

## Notice of Meeting

# People, Performance and Development Committee



### Date and Time

Tuesday, 9 April  
2024  
11.30 am

### Place

Surrey County  
Council, Woodhatch  
Place, 11 Cockshot  
Hill, Reigate, Surrey,  
RH2 8EF

### Contact

Joss Butler  
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### **Committee Members:**

Tim Oliver (Chairman), Denise Turner-Stewart (Vice-Chairman), Eber Kington, Sinead Mooney, Will Forster and Mark Nuti

If you would like a copy of this agenda or the attached papers in **another format**, e.g. large print or braille, or another language please email Joss Butler on [joss.butler@surreycc.gov.uk](mailto:joss.butler@surreycc.gov.uk).

This meeting will be held in public at the venue mentioned above. A live webcast of the meeting can also be accessed via the Council's website. If you would like to attend and you have any **special requirements**, please email Joss Butler on [joss.butler@surreycc.gov.uk](mailto:joss.butler@surreycc.gov.uk).

Please note that public **seating is limited** and will be allocated on a first come first served basis.

## **AGENDA**

### **1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

### **2 MINUTES OF THE PREVIOUS MEETING [16 JANUARY 2024]**

(Pages  
1 - 4)

To agree the minutes as a true record of the meeting.

### **3 DECLARATIONS OF INTEREST**

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- (i) Any disclosable pecuniary interests and / or
- (ii) Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

#### **NOTES:**

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

### **4 QUESTIONS AND PETITIONS**

To receive any questions or petitions.

#### **Notes:**

1. The deadline for Member's questions is 12.00pm four working days before the meeting (*3 June 2024*).
2. The deadline for public questions is seven days before the meeting (*2 June 2024*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

### **5 ACTION REVIEW**

(Pages  
5 - 8)

Members to note the committee's Action Tracker.

### **6 FORWARD WORK PROGRAMME**

(Pages  
9 - 12)

Members to note the committee's Forward Work Programme.

**7 SURREY COUNTY COUNCIL OFFICERS CODE OF CONDUCT**

(Pages  
13 - 32)

To update the Committee and seek the approval of the updated Officers Code of Conduct, which forms part of the Constitution of the Council.

**8 EXCLUSION OF THE PUBLIC**

**Recommendation:** That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.

**PART TWO – IN PRIVATE**

**9 UPDATE ON SURREY PAY 2024/25**

Report to follow.

**10 DATE OF NEXT MEETING**

The next meeting of People, Performance and Development Committee will be on 15 July 2024.

**Leigh Whitehouse**  
**Interim Chief Executive**  
Published: 28 March 2024

## **MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE**

Members of the public and the press may use social media or mobile devices in silent mode during meetings. Public Wi-Fi is available. Please ask a member of Democratic Services for details.

Anyone is permitted to film, record or take photographs at Council meetings. Please liaise with the committee manager listed in the agenda prior to the start of the meeting so that the meeting can be made aware of any filming taking place.

The use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to any Council equipment or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

If you are not using your mobile device for any of the activities outlined above, it must be switched off or placed on silent mode during the meeting to prevent interruptions and interference with Council systems.

Thank you for your co-operation.

## **QUESTIONS AND PETITIONS**

Cabinet and most committees will consider questions by elected Surrey County Council Members and questions and petitions from members of the public who are electors in the Surrey County Council area.

### **Please note the following regarding questions from the public:**

1. Members of the public can submit one written question to a meeting. Questions should relate to general policy and not to detail. Questions are asked and answered in public and cannot relate to “confidential” or “exempt” matters (for example, personal or financial details of an individual); for further advice please contact the committee manager listed on the front page of an agenda.
2. The number of public questions which can be asked at a meeting may not exceed six. Questions which are received after the first six will be held over to the following meeting or dealt with in writing at the Chairman’s discretion.
3. Questions will be taken in the order in which they are received.
4. Questions will be asked and answered without discussion. The Chairman or Cabinet members may decline to answer a question, provide a written reply or nominate another Member to answer the question.
5. Following the initial reply, one supplementary question may be asked by the questioner. The Chairman or Cabinet members may decline to answer a supplementary question.

**MINUTES** of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 10.00 am on 16 January 2024 at Surrey County Council, Woodhatch Place, 11 Cockshot Hill, Reigate, Surrey, RH2 8EF.

These minutes are subject to confirmation by the Committee at its meeting.

