

CP2 – Officers Code of Conduct

1. Introduction

Stockport Council is committed to maintaining high standards of conduct in all areas of its activities. It relies on employees to observe these standards when carrying out their duties and in doing so promote and maintain public confidence and trust in the work of the council.

The Code has been set out to:

- promote fairness and consistency in the treatment of individuals;
- establish clear standards to help employees maintain and improve the services they provide. Further information can be found in section five of this document;
- help maintain satisfactory relationships with members of the public, colleagues and Elected Members; and
- help to protect employees from bias, misunderstanding or unjustified criticism.

Employees are required to comply with the Code of Conduct as it will help them to understand and comply with the high standards of conduct the council expects, failure to do so may result in disciplinary action, which could include dismissal.

Staff working in a school environment are governed by context-specific Codes of Conduct which must be adopted locally by the School's Governing Body.

Some services and professionals have to also comply with supplementary codes of conduct and Codes of Practice linked to professional registration for example, social workers and occupational therapists.

2. Scope

This Code of Conduct applies to all council employees. A separate Code of Conduct for Members is also available within the Council's Constitution. Individuals contracted to provide services for the council, such as agency workers, should comply with the principles of the code, although they are not designated as employees.

Although the code is comprehensive in the range of issues included it is not possible to cover every circumstance. Management reserve the right to take appropriate action should any issue arise not otherwise covered in the code.

3. General principles behind the Code of Conduct

The public is entitled to expect the highest standards of conduct from all local government employees. In performing their duties, employees must act with integrity, honesty, impartiality and objectivity.

Employees are trusted to use their own judgement in the performance of their duties but if employees are unsure of the correct course of action, they must speak to their manager at the earliest opportunity.

4. Responsibilities

(a) Council responsibilities

The council has a responsibility to help ensure that managers and employees:

- are clear about what is expected of them;

- have a safe and healthy working environment;
- have a work environment that is free from discrimination, harassment or bullying as covered by the Dignity at Work procedure;
- are offered relevant development opportunities;
- have the opportunity to choose to be accompanied by a trade union representative or colleague, in appropriate circumstances, as determined by council policy; and
- are treated fairly, with respect and dignity.

(b) Managerial responsibilities

Managers must ensure that they understand the main requirements of the code. They are also responsible for:

- ensuring that their employees are aware of the code and how it may affect them in their work;
- maintaining an environment of respect, recognition and support and to induct all new employees to their role;
- making appointments only on the basis of merit and capability to carry out the role;
- exercising a duty of care to employees and customers, ensuring health and safety requirements are met; and
- ensuring that paper copies of this code are made available to employees who do not have access to the council's intranet.

(c) Employee responsibilities

As part of the code employees are expected to:

- familiarise themselves with the contents of the code and act in line with the principles set out in it;
- understand and apply the council's rules, policies and procedures;
- act honestly and with dignity and treat others with respect;
- ensure their conduct does not discriminate against others;
- attend work and be able to carry out their duties safely and effectively;
- follow reasonable management instructions, procedures and regulations; and
- be committed to delivering quality services competently and with due care.

5. Workplace Behaviour and Personal Conduct

(a) Dignity at work

Everyone has a right to be treated with fairness, dignity, integrity and respect regardless of their age, disability, marriage and civil partnership; pregnancy and maternity; race; religion or belief; gender; sexual orientation or gender reassignment

Employees should take care that through their actions they do not undermine the dignity and respect of other people, or encourage others to be disrespectful, to any individual or group. They must ensure that:

- their conduct does not discriminate, victimise, harass or be perceived as bullying towards others;
- they are familiar with and follow the council's policies on equality and diversity and dignity at work; and
- they develop and maintain appropriate skills in valuing diversity

Further information can be found in the Dignity at Work procedure.

(b) Workplace problems

From time to time, employees may have a problem or concern at work. While most problems can be resolved during the normal working day, some may need addressing in a formal manner in order for them to be resolved satisfactorily.

If employees have a concern or problem about an aspect of their employment they can use the relevant procedure or the Employee Relations procedure.

(c) Reporting absences

If an employee is unable to attend work for any reason, they must advise their manager as soon as possible. In cases of absence due to sickness they must report their absence in accordance with the council's sickness absence management procedure.

