

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 5 - CODES AND PROTOCOLS

Employee Code of Conduct

This Policy applies to all employees of Rutland County Council, except those based in Schools and Colleges.

The public expects the highest standards of conduct and service from all employees of the Council. The Employee Code of Conduct sets out the standards of behaviour which as Council employees, we all need to work to in serving the people of Rutland.

The Code forms part of an employee's conditions of service and it is their responsibility to read and apply the standards set out in this and related documents including professional codes, policies and guidance. Any employee deliberately or knowingly acting outside the Code will be viewed as a serious matter that could result in disciplinary action.

Where an employee is a member of a professional body, they must ensure that they adhere to any professional code(s) of conduct in place in addition to this Code of Conduct.

1.0 General Principles

- 1.1 The Employee's Code of Conduct establishes a set of core principles and standards which underpin the concept of public service and which are applicable to all employees of the Council regardless whether they work full time, part-time, casual or on a relief/interim basis.
- 1.2 The Council's vision is to ensure Rutland is a great place to live, work, play and visit. The Council's values underpin how we operate to service our Community.

2.0 Accountability

- 2.1 Employees must be accountable to the authority for their actions. They must act in accordance with the principles set out in this Code, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
- 2.2 If an employee's post is exempt from the Rehabilitation of Offenders Act and subject to a Disclosure and Barring Service check, they are obliged to notify their manager of any convictions, warnings, cautions, reprimands etc, no matter how minor, during their employment. All staff are required to disclose any conviction, warning, caution or reprimand that has the potential to impact their job.

3.0 Honesty, Integrity, Impartiality and Objectivity

- 3.1 Employees must perform their duties with honesty, integrity, impartiality and objectivity.
- 3.2 Employees in receipt of allowances or council tax discounts administered by the Council (eg. rent allowances or council tax discounts) must notify the appropriate department promptly, in writing, of any change in circumstances that may affect entitlement. To deliberately fail to notify any material change of circumstance that results in overpayments being made, may be deemed a fraudulent act against the employer.

4.0 Duty of Trust

- 4.1 Employees must at all times, act in accordance with the trust that the public is entitled to place in them.
- 4.2 Any employee who is not clear about the application of this code in relation to particular circumstances should seek guidance from their line manager or the Human Resources team.
- 4.3 Employees whose work relies upon them fostering close relationships with members of the public, should adhere to the guidelines within this code to ensure that all contact is conducted on a professional basis.

5.0 Respect for Others

- 5.1 A commitment by all employees to implement equalities in all aspects of their work is fundamental to effective service provision and effective working relationships. All

members of the local community, customers and other employees have a right to be treated with fairness, respect and equity.

- 5.2 Employees are expected to carry out their duties in compliance with the Council's Equality and Diversity Policies and undertake Equality and Diversity training
- 5.3 The Council will not tolerate discriminatory behaviour, including harassment, which will be dealt with in accordance with the Council's Disciplinary procedure and Grievance procedure which includes Harassment, Discrimination and Bullying procedure.
- 5.4 Employees must treat colleagues with courtesy and respect. Employees must not abuse colleagues verbally or physically.
- 5.5 Communication between employees should at all times remain professional and show respect for others' feelings and opinions.

6.0 Stewardship

- 6.1 The Council has adopted a set of values that underpin how we operate within the Council to serve our community – these values are supported by our Strategic Aims and Objectives. The Council will support staff in understanding the part they play in delivering these objectives through management support and mechanisms such as our Personal Development Review scheme.
- 6.2 Employees must use public funds entrusted to or handled by them, in a responsible and lawful manner and not make personal use of property or facilities of the Council unless properly authorised to do so.
- 6.3 Employees should follow the Council's rules on the ownership of intellectual property or copyright created during their employment.
- 6.4 Employees should not make use of Council facilities, such as telephone, computers, etc. where this is related to outside work for another employer. Neither should they undertake any correspondence or incoming/outgoing phone calls relating to external work.
- 6.5 The Council's telephone, computer system, the Council's Crest, other equipment and materials (including headed paper) are the property of Rutland County Council and are provided for employee's business purposes and for interaction with the public in the delivery of services. Council property, plant, vehicles, money and services should only be used for the Council's purposes.
- 6.6 Some personal use of the Council's electronic communication facilities and devices including phone, internet and email is permitted outside of the working day, provided it is within the scope of the Council's Email and Internet Policy. The e-mail and internet system must not be abused. Usage of such systems will be monitored through normal management practice and route checks of the Council's IT systems.
- 6.7 Individuals' use of their own personal mobile phones should, as far as possible be contained to non-working time to avoid any disruption to an employee or colleague undertaking their role. In addition:

- Employees should ensure that mobile phones and other communication devices are switched to silent during working hours.
 - The Council recognises that on occasions, employees may need to be contacted at work on urgent personal matters – in such circumstances an appropriate direct line phone number can be provided.
- 6.8 The Council's Financial Regulations and Anti-Fraud and Corruption Policy must be adhered to at all times.
- 6.9 Employees should not use their position within the Council to see or receive preferential rates from organisations or Council contractors.
- 6.10 Employees must be aware that it is a serious criminal offence for them corruptly to receive or give any gift, loan, fee, reward or advantage for doing or not doing anything or showing favour or disfavour to any person in their official capacity. If an allegation is made it is for the employee to demonstrate that any such rewards have not been corruptly obtained.