**Members:**

(\* = in attendance)

Tim Oliver (Chairman)\*  
Denise Turner-Stewart (Vice-Chairman)\*  
Will Forster  
Eber Kington\*  
Sinead Mooney\*  
Mark Nuti\*

**41/23 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]**

Apologies for absence were received from Will Forster.

Catherine Powell joined the meeting remotely as an observer.

**42/23 MINUTES OF THE PREVIOUS MEETING [Item 2]**

The minutes of the meeting held on 14 November 2023 were agreed as a true record of the meeting.

**43/23 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**44/23 QUESTIONS AND PETITIONS [Item 4]**

There were none.

**45/23 ACTION REVIEW [Item 5]**

**Key points from the discussion:**

The Chairman introduced the report. There were no outstanding actions to note.

**Actions/ further information to be provided:**

None.

**RESOLVED:**

The Committee noted the Actions Tracker.

**46/23 FORWARD WORK PROGRAMME [Item 6]**

**Key points from the discussion:**

The Chairman introduced the report.

A Member noted that there was no reference to a report on the LGA Equality, Diversity and Inclusion (EDI) Peer Review in the forward work programme. The Director of People and Change reported that the LGA EDI Peer Review and one workforce review (on disability) were now complete, with two ongoing workforce reviews. There had originally been an intention to bring a report when all the reviews were complete, but she was happy to bring a progress report to the 8 April meeting.

**Actions/further information to be provided:**

Officers to bring a progress report on the EDI Peer Review and workforce reviews to the 8 April meeting.

**RESOLVED:**

The Committee noted the Forward Work Programme.

**47/23 EXCLUSION OF THE PUBLIC [Item 7]**

**RESOLVED:**

That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.

**48/23 PROCESS FOR APPOINTING A NEW CHIEF EXECUTIVE AND INTERIM ARRANGEMENTS [Item 8]**

**Officers:**

Shella Smith, Director – People & Change

**Key points from the discussion:**

The report was introduced by officers. The Committee asked a number of questions which were responded to by the officers present before moving to the recommendation.

**Actions/further information to be provided:**

None.

**RESOLVED:**

See Exempt Minute E-01-24

**49/23 MUTUALLY AGREED RESIGNATION SCHEME FOR EMPLOYEES [Item 9]**

**Officers:**

Shella Smith, Director – People & Change

**Key points from the discussion:**

The report was introduced by officers. The Committee asked a number of questions which were responded to by the officers present before moving to the recommendation.

**Actions/further information to be provided:**

None.

**RESOLVED:**

See Exempt Minute E-01-25

**50/23 REDUNDANCY AND PENSION PAYMENTS FOR A SURREY COUNTY COUNCIL EMPLOYEE [Item 10]**

**Officers:**

Emma Lucas, Head of Business Partnering and Employment Practice

**Key points from the discussion:**

The report was introduced by officers. The Committee asked a number of questions which were responded to by the officers present before moving to the recommendation.

**Actions/further information to be provided:**

None.

**RESOLVED:**

See Exempt Minute E-01-26

**51/23 DATE OF NEXT MEETING [Item 11]**

The Committee noted that its next meeting would be on 22 January 2024.

Meeting ended at: 10:45am

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**Chairman**

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**People, Performance and Development Committee**  
9 April 2024

**Action Review**

**Purpose of the report:**

For Members to consider and comment on the Committee's actions tracker.

**Introduction:**

An actions tracker recording actions and recommendations from previous meetings is attached as **Annex 1** and the Committee is asked to review progress on the items listed.

**Recommendations:**

The Committee is asked to monitor progress on the implementation of actions from previous meetings.

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**Report contact:** Joss Butler, Committee Manager

**Contact details:** [joss.butler@surreycc.gov.uk](mailto:joss.butler@surreycc.gov.uk)

**Annexes:**

Annex 1 – People, Performance and Development Committee Actions Tracker

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## People, Performance & Development Committee – ACTION TRACKER April 2024

### ONGOING ACTIONS

| Number | Meeting Date     | Item                   | Action  | Action by whom                | Action update |
|--------|------------------|------------------------|---|-------------------------------|---------------|
| A6/23  | 14 November 2023 | Forward Work Programme | Officers to include relevant budget details related to senior appointments within the periodic report on agency workers which is due to be considered by the People, Performance and Development Committee. | Director of People and Change |               |
| A7/23  | 14 November 2023 | Forward Work Programme | Officers to submit a report to the committee which provides an overview of any actions put in place to address the LGA peer review recommendations relevant to staffing.                                    | Director of People and Change |               |

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**People, Performance and Development Committee**  
9 April 2024

**Forward Work Programme**

**Purpose of the report:**

For Members to review and comment on upcoming items due for consideration by the People, Performance and Development Committee.