(d) Learning and development

To ensure the council delivers an efficient and effective service, it continuously invests in its employees and helps ensure they have the skills to do their job. This means they will be required to undertake relevant learning and development opportunities to give them the skills and knowledge necessary to do their job.

(e) Use of authority, status or official position

Employees should not use their job as a Council employee, their status, powers or authority to seek to improperly influence any decision or action, for example when dealing with the selection of contractors or developers or in employment matters.

If employees provide advice and guidance they are expected to do this in an honest and impartial manner. All advice and guidance should be in accordance with council policies, procedures and guidelines.

If employees find there is a conflict between their work role and their personal situation, they will need to speak to their manager to try to resolve the conflict.

Employees may have dealings with the council on a personal level as a service user. They must never seek or accept preferential treatment for themselves or others in these dealings because of their position as a council employee. They must also avoid being in a situation that could lead the public to think that they are receiving preferential treatment.

(f) Conduct during working hours

All employees are expected to behave in an appropriate manner, and to meet required standards, in the workplace.

Failure to meet expected standards will result in action being taken under the Employee Relations procedure.

(g) Conduct outside working hours

In general terms, what employees do outside of work is their own concern but they should avoid doing anything which may result in the council's reputation being damaged. Serious misconduct or criminal offences committed during, or outside working hours, which bring employees or the council into disrepute, can lead to disciplinary action and may result in dismissal.

There are also some professions where 'bringing the profession into disrepute' could result in a person being struck off their professional register and no longer being allowed to practise. Employees should refer to the code of practice for any professions that they may belong to.

Employees provided with a uniform who choose to wear it outside working hours should be aware that they will continue to be identifiable as a Council employee.

(h) Use of Council property, facilities and equipment

Employees must only use council property, facilities, substances and equipment for the council's business unless they have their manager's permission to do otherwise. Employees may make phone calls within reason and within their own time, but may be required to reimburse the council for the cost.

Employees may also access the council's internet connection for personal use, in their own time within restricted hours in line with the notes in section 11b of this document.

Any Council vehicle must be used for authorised purposes only and if employees use such a vehicle for any unauthorised purpose they will not be covered by the Council's insurance policy and may be personally liable in the event of an accident, in addition to any criminal offence that may be brought.

When employees leave the council's employment, they must return any property belonging to the council. This may include, but is not limited to, security and identity cards, security tokens, vehicle and fuel keys, car park pass, laptop, mobile phones or items of uniform.

(i) Political neutrality

Employees serve the council as a whole and not just the political group in power. They must ensure that the individual rights of all elected members are respected. They should not let their own personal or political opinions interfere with their work.

If they are required to advise political groups they must remain unbiased to maintain their political neutrality. This does not apply to Political Assistants appointed in pursuance of Section 9 of the Local Government and Housing Act 1989.

Employees will have been notified separately if their Post is 'politically restricted' and will be given details of the restrictions which apply. These restrictions form part of their contract of employment which they are obliged to observe. A list of politically restricted posts is held by Legal and Governance, Corporate and Support Services Directorate.

If you are involved in politics in your private life you should ensure that your public duties and private activities are seen to be distinct.

6. Customer care

As part of its overall objectives the council aims to deliver quality services, fairly, courteously and responsively by well-informed employees who take pride in what they do, linked to the council's values and priorities.

Employees must follow any customer care and complaint handling procedures or standards issued to them and remember that colleagues are our internal customers and should be given the same level of customer service.

(a) Standards of dress

Standards of dress must be clean and appropriate to the workplace, the nature of their duties, and the specific requirements of health and safety where it is applicable. Where a uniform is supplied this must be worn when carrying out Council duties.

Some employees may dress in accordance with their own religious or cultural backgrounds and other employees will need to be sensitive towards this. All of the above considerations apply.

(b) Security and identification badges (ID)

Employees must ensure their official ID is visibly displayed at all times whilst on Council premises and when visiting customers, service users or external premises. It must only be used for official purposes and it must not be given to anyone else.

Employees are encouraged to question anyone in council premises who isn't displaying either an ID or a visitor's badge. If an employee loses their ID they must report it to their manager and they will need to pay for a replacement. Employees who leave the employment of the council are required to return their ID and any other security devices they may have, as well as other items as detailed in section 5h.

(c) Visiting domestic and other external premises

Employees, who need to visit any domestic or business premises, must behave in an appropriate manner. They will act in accordance with council policies and any specific directorate guidance when making such visits.