7.0 Safeguarding

- 7.1 Employees should be aware that sensitive, confidential information should not be left on desks or in places where access is available to general staff/visitors.
- 7.2 Employees should not hold sensitive confidential information on memory sticks or desktops. Any such information may only be held on encrypted memory sticks and the main IT server.
- 7.3 Employees should be aware that not all staff/visitors will have DBS clearance and to exercise vigilance when asked for information of a confidential or sensitive nature.
- 7.4 Employees should consult with their line manager if they have a concern which relates to safeguarding children, young people and adults.
- 7.5 Employees should keep the minimum amount of personal information about children (dependant on job role) and ensure compliance with the principles of data protection in storing and using information.
- 7.6 Photographs of children may only be kept with the parent's consent.
- 7.7 Employees should report immediately any concerns they have about a child or adult, or any allegations made to them about a child or adult or by a child or adult.
- 7.8 All employees are required to attend safeguarding awareness training as part of the induction and probationary procedure.

8.0 Personal Interests

- 8.1 Employees must not, in their official or personal capacity, allow their personal interests to conflict with the Council's requirements, or use their position improperly to confer an advantage or disadvantage on any person. Such interests are not exclusive to the employee and could include interests of family or friends. Employees should declare any such interest and their Director, in consultation with the Strategic Director for Law and Governance if required, will decide whether the interest conflicts with those of the Council.

- 8.2 Activities of the Council's employees outside the working environment may be under public scrutiny and therefore the Code requires high standards of conduct.
- 8.3 Employees must be clear about their contractual obligations and should not take additional or 'outside' commitments (paid or unpaid), which may infringe on their contractual work commitments, without gaining permission from their Line Manager. In any event, the total work time involved must not breach the Working Time Regulations.
- 8.4 Some roles/positions will have specific conditions to ensure an appropriate boundary exists between their employment with the Council and any activities they may undertake in their personal time (including voluntary activities). Such conditions are outlined in relevant professional codes of practice and standards, eg. Care Quality Commission. In such instances this must be disclosed and written consent obtained. Employees should refer to their Manager if they require further advice.
- 8.5 Employees should not carry out work, set up or accept employment with a business engaged in work which, in the view of the Council, conflicts with or is detrimental to the Council's interest or in any way weakens public confidence in the conduct of the Council's business. Employees should refer to the appropriate Director if they require further advice.
- 8.6 Employees should follow any guidance that may be issued by the Council on the acceptance of employment with a third party whilst still employed by the Council. In any event, the total work time involved must not breach the Working Time Regulations
- 8.7 Employees should not accept any fee or reward whatsoever other than proper remuneration in respect of any services given in relation to their work for the Council. Any such fee should be paid over to the Council.
- 8.8 Employees may, in a personal capacity whilst undertaking non-Council duties outside work, engage with the media and may reference the Council's activities or policies, but this must be approved by the relevant Director and the Council's Communications Team must be made aware and may provide support, if appropriate. Employees must be clear that any views they express, are their own and not necessarily those of the Council. Any engagement with the media by a Council employee in a work capacity is to be managed through the Communications Team. Further details are provided in the Rutland County Council Media Policy.

9.0 Registration of Interests

- 9.1 Employees must comply with any requirements of the Council to register or declare interests that may conflict with those of the Council, as a consequence of their employment using the guidance and templates found in the Officers' Register of Interests Protocol (see Section 19 below).
- 9.2 Employees must declare annually to the Strategic Director for Law and Governance, through their Strategic Director, any financial and non-financial interests or commitments which may conflict with the Council's interests.

Membership of, or activity on behalf of, a recognised trade union or professional society does not constitute such an interest. The Council encourages employees to take an active part in the life of the community. This Code of Conduct does not seek to discourage such involvement. If there is any doubt, advice should be sought from the Line Manager or Director.

