

The Code of Conduct (Qualifying Local Government Employees) (Wales) Order 2001

Relevant authorities must keep to the Code of Conduct (Qualifying Local Government Employees) (Wales) Order 20012 and the principles are summarised below.

- General principles
 - The public is entitled to expect the highest standards of conduct from all employees.
 - The role of employees is to serve their employing organisation in providing advice, putting in place its policies, and delivering services to the local community.
 - In performing their duties, they must act with integrity, honesty, impartiality and objectivity.
- Accountability
 - Employees work for their employing organisation and serve the whole of that organisation.
 - They answer to, and owe a duty to, that organisation.
 - They must act in line with the principles set out in this code, recognising the duty of all public sector employees to carry out their public functions reasonably and according to the law.
- Political neutrality
 - You, whether or not politically restricted, must follow every lawful policy of the organisation and must not allow your own personal or political opinions to interfere with their work.
 - If you are politically restricted (because of the post you hold, the nature of the work you do, or the salary you are paid), you must keep to any statutory restrictions on your political activities.
- Relations with members, the public and other employees
 - Mutual respect between employees and members is essential to good local government, and working relationships should be kept on a professional basis.
 - You should deal with the public, members and other employees sympathetically, efficiently, and without bias.
- Equality
 - You must keep to policies relating to equality issues, as agreed by the authority, as well as the requirements of the law.
- Stewardship
 - You must make sure that you use public funds entrusted to you in a responsible and lawful way, and must not use property, vehicles or other facilities of the organisation for personal use unless authorised to do so.
- Personal interests

You must not allow your private interests to conflict with your public duty. You must not misuse your official position or information you have gained in the course of your employment to further your private interests, or the interests of others. In particular, you must keep to any rules of your organisation on LGA 1972/ s.117:

- registering and letting us know about financial and non-financial interests; and
- Let us know about hospitality or gifts offered to or received by you, from any person or organisation doing or wanting to do business, or otherwise benefiting or aiming to benefit from a relationship with the organisation. You must not accept benefits from someone else unless authorised to do so by your relevant organisation.
- Whistle-blowing
 - If you become aware of activities, which you believe to be illegal, improper, unethical, or otherwise inconsistent with this code, you should report the matter, acting in line with your rights under the Public Interest Disclosure Act 1998, and with the relevant organisation's confidential reporting procedure, or any other procedure designed for this purpose.
- Treatment of information
 - Openness in passing on information and decision-making should be the norm in relevant authorities. However, certain information may be confidential or sensitive and so not appropriate for a wide audience.
 - Where confidentiality is necessary to protect the privacy or other rights of people or organisations, information should not be released to anyone other than a member, relevant organisation employee, or other person who is entitled to receive it, or needs to have access to it so they can do their job.
 - Nothing in this code can be taken as replacing existing statutory or common-law obligations to keep certain information confidential, or to reveal certain information.
- Appointing employees
 - If you are involved in recruiting and appointing employees, you must make sure that appointments are made on the basis of merit.
 - To avoid any possible accusation of bias, you must not be involved in any appointment, or any other decisions relating to discipline, promotion or pay and conditions for any other employee, or prospective employee, you are related to, or with whom you have a close personal relationship outside work.

Investigations

If a monitoring officer is carrying out an investigation in line with regulations made under section 73(1) of the Local Government Act 2000, you must keep to any requirement made by that officer in connection with the investigation.