If an incident occurs during a visit, they must report it to their manager. Further information on reporting incidents is available on the Council's intranet.

(d) Corporate document style

If employees are responsible for preparing documents which are to be used for external communications, they must ensure they are in accordance with the corporate document standards. The council has adopted a corporate approach to image and communications and guidance can be found in the Communications Strategy, alternatively you should contact a member of the Information and Communications function for advice and guidance.

7. Working relationships

(a) Personal relationships

The council respects the privacy of its employees, and recognises that close personal relationships between colleagues can happen. Family members may also be recruited to or required to work within the same section or team of the council. In the majority of cases it is unlikely that a relationship between colleagues will have any impact on the work of the council. However, if employees find themselves in a position in which their personal relationship with a work colleague could lead to a potential conflict of interest with the council's business, or the perception of preferential or detrimental treatment they will need to tell their manager as soon as possible. On rare occasions it may be necessary to move one or both employees to another job within the Council.

If an employee is unsure whether they need to declare a relationship or not, they should speak to their manager for advice.

(b) Working with Elected Members

It is important that both elected members and employees treat each other with dignity and respect. The council recognises that employees may be related to an elected member. If this is the case, employees must inform their manager and withdraw from work that may cause a conflict of interest.

The council has an agreed member employee protocol to ensure sound and effective working relationships. If the employee has contact with elected members in the course of their job, they should ensure they are aware of and understand the Member/Officer protocol.

Employees must not use their contact with members for personal reasons.

(c) Working with contractors

If employees are involved in a tendering process and deal with contractors, they must be clear on the separation of client and contractor roles, and the need for accountability and openness. See also section 8a of this document.

If they have connections or an affiliation with an external business or contractor who is, or may be, contracted to work with the council, they need to declare this in writing to the Corporate Director with responsibility for the contract as soon as they become aware of the issue.

Employees must ensure that the tendering process is a fair and transparent procurement process and is in line with the Contract Procedure Rules. They must not give any special favour in this process to businesses operated or controlled by friends, relatives or partners. No members of the local community should be discriminated against or shown preferential treatment.

8. Personal interests

(a) Interests in Contracts

Employees have a statutory obligation under Section 117 of the Local Government Act 1972, to declare any pecuniary interests in contracts. The obligation arises when the employee knows that s/he has a pecuniary interest in a contract that is proposed or that has been entered by the Council. The employee does not have to be a party to the contract for the obligation to arise. An employee should check the Members Code of Conduct and regard themselves as having a pecuniary interest in a contract if an elected Member would have been regarded as having a pecuniary or prejudicial interest in the contract. Failure to declare such interests in writing to the Corporate Director and the employee's line manager with responsibility for the contract that may lead to a fine against the employee if convicted may be viewed by the Council as gross misconduct justifying dismissal. In particular, employees should note:

(b) Additional employment

All employees who wish to take up paid employment outside the Council that may potentially conflict with their work for the Council, and all employees above scale 6 must obtain written permission by completing a form for consent to engage in business or additional employment. Employees should be mindful of the requirements of the Working Time Directive in order to ensure they take reasonable care of their health, safety and well-being.

Conflict of Interest

If a conflict occurs, or may occur between an employee's private interests and their duties for the Council they must inform their manager. This also extends to cover any immediate family member whose interest could conflict with those of the council. This may include circumstances such as:

- financial or non-financial interests that could be considered to be in conflict with the council's interests or cause the employee's conduct to be questioned;
- membership to an organisation which isn't open to the public and has commitment of allegiance and secrecy about rules, membership or conduct; and
- processing of any query or application in which they, their family, their friends or any organisation of which they are a member has a personal interest. This will also apply if the employee is closely associated with an organisation.

Examples of personal interests that will be recorded include:

- working for an organisation that may quote or carry out work for the Council;
- an external business interest where the employee is engaged by another company as an employee, partner, director, substantial equity or shareholder or consultant; and
- businesses that employ their direct family where they have the ability to influence a Council decision to use that company's services.

Employees with a personal conflict of interest and

Employees who have a relative or close personal friend who has an interest that could conflict with the Council's interests must:

- If applicable, comply with the obligation to declare the interest in a contract (see above)
- Notify their line manager in writing of the conflict and the reason for it
- Not influence or seek to influence the Council in relation to the matter

Payment, gifts and hospitality

Council employees must act with the highest standards of integrity. Accepting gifts and hospitality may raise public concern and open the Council up to criticism.