- 9.3 Employees should declare to their Strategic Director, membership of any organisation, lodge, chapter, society, trust or regular gathering or meeting which is not open to members of the public who are not members of that lodge, chapter, society or trust or requires secrecy about its rules, membership or conduct. The purpose of this provision is to prevent any conflicts of loyalty/interest arising.
- 9.4 Employees should advise the Strategic Director for Law and Governance, through their Strategic Director of their membership of any such organisation where in a specific instance, such membership constitutes (or can be perceived as) a conflict of interest.
- 9.5 Employees must advise the Strategic Director for Resources if they are declared bankrupt or are involved as a Director of a company which is wound up or put into voluntary liquidation if it may impact upon the employee's role and duties. Such information will be treated in the strictest confidence.
- 9.6 Further guidance and reporting procedures are covered in the [Officers' Register of Interests Protocol](#) at paragraph 19.

10.0 Political Neutrality

- 10.1 Employees must serve the Council as a whole. They must serve all Elected members and not just those in the controlling group, and must ensure that the individual rights of all Members are respected.
- 10.2 Advice to Political groups must be given by, or with the consent of the relevant Director.
- 10.3 Employees whose posts are designated as politically restricted under the Local Government and Housing Act 1989 will be advised upon appointment and must adhere to those requirements.
- 10.4 Political Assistants appointed on full time contracts in accordance with the Local Government and Housing Act 1989 are exempt from the standards set in paragraphs 10.1 to 10.3
- 10.5 Employees must seek advice if they wish to stand for election as a Member for Rutland County Council or any other local authority as it could impact on their employment.
- 10.6 An employee, who is involved in politics in their own time, must not carry out any political activity which might lead the public to think they are acting in their capacity as a Council employee. It is particularly important, if a Member of another Council, to keep the two roles separate and not use confidential information obtained in one capacity in the other.

11.0 Reporting Procedures

- 11.1 The Council will not tolerate any form of malpractice. Employees have an important part to play in reporting any concerns and are expected to co-operate with investigations. The Council's Whistleblowing Policy demonstrates our commitment to support employees who are concerned about the conduct of the Council or individuals and to encourage them to make those concerns known.
- 11.2 The Council recognises that it is often difficult for employees to report legitimate concerns through fear of victimisation or reprisal. However, the Council can assure employees raising such concerns that they will be fully supported and there will be no adverse impact on their personal situation.
- 11.3 However, where it is shown that unfounded allegations have been made by an employee for malicious, frivolous or vexatious reasons, disciplinary action may be taken against them.
- 11.4 Complaints from a member of staff as a member of the community and user of Council services, not as an employee, should initially be raised with the provider department, and if this proves unsatisfactory, by then using the Council's Corporate Complaints Procedure.
- 11.5 Employees must also notify the appropriate department promptly if they have any reason to suspect that a member of the public is claiming Council administered benefits fraudulently, regardless of their circumstances as to how this information is obtained.

12.0 Relationships and Professional Boundaries

- 12.1 **Elected Members**
Mutual respect between employees and Members is essential to good local government. Close personal familiarity between employees and individual Members can damage the relationship and prove embarrassing to other employees and Members and should therefore be avoided.
- 12.2 **Public**
Employees should always remember their responsibilities to the community we serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community.
- 12.3 **Media**
In general, all communications with the media relating to the activities of the Council are managed through the Communications Office.

Employees are not permitted to communicate with the media on matters relating to the activities of the Council without prior authority from the Communications Office and from the appropriate Strategic Director. Employees who are contacted direct by journalists should refer them to the Communications Office.

If an expression of opinion or official statement of policy is needed, employees must speak to the Strategic Communications Adviser.

Employees who have ideas for positive stories about the Council's policies and activities should contact the Communications Office.

Every assistance should be given to Members who need information to deal with questions from the media. Employees should refer to the relevant Director for further advice.

12.4 Contractors/Consultants

All relationships of a business or private nature with internal or external contractors or consultants, or potential contractors or consultants, should be made known to the relevant Director and the Strategic Director for Law and Governance as they may have the potential to seriously compromise a Council decision.

Orders and contracts must be awarded on merit, by fair competition against other tenders. No part of the local community should be discriminated against when considering contracts and tenders.

Employees who engage or supervise contracts or have any other official relationship with contractors and have previously had or currently have a relationship in a private or domestic capacity with contractors, should declare that relationship to their Director and the Strategic Director for Law and Governance.

Employees who are party to confidential information on tenders or costs for both external and internal contractors should not disclose that information to any unauthorised party or organisation.

12.5 Employees

Employees must declare any personal relationships with another employee of the Council where the relationship could cause a conflict of interest, e.g. breach of the requirement for the separation of duties. In such instances there may be a need to consider alternative employment.

The Council defines a close personal relationship as one between employees who work together in the same team or department and who are:

- Married
- Civil Partners
- Co-habiting
- Dating
- Immediate family members, and

Any other individuals regarded as having a familial or close personal relationship.

Employees should not be involved in a work relationship where their partner is their line manager or vice versa.

