



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

STANDARDS COMMITTEE

REPORT OF THE HEAD OF LEGAL AND DEMOCRATIC SERVICES – MR CRAIG GRIFFITHS

11 March 2024

Matter for Information

Wards Affected: All Wards

Member Officer Protocol

Purpose of the Report:

1. To consider the Neath Port Talbot County Borough Council Employee Code of Conduct

Background:

2. Neath Port Talbot County Borough Council Members have adopted an Employee Code of Conduct (a copy of which is enclosed at Appendix 1 of this Report).
3. The public is entitled to expect the highest standards of conduct from all employees. The role of such employees is to serve their employing Council in providing advice, implementing its policies, and delivering services to the local community. In performing their duties, they must act with integrity, honesty, impartiality and objectivity.
4. Local government employees are public sector employees who deliver vital services in the community. A code of conduct for employees reflects the local government's standards of behaviour and integrity to all employees and the community they serve. Effective codes that are well communicated and

effectively implemented contribute to building and sustaining a culture of integrity and create a transparent and accountable framework within which employees can operate.

5. The Code of Conduct applies to all those working for the Council (excluding teaching staff), including those on permanent, temporary or part-time contracts, job sharers, and employees on non-standard terms of employment. Relevant parts of the code should be included in the specifications for consultants and contractors, and drawn to the attention of voluntary workers on Council projects. Some employees may already have specific requirements relating to conduct included in their contracts or standard conditions of employment. Where contract conditions and requirements of individual contracts are more specific, due to the nature of the work, they will override the provisions of this code.
6. This code is based on, and consistent with, the following seven principles which were originally set out by the Nolan Committee on Standards in Public Life.
 - (a) Selflessness
Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits.
 - (b) Integrity
Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
 - (c) Objectivity
In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
 - (d) Accountability
Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
 - (e) Openness
Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
 - (f) Honesty
Holders of public office have a duty to declare any private interests

relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

(g) Leadership

Holders of public office should promote and support these principles by leadership and example.

7. The protocol covers a number of different areas

(a) Confidentiality and disclosure of information

(b) Political Neutrality

(c) Declarations of Interest

(d) Relationships with the public and elected members

(e) Corruption

(f) Use of Financial Resources

(g) Gifts, Hospitality and Inducements

(h) Personal interests and involvements in outside organisations

(i) Additional employment

(j) Recruitment

(k) Conduct

(l) Consequences for non-compliance

8. The adoption of the Employee Code of Conduct is within the purview of the Council's Personnel Committee, which approved the latest version in December 2023, which aimed to take into account previous feedback provided by the Standards Committee.

9. However, the Standards Committee within their terms of reference are able to examine any Code(s) of Conduct for Employees of the Council and to make recommendations as may be considered appropriate.

Financial Impacts:

10. No implications.

Integrated Impact Assessment:

11. An Integrated Impact Assessment is not required for this report.

Valleys Communities Impacts:

12. No implications

Workforce Impacts:

13. No implications

Legal Impacts:

14. There are no legal impacts associated with this report.

Consultation:

15. There is no requirement for external consultation on this item

Recommendations:

16. That Members consider the updated version of the Employee Code of Conduct and suggest any further updates as they feel appropriate.

Appendices:

17. Appendix 1 – Employee Code of Conduct

List of Background Papers:

18. None

Officer Contact:

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