The over-riding principle is that employees, or members of their immediate family, must not accept any payment, gift or hospitality that would call into question their honesty, integrity or commitment to the Council's interest. Employees must declare all gifts or hospitality received or offered. These must be declared in writing to the employee's line manager.

Payments and gifts

Where any work, including lecturing is undertaken for personal reward or advantage the preparation and participation in the activity must not be undertaken in the Council's time, nor must equipment or material belonging to the Council be used. Preparation and participation is allowed in situations where benefit is accrued to the Council.

For the avoidance of doubt, employees are recommended to discuss any issues which may arise with their line manager.

If a refusal of a gift would offend the donor, or adversely affect working relationships; the employee must declare this gift in writing to their line manager. The manager will then make

a decision as to whether to allow the employee to keep the gift, based on the guidelines highlighted below, or decide that the gift should be donated to charity.

- all gifts (except those detailed below) must be declared to a line manager. The line manager will then decide if the gift can be accepted, refused or donated to charity. This will protect employees from allegations of bribery or breaking the code of conduct. Whichever charity the gifts are donated to, this should be clearly identified to employees;
- small office items, such as promotional pens, calendars or mouse mats, may be accepted and used for work purposes, without the need to declare them; and
- the value of an individual, accepted, gift must not exceed £50.00, or any series of gifts received from the same individual/company/entity within the municipal year must not exceed the total value of £30. This amount will be subject to review each time the Code of Conduct is reviewed. If a number of people 'club together' to buy a gift or voucher, such as a group of service users for an employee who is retiring, this will be taken into account, with a limit of £10.00 on individual donations.

In appropriate areas, a standard letter could be sent to contractors or to service users or their carers, on an annual basis, highlighting the relevant section of the Code of Conduct for Employees.

If an employee becomes aware they have been included as the beneficiary in the will of a service user, for whom the Council offers, or used to offer, a service where there is a connection with their work, they must tactfully refuse it and report the matter to their manager so that it can be recorded. If the employee is a relative of a service user who makes a bequest, they are entitled to accept the gift. They do not need to report this.

Celebratory gifts, such as for birthdays or weddings, bought by colleagues do not need to be declared.

Hospitality

As a general rule, offers of hospitality should be tactfully but firmly refused. However, in some cases it may be accepted, see below. Before they accept any hospitality, employees must obtain their line manager's written approval in advance and record it appropriately, on the register of gifts and hospitality to ensure any council decisions are not compromised. Examples of offers of hospitality that may be acceptable include:

- attendance at relevant conferences, seminars and courses where it is clear the hospitality is corporate rather than personal, which may include, for example, breakfast or lunch;
- attendance at relevant charity, fundraising or social events where they are part of the life of the community or where the council should be seen to be represented;
- invitations to trade fairs or similar events where there is a general invitation to customers; and
- a working lunch of a modest standard provided to allow the parties to continue to discuss business.

(c) Sponsorship

Where the council sponsors an event or service the employee or members of their immediate family or close friends must not benefit from the sponsorship. Similarly, if an external organisation wishes to sponsor a council activity, the rules relating to hospitality and gifts also apply. This is particularly relevant when such sponsorship is being offered by contractors or potential contractors.

If employees are involved and there is a conflict of interest they should immediately notify their line manager of this in writing.

(d) Declaration of personal interest at meetings

If an employee attends a council meeting, such as a committee or cabinet meeting, in an official capacity, and a matter is about to be considered in which they have a personal interest they will declare this interest before any discussions start. The employee will leave the room and ensure they cannot hear the debate.

9. Recruitment and other employment matters

(a) Recruitment

If employees are involved in recruitment, they must follow the Council's guidance given in the recruitment and retention procedure.

They should not be involved in an appointment where they are related to an applicant or have a close personal relationship with the candidate outside of work. If employees find they are in this position, they must inform their manager.

(b) Other employment matters

Employees must not be involved in decisions relating to the discipline, promotion or pay and conditions of an employee they are related to or have a close personal relationship with. If employees find they are in this position, they must inform their manager.

This also applies to issues arising under policies and procedures related to dignity at work, workplace problems, performance or sickness.