Employees who do have a close personal relationship must advise their Director of their circumstances. The Director will then decide whether to instigate a move of one or both employees. If a Director agrees that both employees can remain in the same team, the situation should be reviewed by line management on a regular basis to ensure the situation does not affect the day to day business of the Council.

12.6 Professional Boundaries

The Council has specific guidance that outlines expectations of staff in maintaining professional boundaries with service users

Close personal relationships with service users are prohibited. Service users may be from vulnerable groups in the community (eg. by age, disability, mental health etc) and the correct balance between friendly interest and the professional relationship must be maintained at all times to ensure that service users are not exploited. If a problem arises from a service user misinterpreting friendly interest as evidence of a deeper, more personal relationship developing, the employee must immediately report the matter to the appropriate line manager for advice on the way to proceed.

Service users include anyone who has or does receive a service from Rutland County Council. Examples of service users include but are not limited to children, young people, people with disabilities, people experiencing mental ill health and older people. The word carer is used to include anyone who has a caring role for another person. Examples of carers include, but are not limited to parents, sons, daughters, young people /children other family members, neighbours and friends.

Employees are required to comply with the 'Professional Boundaries Guidance and Procedures' and not enter into inappropriate relationships nor conduct the services of the Council in an inappropriate or unprofessional manner. Any breaches of the guidance may be considered misconduct under the Disciplinary procedure.

13.0 Treatment of Information

- 13.1 Employees must not disclose information given to them in confidence by anyone, or information acquired which they believe is of a confidential nature, without the consent of a person authorised to give it, or unless required by law to do so. Employees should not prevent another person from gaining access to information to which that person is entitled by law.
- 13.2 Employees must not misuse their position by requesting or gaining information unnecessary to carrying out their work nor to make personal gain or benefit.
- 13.3 Line Managers may give an employer's reference on behalf of the Council for a member of staff or an ex-member of staff, unless otherwise informed. We owe a legal duty of care to ensure the reference is based on fact. Where an agreement has been reached with an ex-employee regarding the issuing of an agreed reference, this should be referred to Human Resources.
- 13.4 Employees should be familiar with and conform to Data Protection, Freedom of Information and Health and Safety legislation. These regulate and provide a framework for processing information relating to individuals which includes holding, using or disclosing information. It covers manual filing systems and records as well as computerised systems, card indexes and microfiche.

14.0 Appointment of staff

- 14.1 Employees must 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 relative or friend.

In this context, 'relative' means a spouse, partner, parent-in-law, son, daughter, step-son, step-daughter, child or a partner, brother, sister, grandparent, grandchild,

uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons.

In this context, 'partner' means a member of a couple who live together.

- 14.2 Decisions to appoint are made on the basis of merit. It would be unlawful to make an appointment based on anything other than the ability of the candidate to undertake the duties of the post.
- 14.3 The Council has a detailed process for the appointment of staff that must be followed by all employees involved in the recruitment process.
- 14.4 Every candidate for an appointment shall, when making an application, disclose in writing to the Chief Executive whether to their knowledge he/she is related to any member of the Council or to a holder of any senior office within the Council. Deliberate omission to make such a disclosure will disqualify the candidate and if the omission is discovered after appointment, may be lead to dismissal.

15.0 Gifts, Hospitality and Sponsorship

- 15.1 Employees should avoid being in a position where they might be deemed by others to have been influenced in making a decision in respect of his/her employment as a consequence of accepting a gift or hospitality.
- 15.2 Whenever there is any doubt as to whether gifts or hospitality should be accepted, the offer should be declined or advice sought from their line manager, Strategic Director, or Chief Executive for advice.
- 15.3 It is an offence for employees to accept any gift or consideration as an inducement or reward for doing or forbearing to do anything in their official capacity or showing favour or disfavour to any person in their official capacity.
- 15.4 Where an outside organisation wishes to sponsor or is seeking to sponsor a local government activity, whether by invitation, tender, negotiation or voluntarily, the guidelines and framework regarding gifts and hospitality will also apply.
- 15.5 Where the authority wishes to sponsor an event or service, neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being a full disclosure to the Strategic Director for Law and Governance. Similarly, where the authority through sponsorship grant aid, financial or other means gives support in the community, employees should ensure that impartial advice is given and that there is no conflict of interest involved.
- 15.6 Employees and Managers should refer to the Guidance on Gifts, Hospitality and Sponsorship.

16.0 Alcohol and Drugs

- 16.1 All employees will be expected to attend work without being under the influence of alcohol or drugs or have their work performance adversely impacted by alcohol or drugs. Any associated inappropriate behaviour or conduct may be considered misconduct within the Disciplinary Policy.