**Introduction:**

A Forward Plan recording agenda items for consideration at future People, Performance and Development Committee meetings is attached as **Annex 1**, and Members are asked to review the items listed on the Forward Plan.

**Recommendations:**

That the People, Performance and Development Committee review items that it is due to consider at future meetings (Annex 1).

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**Report contact:** Joss Butler, Committee Manager

**Contact details:** [joss.butler@surreycc.gov.uk](mailto:joss.butler@surreycc.gov.uk)

**Annexes:**

Annex 1 – People, Performance and Development Committee Forward Work Programme

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**People Performance and Development Committee Forward Work Programme****15 July 2024**

|                      |  |
|----------------------|--|
| <b>Item title</b>    | Pay Reward Programme                                     |
| <b>Report author</b> | Shella Smith, Director of People and Change              |
| <b>Item Summary</b>  | Members to receive a report on the Pay Reward Programme. |

**Senior Officer Appointments will be scheduled as and when required.**

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People, Performance and Development Committee  
9 April 2024

**Surrey County Council Officers Code of Conduct**

**Purpose of the report:**

To update the Committee and seek the approval of the updated Officers Code of Conduct, which forms part of the Constitution of the Council.

This report is being brought to People, Performance and Development Committee under its delegated powers in accordance with Section 2, para 6.13 (a) of the Constitution:

“determine policy on pay and contractual terms and conditions of employment of all staff”.

**Recommendations:**

1. It is recommended that the Committee agree the amendments of the Officers' Code of Conduct and recommend approval by Full Council at the Annual General Meeting on 21 May 2024.

**BACKGROUND:**

1. The Code of Conduct is published on the Intranet and also available on the Surrey County Council website as part of the constitution of the Council. The current published Code of Conduct is dated November 2022.
2. The Code is part of the constitution of the council. The code forms part of the Statement of Particulars (Part 2) and includes links to the following related information:
  - Equalities information

- Drug & Alcohol policy
  - Smokefree policy
  - Conflict of interest guidance
  - Gifts and hospitality policy and guidance
  - Information governance including Data Protection
  - Health & Safety
  - Information Technology & Digital policies
  - Whistleblowing
  - Financial governance
  - Procurement guidelines
  - Disciplinary Policy
  - Personal use of social media guidelines
3. The custodian of the policy is the Director of People and Change. All policies and inter-relationships are centrally reviewed by the HR Policy and Reward Board and Surrey County Council Trades Unions, whose role it is to act as one body and represent the interests of its constituent bodies and their members in response to Surrey County Council proposals.
  4. Following the update to the Code of Conduct in winter 2022, it was agreed that the Officer Code of Conduct would be reviewed annually with a view to align with other policy amendments and reflect current working practices.
  5. The Code of Conduct has been amended in consultation with Internal Audit and the Equality, Diversity and Inclusion team. A full update including Health & Safety and Information Technology and Digital (IT&D) colleagues was conducted in Winter 2022.

|                             |
|-----------------------------|
| <b>DOCUMENT AMENDMENTS:</b> |
|-----------------------------|

1. To approve the Code of Conduct, the amendments are detailed below:

1. **Equality, Diversity and Inclusion**

The Council is committed to creating a workplace that is inclusive and compassionate, where we value diversity and create a collaborative and trusting environment for people to carry out their roles and responsibilities to ensure that no one is left behind.

The Council sets out our commitment to the principles of Equality, Diversity and Inclusion and all staff are expected to demonstrate commitment to these principles in carrying out their work.

## **2. Ending Bullying and Harassment Policy**

This was approved by the People, Performance and Development Committee in March 2023, has been referenced in section 7.2 of the Code of Conduct, entitled 'Working with Colleagues', in order to layout the Council's approach to colleagues who demonstrate poor or threatening behaviour to colleagues.

### **Next Steps**

The Code of Conduct will be communicated to the organisation through an internal communications campaign, which will highlight the areas of change and will ask current employees to revisit and read the new code.

In addition, a new course is being created on our Learning Management System, which will be mandatory for all employees to complete, in order to ensure existing employees revisit the Code of Conduct annually.

The Code of Conduct will also be included as part of new recruits' onboarding process. All new employees will be asked to read the policy prior to commencing employment with Surrey County Council and sign a declaration to say they have read and understood the code.