(c) Criminal charges and convictions

When applying for a job with the council, candidates must give details of any unspent convictions including date of convictions and sentence imposed. For certain positions in the council, appropriate safeguarding and criminal record checks will be carried out. The suitability for employment of a person with a criminal record will vary dependent on the nature of the job, and the details and circumstances of the conviction. Employees have a responsibility to inform their manager of any criminal convictions that occur during their employment with Stockport Council. An employee who commits a criminal offence whilst in employment with the council will be given an opportunity to explain the circumstances. A decision will then be made as to what, if any, disciplinary action will be taken.

10. Financial integrity, fraud, bribery and corruption

(a) General information

The council places a high priority on maintaining its reputation and will not tolerate fraud, bribery or corruption.

Employees must not deliberately evade debts owed to the Council such as fines or rent. Similarly, they must not obtain money from the council or any other public body that they are not legally entitled to, for example, by fraudulently claiming benefits.

Employees found to have committed fraud against the Council, any other local authority or national agency may be subject to disciplinary action. Serious cases of fraud or corruption represents gross misconduct and could lead to dismissal.

Employees must also be aware that in proven cases of financial loss, the council will seek to recover all such losses. This may be deducted from any money owed by the council or if necessary from any accrued pension benefits. If money is deducted from salary payments, the council will ensure that the repayment does not result in the employee receiving less than the national minimum wage.

Employees play a key role in maintaining the council's high standards and to support this there are a number of policies and procedures in place which they are required to comply with. These can be found on the Council's intranet.

(b) Dealing with the Council's money

If an employee's role involves dealing with money belonging to the council or other public funds they must ensure they act in a responsible and lawful manner and follow the council's guidance, procedure rules and regulations. This includes spending the Council's money in the delivery of services or taking any form of payment from customers for services provided.

Guidance is available to Officers on the Finance intranet site.

(c) Over and under payments of salary

Every attempt is made to ensure that employees are paid correctly and on time. However, sometimes, information cannot be processed in time to meet payroll deadlines. Employees have a responsibility to ensure that they are not over or underpaid by:

- checking the accuracy of their payslips for any payment they are not entitled to;
- seeking clarification if they are unsure of any amounts on their payslip;
- immediately reporting any discrepancy to their manager or the HR Central Services team within People and OD Services. Employees may want to highlight the discrepancy, either in writing or by e-mail; and
- repaying any amounts overpaid to them.

11. Data Protection and information technology

(a) General information

The processing of personal and sensitive personal data is regulated by the Data Protection Act 1998. The Council's Managing Personal Information Policy sets out the Council's approach for processing personal data to ensure compliance with the requirements of the Data Protection Act. All employees and other parties who process data on behalf of the Council are expected to follow this policy.

Further information and advice on how to handle, store, protect and share information can be found on the information management pages of the intranet.

All breaches of the Managing Personal Information policy and the Data Protection Act will be investigated in line with the procedure set out in the Council's Serious Information Governance Incident procedure.

After an investigation has taken place, employees found breaching the Data Protection Act 1998 or failing to comply with the approach set out in the Managing Personal Information Policy may be subject to criminal proceedings and disciplinary action, resulting in dismissal.

Further information can be found in the Council's Data Protection policies, procedures and guidance notes.

When an employee leaves the employment of the council, they must continue to observe their duty of confidentiality. They must not use any information that they have had access to as part of their employment for private, commercial or political gain. Information must not be passed on to others or used to bring the council into disrepute. Where this is identified, the Council will pursue appropriate criminal proceedings.

The Council also operates a number of related policies and procedures to ensure data integrity and security. Guidance and advice is available from the ICT pages of the intranet site.

These policies and procedures apply to mobile and homeworking employees as well as those working in council premises.

(b) Personal use of the internet by employees

If employees access the internet for personal use, they must only do this outside their working hours. They must also consider the appropriateness of the sites they visit. The council operates a system to filter and monitor internet usage.

If employees choose to use social media sites they must understand that their online activities could have legal implications. Information that an employee obtains during the course of their work and which is not in the public domain, cannot be disclosed.

The employee must also understand that they can be individually liable for any defamatory or untrue statement that they make on social networking sites and such comments may also leave the council open to legal action.

If an employee chooses to use social media sites they must behave in an appropriate manner and consistent with the council values and principles. They must do this whether or not they choose to identify themselves as a council employee.

Before using the internet for personal use, employees should read the guidance in the acceptable use policy.