- 16.2 Where involvement with illegal drugs, or excessive use of alcohol by an employee takes place outside of working hours, the Council will consider the impact this may have on their employment, including consideration of any implications for the Council's reputation or public confidence
- 16.3 Employees and Managers should refer to the Guidance on Alcohol and Drugs.

17.0 Health and Safety

- 17.1 In the interests of the public and colleagues, employees must adhere to the Council's Health and Safety policies. These are available on the Intranet/Shared Drive.
- 17.2 Employees must not act either wilfully or unintentionally in a manner liable to place the public, their colleagues or themselves at risk and must adhere to the duty of care prescribed in the Council's Health and Safety policies.
- 17.3 The Council as employer, and their employees are subject to duties under the Health and Safety at Work Act 1974.

18.0 Standards of Dress and Appearance

- 18.1 Employees must ensure that their standard of dress, the type and style of clothes and personal ornamentation worn, are appropriate to the nature of the duties and responsibilities undertaken. Inappropriate dress can create the view that the Council is inefficient, create offence or be interpreted as disrespectful by the public. Employees should seek further advice from their Manager if they require clarity regarding appropriate or inappropriate dress.
- 18.2 The Council will be respectful of ethnic and religious dress requirements.
- 18.3 Employees will be expected to conform to requirements for clothing which may apply for health and safety reasons or where a specific uniform is required and issued to them.
- 18.4 ID/Name badges, where provided, will be worn at all times unless agreed with their line manager for specific situations when it is appropriate that it is not worn. Employees should also show their current ID pass as appropriate, e.g. when carrying out a home visit.

19.0 Officers' Register of Interests Protocol

OFFICERS' REGISTER OF INTERESTS PROTOCOL

Version Number	Version 2.0
Guardian	Strategic Director for Law and Governance
Date Produced	31 st May 2023
Next Review Date	31 st May 2024

Guidance Note – Officers' Register of Interests

This Protocol applies to all employees of Rutland County Council and provides a clear framework in which Officers should operate in the event that they need to declare the following interests:

- Financial interest
- Non-financial interest
- Other commitment, which may conflict with the Council's interests
- Registration of Membership

The Council's Code of Conduct sets out the Council's policy on the registration of officers' interests and this provides supplementary advice and information to employees and Line Managers and provides a framework and practice in respect of registering officers' interests and supports the Council's commitment to openness and transparency. Employment contracts for all Council employees require individuals to adhere to the Council's Employee Code of Conduct. All employees are required to sign to the effect they are aware of this and agree to work in accordance with the Employee Code of Conduct.

Contents

1.0 Protocol Statement

2.0 Monitoring and Review

3.0 Contacts

Appendices:

Appendix A – Central Officers' Register of Interests

Appendix B – Officers' Register of Interests Form

Appendix C - Officers' Register of Membership Form

Appendix D – Officers' Register of Interests Annual Renewal Form

Appendix E – Officers' Register of Interests Flowchart

Appendix F – Quarterly Review of Officers' Register of Interests

OFFICERS' REGISTER OF INTERESTS PROTOCOL

1.1. Protocol Statement

Rutland County Council supports transparency and openness in the way the Council does business, in the public interest. In addition to the mandatory requirement for Members to declare their interests, it is also a requirement under the Council's Code of Conduct for all employees (Officers) to declare any financial or non-financial interests which could conflict with the Council's interests at the point the conflict of interest becomes apparent. All employees are subject to the Employee Code of Conduct at Part 5 of the Rutland County Council District Constitution.

The Strategic Director for Law and Governance is to hold a central register of officers' interests, in the format at Appendix A, which should include a record of:

all financial and non-financial interests,

memberships as detailed below,

all bankruptcy notifications

All financial and non-financial interests are to be reported on the Officer Register of Interests Form at Appendix B. These forms are to be submitted on first reporting the interest and then annually on 1 April each year while the interest is extant.

Membership of, or activity on behalf of, a recognised trade union or professional society does not constitute such an interest. The Council encourages employees to take an active part in the life of the community. However, employees should declare to their Director, membership of any organisation, lodge, chapter, society, trust or regular gathering or meeting which is not open to members of the public who are not members of that lodge, chapter, society or trust or requires secrecy about its rules, membership or conduct.

The purpose of this provision is to prevent any conflicts of loyalty/interest arising. **Officers should never subordinate their duty to their private interests or put themselves in a position where duty and private interests conflict**, this includes membership of any such organisation where in a specific instance, such membership constitutes (or could be perceived as) a conflict of interest. Officers should note that interests or memberships held by family and friends should also be reported if the officer believes that they may cause a conflict of interest. All memberships that constitute (or could be perceived as constituting) conflict of interest are to be reported on the Officer Register of Memberships Form at Appendix C as soon as they arise and any change should be reported within 28 days. These forms are to be submitted on first reporting the membership and then annually on 1 April each year the officer will be forwarded a form, Appendix D, to confirm the interest/membership is remains extant.