## **3. Glossary of policies**

A hyperlinked list of the relevant policies has been detailed for the reader in Section 13 of the document.

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**Report contact:** Bella Smith, Head of Insight, Systems & Governance

**Contact details:** [arabella.smith@surreycc.gov.uk](mailto:arabella.smith@surreycc.gov.uk)

**Sources/background papers:**

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# Surrey County Council

## Officer Code of Conduct

Part 6 (03)

| This Issue    | Last Issue | Review Date |
|---------------|------------|-------------|
| February 2024 | Nov 2022   | March 2025  |

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| <b>1. Policy Scope and Purpose</b>      |   |
|---|---|
| Scope and Purpose:                      | The purpose of this Code is to support the Council's aim to provide high quality services fairly and efficiently in line with its values. There is a Code of conduct for members and there is also protocol which outlines how members and officers work together. All these documents are part of the Council's constitution and are published on the Council's website.   |
| Who uses this Policy:                   | The Officer Code of Conduct applies to all employees of the Council, including school based employees, agency workers, contractors and their staff whilst working for, or on behalf of, the Council. In this document the term "employee" covers all these groups.  |
| Roles and Responsibilities:             | <ul style="list-style-type: none"> <li>• Line Managers are responsible for ensuring the Code is followed</li> <li>• All employees will be responsible for engaging with and adhering to the Code and related guidance and procedures</li> <li>• Trade Unions will be consulted in regard to the content of the Code</li> <li>• The Human Resources team will be responsible for the Code and providing guidance and direction</li> <li>• The People, Performance and Development Committee is required to approve the Code and onward recommendation to Full Council for inclusion in the constitution</li> </ul> |
| Is there further information available? | <p>The Code refers to a number of supporting policies which are published on SharePoint or Our Surrey.</p> <p>Those which are statutory policies will also be published on the Surrey Education Services Hub</p>  |

## 2. Introduction

The public is entitled to expect the highest standards of Conduct from all local government employees. To the public you represent the Council. You are expected to maintain the highest standards of professional competence, knowledge, integrity, confidentiality, financial propriety and personal conduct.

Employees are expected to apply the Code of Conduct and other Council policies to the performance of their duties. The Code should be read alongside your services requirements, legislation and the professional standards which apply to your role.

Where an employee identifies themselves or can be identified as a Surrey County Council employee, the same rules that apply to actions in general apply to conduct online, including on work related, and personal, social media sites.

Employees need to be aware of the standards of behaviour outlined in the Code of Conduct in relation to their conduct outside of work. Any conduct by employees that takes place outside of work, including situations which may affect the Council's reputation or position, will be considered as a disciplinary matter which may involve formal action being taken. For example: you are required to inform your manager of any cautions, arrests or convictions, in respect of any criminal offence as soon as possible, this includes offences under the Road Traffic Act and sanctions from a professional body for misconduct eg. Social Workers, Accountants, Lawyers.

Breaches will be considered as a disciplinary matter which may involve formal action being taken. The code may be taken into account in performance management.

Throughout this policy there are references to a number of Council employment policies. All of these can be found on SharePoint or Our Surrey. Where they are policies required by statute they are available on the Surrey Education Services Hub. If you need any further assistance or clarification, please contact [myhelpdesk@surreycc.gov.uk](mailto:myhelpdesk@surreycc.gov.uk) or 020 8541 9000.

### 3. Organisational ethics and personal conduct

The Council needs to ensure its decisions and operations are open, accountable and in line with recognised ethical standards. Officers of the Council are therefore required to act in accordance with [The Seven Principles of Public Life](#), which are:

**Selflessness** – Employees are expected to act solely in terms of the public interest;

**Integrity** – Employees are expected to avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work;

**Objectivity** – Employees are expected to act and take decisions impartially, fairly and on merit using the best evidence and without discrimination or bias;

**Accountability** – Employees are accountable to the public for their decisions and actions and required to submit themselves to scrutiny as appropriate;

**Openness** – Employees are expected to act and take decisions in an open and transparent manner. Information should only be withheld from the public if there are clear and lawful reasons to do so;

**Honesty** – Employees are expected to be truthful. This includes declaring any conflicts of interests and taking steps to resolve such conflicts; and



**Leadership** – Employees are expected to actively promote and support these principles by applying them to their own behaviour and challenging poor behaviour.

This code is based, and builds, on these seven principles published by [the Committee on Standards in Public Life](#).

