment practice by … 5.3 Managers must ensure that training and development opportunities are in place to strengthen and develop skills and knowledge by … 5.4 Managers must ensure that the performance of employees is managed by… 5.5 Managers must ensure that employees are made aware of written policies, procedures and good practice by … 5.6 Managers must ensure that they recognise that they are responsible for the work that they have delegated to others by … 5.7 Managers must promote this code of conduct by …

Oldham Council Link to CoC for Employees	The Code of Conduct covers all staff employed by the Council. The Members Code of Conduct is in place to guide the standards and behaviours of Members.	On occasions senior officers may be requested to advise or brief political groups. In this instance you must make your Chief Officer aware and seek advice to ensure that this is done in a way which does not compromise political neutrality. **Leadership** Those undertaking leadership roles are responsible for the delivery of high quality providing positive influence, supporting and demonstrating trust in staff and modelling the ethical behaviours needed from their teams. Managers are responsible for ensuring clarity of role and monitoring performance.
Rotherham Council Link to CoC for Employees	The purpose of this code is to promote consistency and make all employees aware of their responsibilities whilst engaged in work for the Council, by specifying standards of behaviour and by clearly defining rules concerning official conduct.	
St Helens Borough Council Link to CoC for Employees	This Code of Conduct applies to all employees of St Helens Borough Council except schools based employees for which a separate code exists. The Code extends to secondees from outside the Council and agency/consultancy staff, who will be expected to familiarise themselves with the content of the Code of Conduct and undertake their duties in compliance with it. It applies to employee's conduct both within the Council and when dealing with other organisations as a representative of the Council and applies to an employee's conduct outside of work if such conduct could lead to a loss of trust in an individual as an employee.	All members of the Council's Corporate Leadership Team, Senior Leadership Team and specified posts must make an annual declaration of any personal interests they may have. All employees in these posts will be expected to make a declaration even if it is simply to formally state that they have no interests to declare. Registration of personal or business interests should be recorded on the Registration of Personal or Business Interests form.

	The Code of Conduct forms part of an employee's contract of employment. Failure to comply with its contents may result in disciplinary action, which could include dismissal.	
Stoke-on-Trent City Council Link to CoC for Employees	If you are an employee of the City Council, irrespective of your position, then this Code of Conduct applies to you. The only exception to this is where you work in a school covered by LMS provisions and your governing body has not adopted this Code for all or some groups of staff working at the school.	
Sunderland City Council Link to CoC for Employees	The aim of this Code is to assist employees achieve the required standards by setting out clearly what is required. This should help employees to protect their own integrity, the integrity of the Council, and to ensure the confidence of the public is retained.	Senior officers are required to disclose to the Chief Executive on the Employee Code of Conduct Declaration Form any relationship known to exist between them and any person who they know is a candidate for an appointment with the Council.
Wakefield Council Link to CoC for Employees	This Code of Conduct applies to all employees of the Council (including Centrally Employed Teachers) and also to apprentices, casual workers, agency workers, contractors and volunteers. … Some of the issues covered by this Code of Conduct will affect senior and managerial employees more than it will others. However, it covers all employees who have an employment contract with Wakefield Council, including relief and casual	

	employees, and as such it forms part of their conditions of service.	
Wigan Council Link to CoC for Employees	This Code of Conduct applies to all council employees. A separate Code of Conduct for Members is also available. Some standards covered by the Code will affect some employees more than others and they will be applied as appropriate. Individuals contracted to provide services for the council, such as agency workers, should comply with the principles of the code, although they are not designated as employees. Although the code is comprehensive in the range of issues included it is not possible to cover every circumstance. Management reserve the right to take appropriate action should any issue arise not otherwise covered in the code.	
City of London Link to CoC for Employees	The Code of Conduct (the 'Code') applies to all employees and other workers (including casual workers, agency workers and consultants)1 and their conduct both within the organisation and when dealing with other organisations as a representative of the City of London Corporation.	Senior management are required to make disclosures or confirm a nil return on a wider range of categories than employees and other workers; this is in line with their responsibilities for the activities of the City Corporation, its workforce and for advising Members on the potential implications of political decisions.

Essex County Council Link to CoC for Employees	The Code of Conduct defines the responsibilities and standards required of all who work for and on behalf of ECC, including interims, agency workers and ECC employees who are seconded to other organisations.	Responsibilities when managing others As a manager, your leadership skills are key elements to your role. You must: • maintain an environment of respect, recognition and support and to induct all new employees to their role • make appointments only on the basis of merit and capability to carry out the role • make sure decisions relating to discipline, promotion and pay are objectively justified • identify and assess all risks and ensure they are managed appropriately • ensure business continuity arrangements are in place to enable continued delivery of services • exercise a duty of care to employees and customers, ensuring health and safety requirements are met. You must not: • be involved in a selection process or interview if you are related to an applicant or in a personal relationship with them or a member of their immediate family.