Officers' Register of Interests/Membership forms are to be reviewed by the officer's line manager who is to provide written commentary in the form as to whether or not there is a perceived conflict of interest. The form, along with the line manager's comments are to be passed to the relevant director to make an informed decision as to whether or not the interest will create a material conflict either with the regular duties of the officer or with any particular project. The Director should also ensure that any relevant Councillors are made aware of the interest if required. Approval of an annual renewal may be given by email. When approving any interest/membership the Director should make specific comment as to what, if any safeguards/provisions might be necessary to avoid any conflict with an

officer's primary council duties. The full process is shown graphically at Appendix E. If a Director feels that the interest will create a material conflict either with the regular duties of the officer or with any particular project, then they should sign but not approve the request and pass to the Strategic Director for Law and Governance for further guidance. **When a Director is unsure as to whether an interest will constitute a conflict of interest, they should seek guidance from the Strategic Director for Law and Governance on the matter.**

If the interest/membership is deemed to constitute a conflict of interest the relevant Director, in consultation with the Strategic Director for Law and Governance, will need to decide whether the officer will be able to continue in their current role, or be removed from a particular project because of the interest. If the interest is so conflicting that it is incompatible with their primary role then specific advice would be required from the Strategic Director for Law and Governance and potentially from the Head of HR if an officer's continuation in role was deemed to be unsustainable. Any perceived conflict is to include a narrative recommendation on appropriate action to be taken).

Each Director is responsible for forwarding completed Officer Register of Interest/Membership forms to the Strategic Director for Law and Governance for entry into the central register of interests which will be held and monitored by the elections Manager.

The Register Custodian is to prepare the register for the Strategic Director for Law and Governance to review on a quarterly basis starting on 1 April each year. The Strategic Director is to certify each quarter that they have fully checked the register using the signature sheet at Appendix F.

Bankruptcy. Employees must advise the Strategic Director for Resources if they are declared bankrupt or are involved as a Director of a company which is wound up or put into voluntary liquidation if it may impact upon the employee's role and duties. Such information will be treated in the strictest confidence and is also to be forwarded to Strategic Director for Law and Governance for inclusion on the central register of interests.

In addition to the circumstances outlined above, during tender processes (valued over £50,000 per annum), officers will be required to complete an Evaluator Conflict of Interest Declaration Form in accordance with rule 3 of the Rutland County Council Contract Procedure Rules (CPRs) to confirm whether or not they hold any interests or memberships that may conflict with the tender process that they are involved with, in advance of the tender closing date. The Evaluator Conflict of Interest Declaration Form is available to download from the procurement intranet site. This completed form must be submitted to the relevant chair of the Evaluation Panel or the Responsible Officer for the tender, and a copy of the form passed to the Monitoring Officer to be held with the central register of officers' interests.

It is the responsibility of each person to ensure that the information that they have provided remains up to date.

Declaration of gifts and hospitality is covered in separate guidance.

1.2. Purpose

This Protocol sets out the procedure to be followed by all Rutland County Council Officers if they have a relevant interest to declare. The flow charts at Appendices F and G graphically show the guidance above.

1.3. Scope

This Protocol applies to all officers employed by Rutland County Council.

1.4. Legal Context

The Local Government Act 1972 makes provision for the disclosure by officers of interest in contracts.

(1) If it comes to the knowledge of an officer employed, whether under this Act or any other enactment, by a local authority that a contract in which he has any pecuniary interest, whether direct or indirect (not being a contract to which he is himself a party), has been, or is proposed to be, entered into by the authority or any committee thereof, he shall as soon as practicable give notice in writing to the authority of the fact that he is interested therein.

(2) An officer of a local authority shall not, under colour of his office or employment, accept any fee or reward whatsoever other than his proper remuneration.¹

2.0 Monitoring and Review

This Protocol shall be reviewed annually on 1 April after implementation.

2.1 Implementation

This Protocol was implemented on 1st July 2020.