The Council expects all employees to behave ethically and maintain high standards of personal conduct to sustain the good reputation of the Council and its services. In doing so employees are expected to be aware of and act in accordance with the Council's values as set out on Our Surrey.

## **4. Compliance with instructions**

The Council expects all employees to comply with lawful written and oral instructions.

This will ensure that we take a consistent approach across the Council in relation to how we procure services and goods, carry out people management activities and how we approach financial management.

The relevant procedures and instructions are published on Our Surrey. Schools are expected to comply with locally adopted policies and procedures.

## **5. Health, safety, and wellbeing**

All employees must take reasonable steps to protect their own health and safety and that of other people who may be affected by their work. Some employees, particularly managers, have specific responsibilities and these are detailed in the Council's safety policies and procedures. The Council's [Health, Safety and Welfare Policy](#) and [Manual](#) is published on Our Surrey.

Employees are expected to report for work in a fit and safe state to carry out their duties. You must not drink alcohol or take drugs at any time whilst at work, including during rest or meal breaks spent at or away from Council premises. Incidents outside working hours that involve intoxicating substances may be considered a disciplinary offence if the incident breaches the Code of Conduct. For further detail about the Council's expectations regarding drugs and alcohol employees should refer to the [Drug and alcohol workplace policy](#) on Our Surrey or Surrey Education Services hub for schools under HR Resources.

The Council is committed to providing a smoke free environment for staff and employees are expected to comply with the Council's [Smokefree workplace policy](#) on Our Surrey.

## **6. Governance**

### **6.1 Handling and treatment of information relating to the County Council**

All employees should be aware as to what information should be made available to Members, government departments, service users and the public; and which

information should remain confidential. Any information made available should be provided in a clear and concise way.

Employees should not use any information gained in the course of their employment for personal gain or pass it on to others who might use it in such a way. Information concerning a service user, resident, employee's or Member's personal affairs should not be divulged without prior approval, except where that disclosure is required or sanctioned by law.

It is important that employees take all relevant steps to comply with data protection requirements and ensure that confidential information is kept secure.

Whilst the organisation is working hard to align strategies to evidence-based findings in terms of relevant data sets to inform strategic activities, it is worth noting that some data may not be available to be shared, if this would mean that individuals and their characteristics, or personal data could be identified. This would contravene UK GDPR regulations.

For further information you should read the Information Governance guidance, available on Our Surrey: [Managing information – your responsibilities](#).

## **6.2 Declaring personal interests and outside commitments**

The Council expects that employees will ensure:

- their private interests or beliefs do not conflict with their professional duties
- their position within the Council is not used to confer an advantage or disadvantage on any person
- they are not involved in, nor influence, any decision or allocation of Council services or resources from which they, their family or friends might benefit.

Employees must declare personal interests where there is, or could be perceived to be, a conflict of interest between their duties as an employee and their membership of any organisation.

Employees should declare their conflict of interest on My Surrey logging system, which ensures the line manager is aware and has to approve the conflict and reassess the situation every 12 months.

Actual or potential conflicts of interest are recorded and reviewed annually

All employees must declare:

- i. Any financial or non-financial interest which could be considered in any way to bring about a conflict with the Council's interests. This includes discussions or correspondence over any private interest with organisations that may have a business connection with the Council
- ii. Membership of any organisation that is not open to the public; requires commitment of allegiance to the organisation to be a member; and which has secrecy about its rules, membership, or conduct

- iii. Membership of any groups, clubs and societies, (including online groups – please see Section 11 regarding Social Media), that an employee believes could be relevant to declare in particular circumstances, especially where a conflict of interest may occur.
- iv. If a relative, partner or close personal friend holds a senior managerial position in an organisation with which the Council does, or seeks to do, business.

If employees have any doubt about whether they need to declare a personal interest or outside commitment, they must discuss the situation with their manager. Their manager will decide what controls should be put in place to mitigate any associated risks and confirm these in writing.

Employees are required to seek written permission from their Assistant Director/Headteacher before engaging in any other work or business which might relate to or impact your duties for the Council. This includes paid or unpaid work. It is important not to take paid or unpaid work which conflicts with the Council's interests. In addition, some employees have contractual restrictions on taking outside employment.

Agency workers who wish to be employed by other organisations at the same time as working for the Council should ensure this is checked by their agency, and that they are not working over the Working Time Directive limits and are having regular breaks to ensure they are fit and well to work.