(c) Freedom of Information (FOI)

If employees receive any requests for information under the terms of the FOI regulations they must ensure these are dealt with in accordance with the council's procedure. Guidance and advice is available on the information management intranet site.

12. Health, Safety and Wellbeing

(a) Health and Safety

Stockport Council places a high priority on the health, safety and welfare of all employees, visitors and citizens of Stockport. Employees have a key role to play in ensuring a safe and healthy work environment is developed and maintained. Therefore, all employees are expected to co-operate and contribute to this fundamental principle through compliance with the policies, practices, procedures and individual codes of practice, supported through participation in appropriate training and development events.

Guidance and advice on health and safety responsibilities can be found in the Council's Health, Safety and Wellbeing information on the intranet. Failure to comply with council

health and safety policy or procedures may result in disciplinary action against the employee.

(b) Smoke-free Council

Smoking on duty is not allowed and employees must not smoke in any building, entrances, associated car parks and perimeter grounds. In addition an employee must not smoke in any vehicle which the council owns, rents or leases.

Smoking includes e- cigarettes and tobacco related products.

Further information can be found in the Council's smoking policy.

(c) Alcohol and substance misuse

The Council has guidance for managers on how to manage alcohol and drug related incidents, it is aimed at ensuring employees report fit for work and able to perform their duties.

The Council also encourages employees to tell their manager if they have an alcohol or substance dependency problem. This will be treated sensitively and in confidence with support offers where appropriate. If management consider that the impact on the council is too great, or support and assistance is rejected, disciplinary action may be taken.

The Council will take all reasonable steps to prevent employees carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance misuse.

The Council expressly prohibits the use of any illegal drugs or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on Council premises or in Council vehicles they will be regarded as serious, will be investigated by the Council, and may lead to disciplinary action and possible reporting to the police.

Prescribed or over-the-counter medication

If an employee is taking legally prescribed or over-the-counter drugs, they must ensure that their use does not adversely affect their work performance or cause any safety concerns. Employees must inform their manager if they have concerns.

Further information can be found in the Alcohol and Drug Misuse procedure.

(d) Mobile phones

The Council's policy is that no communication device shall be used when a driver is in charge of a vehicle. Legislation also makes it a criminal offence to use a handheld phone or similar device when driving. Further information can be found in the mobile phone policy.

13. Media and communications

The Council uses a variety of methods to communicate messages to the public, its partners and its employees. To ensure such communications are consistent and re-enforce the council's single identity employees must follow the guidance and advice for dealing with face to face communication, answering the telephone and responding to letters or emails contained in the latest copy of the Communications Strategy.

(a) Working with the press and media

Unless an employee has been authorised to act as an official spokesperson they must not deal direct with the press or the media, or make any other public statement.

All press or media statements and requests for information on the council must be forwarded to the Information and Communications Function. Any article, publication or interview given about council policy or activity must be reviewed by this function.

This does not apply to Political Assistants appointed in pursuance of Section 9 of the Local Government and Housing Act 1989 who have been authorised to make statements on behalf of their political party.

14. Other general matters

(a) Intellectual property

The council owns and will retain its rights to ownership of all intellectual property. This will include literature, artwork, computer systems or programmes that any employee may have created or worked on during working time.

The reproduction of this intellectual property outside the council is unlawful, unless an employee's contract states otherwise or written permission has been given. If an employee leaves the council, this rule still applies.

(b) Trade Union representatives

If an employee is a representative of a Trade Union and makes public comments, they must make it clear whether they have been made on behalf of the union or association that they represent or are their own views, and not those of the council.

(c) Professional Body

If an employee is a member of a professional body, they are expected to uphold its standards, but if they believe there is a conflict between their official role and the standards of their profession, they must raise this with their manager.

15. Reporting breaches of the Employee Code of Conduct and Whistleblowing policy

If an employee is concerned about any practice they see in the Council which they believe conflicts with the employee code of conduct or any other Council policy they should raise it with their manager, their Corporate Director, trade union representative or any of the following senior managers:

- Deputy Chief Executive;
- Monitoring Officer

Concerns may be raised verbally, but it may be helpful if they are put in writing.

The council's confidential reporting procedure and other legislation provide safeguards for employees who disclose unlawful and improper conduct.

16. Further information

Further advice and support is available from People and OD Services. They can be contacted on 0161 474 4777.