3.0 Contacts

Strategic Director for Law and Governance (Monitoring Officer)	01572 758154
--	--------------

¹ LGA 1972 Section 117

EXAMPLE

Appendix A to Officers' Register of Interests Protocol

Central Officers' Register of Interests

Interests page

Ser No	Surname	Other Names	Department	Directorate	Signed by Director of:	Approved	Not approved	Summary of Interest	Dated	Comments	Annual Renewal Due on
1	Gordon	Johns	HR	Resources	Resources	Approved		Wife owns building company employed by council	12-Jul-19	Noted and Planning Committees notified – no conflict as individual not involved in tender processes.	01-Apr-20
2	Bill	Smith	ASC	People	People	Approved		Officer is a Director of Children's Charity operating in area	03-Aug-19	Approved no conflict with duties.	01-Apr-20

Memberships page

Ser No	Surname	Other Names	Department	Directorate	Signed by Director of:	Approved	Not approved	Summary of Membership	Dated approved	Comments	Annual Renewal Due on
1	Mick	Jones	HR	Resources	Resources	Approved		Lions Club	12-Jul-19	Aware, and approved, no conflict with duties	01-Apr-20
2	John	Fleming	ASC	People	People	Approved		RAFA	03-Aug-19	Aware, and approved, no conflict with duties	01-Apr-20

Contract evaluators page

Ser No	Surname	Other Names	Department	Directorate	Signed by Director of:	Approved	Not approved	Summary of interest/conflict	Dated	Comments	Annual Renewal Due on
1	Fred	Johnstone	Planning	Places	Places		Not approved	Shares in travel business similar to that bidding for contract.	12-Jul-19	Not approved – Not to be involved with contract as this would be a conflict	01-Apr-20

OFFICERS' REGISTER OF INTERESTS FORM

Rutland County Council supports transparency and openness in the way it conducts business. In addition to the mandatory requirement for Members to declare their interests, it is also a requirement under the Council's Code of Conduct for Officers to declare any financial or non-financial interests which could conflict with the Council's interests.

Please complete the form below and pass to your Line Manager:

Officer's Name:	
Department & Directorate:	
Full detail of Interest and potential conflict:	
Comments by Line Manager (should provide an indication as to whether or not there is a genuine conflict of interest with the officer's duties and whether or not that conflict can be mitigated):	
On completion, this form is to be passed to the Officer's director for action.	
Signed:	
Name of Line Manager:	

Dated:	
DECISION OF DIRECTOR	
*delete as applicable	*Approved – the interest above does not constitute a conflict with the Council's interests/or can be managed (to include recommendation on appropriate action to be taken)
	<p>*Not approved – this interest constitutes a conflict of interest with those of the Council's for the following reasons :</p> <p>Reasons for non-approval (to include recommendation on appropriate action to be taken): (attached separately if required)</p>
Details of Councillors to be informed:	
Signed:	
Name of Director:	
Dated:	
ENTRY IN OFFICERS' REGISTER OF INTERESTS	
Entered in Officers' Register of Interests on:	
Date:	
By:	

OFFICERS' REGISTER OF MEMBERSHIPS FORM

Rutland County Council supports transparency and openness in the way it conducts business. In addition to the mandatory requirement for Members to declare their interests, it is also a requirement under the Council's Code of Conduct for Officers to declare any membership of an organisation that could conflict with the Council's interests.

Please complete the form below and return it to your Director:

Officer's Name:	
Department & Directorate:	
Full detail of Membership(s) and potential conflict:	
Comments by Line Manager (should provide an indication as to whether or not there is a genuine conflict of interest with the officer's duties and whether or not that conflict can be mitigated):	
On completion, this form is to be passed to the Officer's director for action.	
Signed:	
Name of Line Manager:	
Dated:	

DECISION OF DIRECTOR	
*delete as applicable	*Approved – the interest above does not constitute a conflict with the Council’s interests/or can be managed (to include recommendation on appropriate action to be taken)
	<p>*Not approved – this interest constitutes a conflict of interest with those of the Council’s for the following reasons :</p> <p>Reasons for non-approval (to include recommendation on appropriate action to be taken): (attached separately if required)</p>
Details of Councillors to be informed:	
Signed:	
Name of Director:	
Dated:	
ENTRY IN OFFICERS’ REGISTER OF INTERESTS	
Entered in Officers’ Register of Interests on:	
Date:	
By:	

OFFICERS' REGISTER OF INTERESTS/MEMBERSHIPS **ANNUAL RENEWAL FORM**

You have previously registered an interest/membership in the Rutland County Council Officers' Register of Interests and in accordance with the Council's Protocol I am required to confirm each year that you still wish to maintain your interest/membership on the Register.

The interest/membership I have registered for you is:

Please confirm below if you wish to retain this interest/membership on the Register for the FY xx/xx and return the slip to Strategic Director for Law and Governance.