For further guidance see the [Working Time Policy](#) and [Conflict of Interest](#) guidance on Our Surrey.

### **6.3 Declaring related party transactions**

The Council is required to disclose material transactions with related parties. The requirement aims to provide assurance to readers of financial statements that any material transactions entered into between the organisation and those in a position of power to influence its decisions are disclosed and above board.

Employees must declare annually:

- i. Positions of influence they hold within partnerships, companies, trusts or any entities providing services to the Council/School
- ii. Positions of influence they hold (in a personal capacity) within organisations receiving grant funding from the Council/School

Declarations extend to a relative or partner of the employee if they have an interest in any such organisation.

## 6.4 Declaring bankruptcy

Bankruptcy may impact on the duties of employees who have a financial responsibility. Such employees must inform the relevant Assistant Director/Headteacher 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 potentially impact upon your role and duties. The purpose of the declaration is to ensure that a proper framework of support for the employee is in place.

## 6.5 Whistleblowing

The Council is committed to the highest possible standards of honesty, openness, probity and accountability. We seek to conduct our affairs in a responsible manner, ensure that our activities are openly and effectively managed, and maintain our integrity and principles of public interest disclosure.

In line with this commitment, where you become aware of activities which that you believe to be illegal, improper, unethical, or otherwise inconsistent with this code you are encouraged to report the matter in line with the Council's confidential reporting procedure – see the [Whistleblowing policy](#) on Our Surrey or Surrey Education Services hub via School Business Manager.

Employees who raise matters of concern in this way have specific protections afforded them under the Public Interest Disclosure Act 1998.

## 6.6 Fraud and corruption

Employees have an important role in the Council's strategy against fraud and corruption. All employees need to understand their responsibilities and duties in regard to the prevention and reporting of suspected fraud and corruption as outlined in the [Council's Strategy Against Fraud and Corruption](#), which is published on the Council's website.

# 7. Working relationships

Relationships with colleagues, service users and contractors should be conducted in a professional, courteous and respectful manner. Employees are expected to treat others with fairness and dignity at all times and to work to resolve differences where these exist.

The Council will not tolerate any form of harassment, bullying, victimisation or discrimination against service users, residents, colleagues, other employees or job applicants.

## 7.1 Working with 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 should therefore be avoided.

For further information about working relationships between officers and members please see the Members/Officers protocol published on the Council's website.

## 7.2 Working with colleagues

Employees are expected to treat colleagues and those with whom they come into contact in the course of their work with fairness and respect.

[The Ending Bullying and Harassment Policy](#) defines bullying and harassment which is published on Our Surrey.

In order to avoid any accusation of bias, employees should not be involved in an appointment, nor any decision relating to discipline, promotion or any pay adjustments or conditions of another employee, or prospective employee to whom they are related or have a close personal relationship.

## 7.3 Working with the local community and service users

Employees should ensure professional, courteous, efficient and impartial service delivery to all. Employees should be especially sensitive in dealing with vulnerable children and adults.

## 7.4 Positions of trust

Employees should ensure they maintain professional standards and do not abuse, or appear to abuse, their position of trust in the way they conduct their relationships with service users/pupils/contractors, their families or carers.

Specific examples of conduct which should be avoided include, but are not limited to:

- meeting socially with pupils or service users (or their carers or families); and/or
- exchanging personal contact details or connecting using social media; or
- engaging in activity or associating with people outside work whose current or past conduct could raise doubts or concerns about your integrity or ability to be in a 'position of trust' with regard to children or vulnerable adults.

## 7.5 The Press and Media

Employees must not deal directly with the press or the media in relation to anything related to Council business unless it is part of their role, or they have been expressly authorised by your Assistant Director/ Headteacher.

If an employee speaks as a private individual directly to the press or at a public meeting or other situation where their remarks may be reported to the press, they must take reasonable steps to ensure nothing said might lead the public to think they are acting in their capacity as a Council employee.

An employee should not make an endorsement in their work capacity, through press channels, or on social media, regarding an external organisation which might infer a corporate endorsement on behalf of Surrey County Council.

Trade Unions and their elected and accredited representatives may be approached by the media for comments or interviews on a particular issue. In such cases the representative must make it clear that they are doing so in their capacity as a representative of that union and not as a Surrey County Council employee and that their comments may not represent the views/policy of the council

## 7.6 Political neutrality

- i. Members are elected to direct the policies and activities of Surrey County Council. Employees should ensure they serve all members, not just those of the controlling group, and respect their individual rights.
- ii. Employees should ensure that their own personal or political opinions should not interfere with any policy of the authority. Where employees advise political groups, they are expected to be politically neutral.
- iii. Employees may not, by law be an elected member of the authority in which they are employed.

