

COLWICH PARISH COUNCIL



PD110 CODE OF CONDUCT FOR OFFICIALS

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CODE OF CONDUCT FOR OFFICIALS

Code of Conduct for Officials – PD110

Revision history

This document was originally written by:

Name	Position	Date
Michael Lennon	Chief Officer	June 2026

This document version was reviewed by:

Employment Committee	June 2026
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Chairman of Council	W Plant

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Revision History

Version	Issue Date	Document ID	Reason for Change	Section(s) Changed
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1 GENERAL PRINCIPLES

- 1.1 A Code of Conduct for Welsh clerks was introduced in the [Code of Conduct \(Qualifying Local Government Employees\) \(Wales\) Order 2001](#). Whilst not binding in England, the principles of this Code have been adopted by Colwich Parish Council (the Council).
- 1.2 The public is entitled to expect the highest standards of conduct from all Council officials. The Council believes that the role of officials is to serve the Council by providing advice, implementing Resolutions of the Council and delivering services to the residents of Colwich parish.
- 1.3 In performing their duties, officials must act with integrity, honesty, impartiality and objectivity.

2 ACCOUNTABILITY

- 2.1 Officials work for the Council and serve the whole of the Council and not just one Councillor or political party. Officials owe a duty to the Council and must act in accordance with the principles detailed below, recognising the duty of all public sector officials to discharge public functions reasonably and according to the Law.

3 POLITICAL NEUTRALITY

- 3.1 Officials, whether or not politically restrictedⁱ, must follow every lawfully expressed policy of the authority and must not allow their own personal or political opinions to interfere with their work.

4 RELATIONS WITH COUNCILLORS, OFFICIALS AND PUBLIC

- 4.1 Mutual respect and acknowledgement of different roles between officials and Councillors is essential for the efficient operation of the Council, see also Protocol between Councillors and Officials (PD017). Working relationships should be kept on a professional basis.
- 4.2 Officials should deal with Councillors, other officials and the public, sympathetically, efficiently and without bias.

5 EQUALITY

- 5.1 Officials must comply with all Council policies relating to equality issues in addition to the requirements of the law.

6 STEWARDSHIP

- 6.1 Officials must ensure that they use public funds entrusted to them in a responsible and lawful manner. Officials must not utilise property, vehicles or other facilities of the Council for personal use, unless authorised to do so.

7 PERSONAL INTERESTS

- 7.1** The Council recognises that officials' private lives are their own concern. However, officials must not allow their private interests to conflict with their public duty.
- 7.2** Officials must not misuse their official position or information acquired in the course of their employment to further their private interests, or the interests of others.
- 7.3** Officials must:
 - 7.3.1** Comply with the Council's rules on the registration and declaration by officials of financial and non-financial interests
 - 7.3.2** Comply with the Council's rules on the declaration by officials of Gifts, Hospitality or Anti-Bribery (PD016) offered or received from any person or organisation doing or seeking to do business or enter into any relationship with the Council.
 - 7.3.3** Not accept benefits from a third party unless authorised to do so by the Council.

8 WHISTLEBLOWING

- 8.1** If an official becomes aware of activities which they believe to be illegal, unethical or otherwise inconsistent with this policy, the official must report the matter in accordance with the Public Interest Disclosure Act 1998 and the Council's Whistleblower Policy (PD018).

9 TREATMENT OF INFORMATION

- 9.1** Openness in the dissemination of information and decision making should be the norm.
- 9.2** However, the Council recognises that certain information may be confidential or sensitive and therefore not appropriate for sharing with a wider audience.
- 9.3** Where confidentiality is necessary to protect the privacy or other rights of individuals or bodies, officials must not release that information to anyone other than a Councillor or other official of the Council who is entitled to receive it or requires access to it for the proper discharge of their functions.
- 9.4** Nothing in this policy should be seen as overriding existing statutory or common law obligations to keep certain information confidential, or to divulge certain information.

10 APPOINTMENT OF STAFF

- 10.1** Officials involved in recruitment and appointment must ensure that these are conducted on the basis of merit.
- 10.2** Officials must not be involved in any recruitment, appointment or any other decision relating to discipline, promotion or pay and conditions for any official, or prospective official, to whom they are related or with whom they have a close personal relationship.

11 INVESTIGATIONS BY THE MONITORING OFFICER

- 11.1 Officials must comply with any requirements made by the monitoring officer undertaking an investigation in accordance with regulations made under the Localism Act 2011.

SIGNED	<i>W^cPlant</i>
COUNCILLOR WENDY PLANT, PARISH COUNCIL CHAIRMAN	

I CONFIRM THAT I HAVE RECEIVED AND READ A COPY OF THE CODE OF CONDUCT FOR OFFICIALS POLICY AND BY SIGNING THIS FORM ACCEPT THE TERMS THEREIN.	
Revd Mr Michael Lennon (Chief Officer)	
Mr Philip Russell (Head Lengthsman)	
Mr Ian Deans (Senior Lengthsman)	
Miss Francesca Alineri-Willis (Communications Officer)	
Mr Andrew Gorman (Finance Officer)	
Mr Dan Lowbridge (Lengthsman)	
Mrs Nicola Beards (Cleaner)	

i Local Government and Housing Act 1980 s2

Politically restricted posts

(1) The following persons are to be regarded for the purposes of this Part as holding politically restricted posts under a local authority—

- (a) The person designated under section 4 below as the head of the authority's paid service.
- (b) The statutory chief officers.
- (c) A non-statutory chief officer.
- (d) A deputy chief officer.
- (e) The monitoring officer designated under section 5 below.
- (f) Any person holding a post to which he was appointed in pursuance of section 9 below.
- (g) Any person not falling within paragraphs (a) to (f) above whose post is for the time being specified by the authority in a list maintained in accordance with subsection (2) below and any directions under section 3 below or with section 100G(2) of the [1972 c. 70.] Local Government Act 1972 or section 50G(2) of the [1973 c. 65.] Local Government (Scotland) Act 1973 (list of officers to whom powers are delegated).

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- (3)** The duties of a post under a local authority fall within this subsection if they consist in or involve one or both of the following, that is to say—
- (a) Giving advice on a regular basis to the authority themselves, to any committee or sub-committee of the authority or to any joint committee on which the authority are represented;
 - (b) Speaking on behalf of the authority on a regular basis to journalists or broadcasters.
- (6)** In this section “the statutory chief officers” means—
- (d) The officer having responsibility, for the purposes of section 151 of the Local Government Act 1972, section 73 of the [1985 c. 51.] Local Government Act 1985, section 112 of the [1988 c. 41.] Local Government Finance Act 1988 or section 6 below or for the purposes of section 95 of the [1973 c. 65.] Local Government (Scotland) Act 1973, for the administration of the authority’s financial affairs.
- (7)** In this section “non-statutory chief officer” means, subject to the following provisions of this section—
- (a) A person for whom the head of the authority’s paid service is directly responsible;
 - (b) A person who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to the head of the authority’s paid service; and
 - (c) Any person who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to the local authority themselves or any committee or sub-committee of the authority.
- (8)** In this section “deputy chief officer” means, subject to the following provisions of this section, a person who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to one or more of the statutory or non-statutory chief officers.
- (9)** A person whose duties are solely secretarial or clerical or are otherwise in the nature of support services shall not be regarded as a non-statutory chief officer or a deputy chief officer for the purposes of this Part.