Name:

Strategic Director for Law and Governance

----- o O o -----

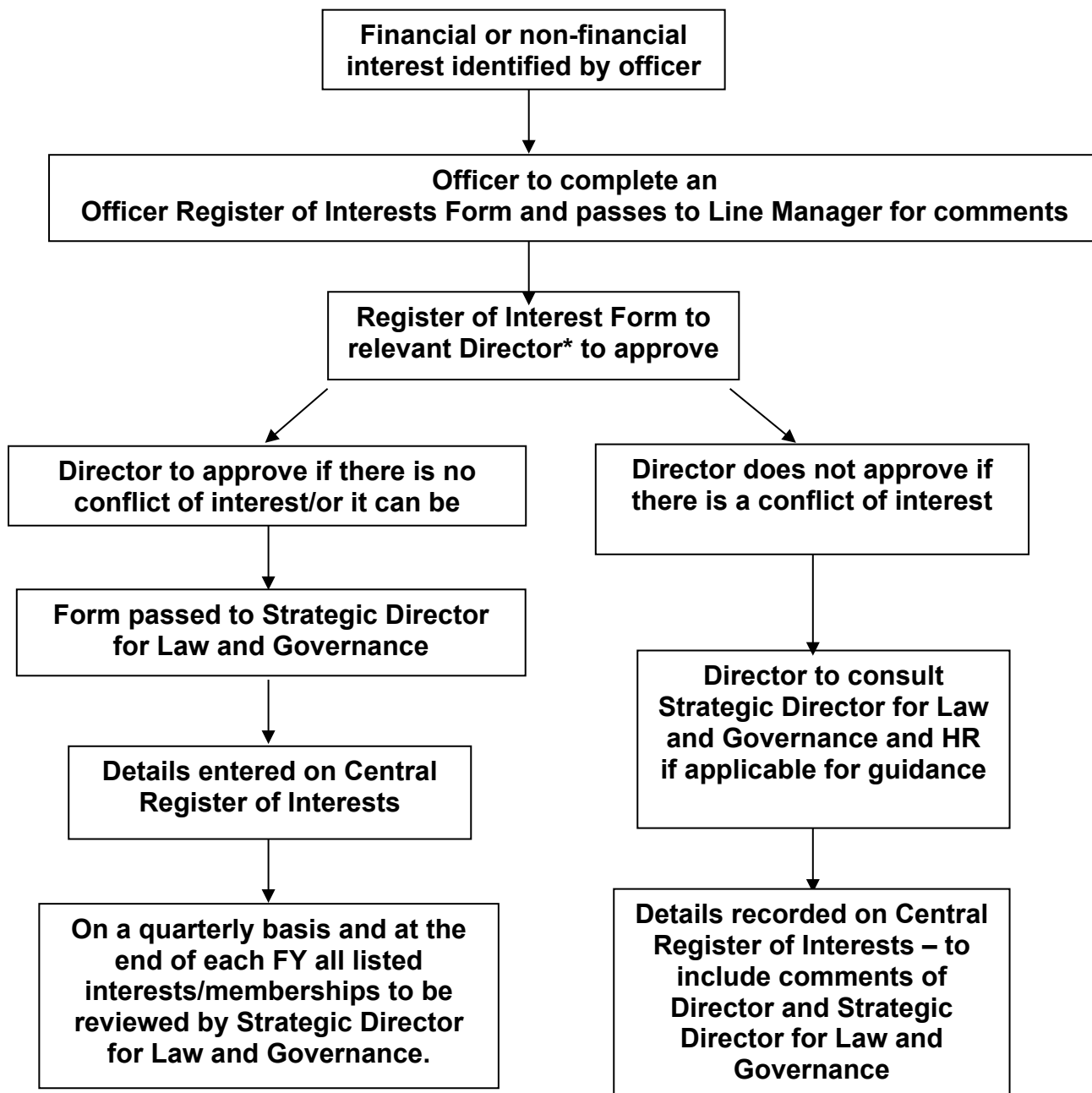
To: Strategic Director for Law and Governance

Officers' Register of Interests – Annual Renewal Confirmation

*delete as applicable	I certify that I "wish / "do not wish my interest/membership** to remain on the Rutland County Council Officers' Register of Interest for the FY xx/xx
Officer's Name:	
Department & Directorate:	
Dated:	
Name of Director:	
*delete as applicable	*Approved / *Not approved
Signature of Director	

** If more than one interest/membership if registered please annotate which ones this return covers.

OFFICERS' REGISTER OF INTERESTS PROTOCOL FLOW CHART



*Where officer is a Director, Form to be submitted to CEO. Where officer is CEO, Form to be submitted to Monitoring Officer

QUARTERLY REVIEW OF OFFICERS' REGISTER OF INTERESTS FORM

1. I hereby confirm that I have today, reviewed the Central Officers' Register of Interests.

2. **I can confirm that all interests have been correctly registered and that all entries are current.

**I have reviewed the register and have the following observations:

Signed:	
Name:	
Dated:	
Strategic Director for Law and Governance	

**delete as applicable

A large print version of this document is available on request.



Rutland
County Council

Rutland County Council
Catmose, Oakham, Rutland LE15 6HP

01572 722 577
enquiries@rutland.gov.uk
www.rutland.gov.uk