(Political assistants appointed on fixed term contracts in accordance with the Local Government and Housing Act 1989 are exempt from political neutrality).

Certain posts are designated as politically restricted by the Local Government and Housing Act 1989. An employee's contract of employment will tell them whether they hold one of these posts and, if they do, they will be required by law to observe certain restrictions regarding their out of work activities

The political activities which are restricted for these posts include:

- standing as a Member of Parliament, Member of the European Parliament or a Councillor in any local authority (other than a Parish Council)
- holding office in a political party at any level, (except in limited roles concerned only with the internal membership of the party)
- canvassing at elections
- speaking in public or publishing any written or artistic work which appears to be intended to influence public support for a political party.

Employees need to be aware of their position in terms of political activity. If they are not sure whether an activity is subject to 'political activity restrictions', they should seek advice from their line manager, who will consult the Executive Director or Monitoring Officer if necessary.

Violation of the statutory rules is a breach of contract and will render them liable for investigation and possible disciplinary action under the Council's Disciplinary Procedure.

For further information see the [politically restricted posts positions](#) on Our Surrey.

## 7.7 Equality, Diversity & Inclusion

The Council is committed to creating a workplace that is inclusive and compassionate, where we value diversity and can be ourselves at work.

The Council sets out our commitment to the principles of Equality, Diversity and Inclusion and all staff are expected to demonstrate commitment to these principles in carrying out their work.

The Council is bound by the Equality Act 2010 which protects any person from being discriminated against or harassed on the basis of age, disability, gender reassignment, marriage or civil partnership status, pregnancy or maternity, race or ethnicity, religion or belief, sex, or sexual orientation. All staff are responsible for helping Surrey County Council to meet its obligations under the Equality Act which include:

- Eliminating discrimination, harassment and victimisation
- Advancing equality of opportunity
- Fostering good relations between groups of people with different protected characteristics

[Equality, diversity and inclusion - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk)

## 8. Contractors and competitive tendering

Contractors may include individuals who are temporarily working alongside Council employees, or employees of an external firm that has been awarded a contract to provide services on behalf of the Council. All contractors should be treated with courtesy and respect.

### 8.1 Contractors

Orders and contracts must be awarded by fair and open competition against other tenders. No special favour should be shown to businesses with particular connections to employees.

Employees should declare any relationship with a particular contractor, or any potential contractors, to the Assistant Director /Headteacher and should not participate in any buying activity where these Conflicts of Interest could arise. See the [Procurement standing orders](#) for further information.

If employees wish to tender for a contract from the Council, they must declare such an intention to the appropriate Assistant Director / Headteacher, at the earliest possible opportunity.

### 8.2 Separation of roles during competitive tendering

- i. Employees should be clear on the separation of client and contractor roles. Senior employees who have both a client/contractor responsibility must be aware of the need for accountability and openness.



- ii. Employees privy to confidential information on tenders of costs relating to contractors should not disclose the information to any unauthorised party or organisation.
- iii. Employees should ensure no special favour is shown to current or recent former employees, or associates, in awarding contracts.

## 9. Gifts & Hospitality

It is essential that the public can be confident that decisions are made for proper reasons and are not influenced by the interests of individual employees, their relatives or friends.

The Council expects employees, including those seconded to other organisations, to refuse offers of gifts and hospitality. Such offers should only be accepted in exceptional circumstances, where there is a clear justification for doing so and where this has been formally approved in advance.

For reasons of integrity and transparency, the gifts and hospitality requirements extend to the spouse, partner and immediate family of employees, where the provider is a business partner or associate of the Council.

Gifts & hospitality that have been offered, whether accepted, declined or accepted and passed on to charity, must be registered on the My Surrey system or the school's local register.

For further detail and information about what needs to be recorded see [Gifts and hospitality policy](#) on Our Surrey or Surrey Education Service hub under HR Resources.

## 10. Use of the Council's materials or resources

Employees are expected to use public funds entrusted to them in a responsible manner and should not make personal use of any Council resources unless authorised to do so.

### 10.1 Property and resources

Council property, materials and resources should be used solely in respect of its work. No improper use should be made of any facility such as vehicles, equipment, stationery or other services which the Council provides for its own business.

The Council recognises that there are times when calls must be made during working hours, for emergencies or to utility companies, for example. Reasonable usage of the telephone in these cases is permissible, but employees are expected to keep the length of call to the minimum possible.

Use of mobile phones is permitted for users who have been issued with a SCC mobile, for making work calls and logging of expenses, annual leave, sickness absence and any other work-related affairs.



Mobile phones must not be used whilst driving, unless the appropriate hands-free equipment is used, and it is essential and safe to do so.

A satnav can distract a driver physically through the manual entry of their destination details, visually, by looking at the electronic map or cognitively when the driver focuses their attention on listening to, or carrying out the instructions, or entering their destination into the system whilst driving.

It is important that drivers understand how best to use their satnav and learn not to use it when it may be dangerous to do so. Drivers should always input their destination details or update the sat nav system whilst stationary and not whilst driving.

For further information please see [Section D of the Health & Safety Manual](#)

## **10.2 Information Technology (IT) systems**

The Council has an obligation and legal responsibility to ensure that the IT system is used appropriately and is not misused. We monitor use to ensure that misuse or abuse of the facility is identified. All employees are required to comply with the [IT and Information Security policies](#), procedures and published guidance on Our Surrey and locally in schools.

Whilst SCC fully supports agile working and recognises that more employees are not working full time from SCC premises, it is essential that SCC laptops are only used for SCC work and that they are not used for private or other external use, school staff should follow local guidance.

## **10.3 Intellectual property**

Employees should be aware that "intellectual property" such as ideas, documents, software, etc. created during their employment belong to the Council. Any invention, improvement or design made or conceived by them while they are engaged to work for the Council which is in the existing, or contemplated, scope of the business of the Council shall become and remain the exclusive property of the Council.

Employees must also make sure that they do not breach the copyright held by others and thereby expose the Council to the risk of claims. If they wish to copy the work of others they should ensure that they comply with copyright law, seeking advice from their manager if they are unsure.

## **11. Use of social media**

Employees need to be aware that posting information or views about local government or politics in general may not be isolated from your working life, if you have identified yourself as an officer of the Council.

If you have a personal account, you are advised to abide by its terms and conditions and read the advice it offers on using your social site.

The image they project on social media may adversely reflect on the image of the Council. We recommend that when they use social media that they remember our values.

If they identify themselves as an officer of the Council, or if they can be identified as an officer of the Council, ensure any communication that they make will not:

- bring the organisation into disrepute or seriously affect public confidence in its ability to deliver effective services, for example by
  - criticising the Council's decisions and/or activities connected with their own work
- breach confidentiality, for example by:
  - revealing confidential information owned by the organisation;
- be considered discriminatory against, or bullying or harassment of, any individual, for example by:
  - making offensive or derogatory comments
- breach the Council's Code of Conduct, its policies, its procedures and political neutrality.

Trade Unions and their elected and accredited representatives may be approached through social media for comments on a particular issue. In such cases the representative must make it clear that they are doing so in their capacity as a representative of that union and not as a Surrey County Council employee and that their comments may not represent the views/policy of the council.

## **12. Approvals**

Where Assistant Directors, Directors, and Executive Directors require approval or notification under the Code then this shall respectively be obtained from the appropriate Directors, Executive Directors, or the Chief Executive. The Chief Executive will obtain approval from either the Monitoring Officer, or the Section 151 Officer.

Where a Head teacher requires approval under the code then this will be obtained from the Chair of Governors.

## **13. If in doubt**

It is not possible to cover every situation an employee of the Council may face. If they are in any doubt about anything contained within this code or are concerned about anything relating to their personal position, they should speak to their line manager.

## **GLOSSARY OF POLICIES**

### **The Seven Principles of Public Life**

[Health, Safety and Welfare Policy](#)

**Health and Safety [Manual](#)**

[Drug and alcohol workplace policy](#)

[Smoke free workplace policy](#)

[Managing information – your responsibilities](#)

[Working Time Policy](#)

[Conflict of Interest](#)

[Whistleblowing policy](#)

[Council's Strategy Against Fraud and Corruption](#)

[Ending Bullying and Harassment](#)

[politically restricted posts positions](#)

[Procurement standing orders](#)

[Gifts and hospitality policy](#)

[Section D of the Health & Safety Manual](#)

[IT and Information Security](#)

[policieshttps://www.local.gov.uk/publications/core-code-ethics-fire-and-rescue-services-england](https://www.local.gov.uk/publications/core-code-ethics-fire-and-rescue-services-england)

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