



Code of Conduct Policy – Staff & Councillors

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Issue	Date	Details of amendments
1	17/09/25	Merged Code of conduct staff & councillors

1. Introduction

- 1.1 East Grinstead Town Council is committed to maintaining the highest standards of conduct, integrity, and public service.
- 1.2 This Code of Conduct sets out the standards expected of all Councillors, staff, contractors, consultants, and volunteers representing the Council. It draws upon the **Seven Principles of Public Life (the Nolan Principles)** – Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership – and reflects the Council’s adoption of the **Civility and Respect Pledge**.
- 1.3 The Code provides clarity on expected behaviours, supports a positive and respectful culture, and helps protect the reputation of the Council and those who serve it.

2. Purpose

- 2.1 Promote ethical, lawful, and respectful conduct.
- 2.2 Maintain public confidence in the Council.
- 2.3 Ensure a safe, inclusive, and respectful working environment.
- 2.4 Provide a framework for accountability, transparency, and fair resolution of issues.

3. Scope

- 3.1 Applies to:

Councillors

Council staff (permanent, temporary, casual)

Volunteers, contractors, consultants

- 3.2 Covers all conduct where individuals are acting, or perceived to be acting, on behalf of East Grinstead Town Council.

4. Legislative and Policy Framework

- 4.1 Localism Act 2011
- 4.2 Data Protection Act 2018 / UK GDPR
- 4.3 Equality Act 2010
- 4.4 Employment Rights Act & Health and Safety at Work Act

- 4.5 NALC Model Code of Conduct (2020, updated 2022)
- 4.6 Council's Standing Orders, Financial Regulations, and internal policies

5. Core Principles (For Everyone)

- 5.1 **Civility & Respect** – Treat all people with dignity and fairness.
- 5.2 **Integrity & Honesty** – Be truthful, declare and manage interests properly.
- 5.3 **Lawfulness & Fairness** – Ensure actions are lawful, evidence-based, and in the public interest.
- 5.4 **Accountability & Leadership** – Be open to scrutiny, act as role models, and uphold high standards.
- 5.5 **Confidentiality** – Protect information entrusted to you.
- 5.6 **Responsible Use of Resources** – Use Council property and funds lawfully and only for Council business.

6. Conduct Expectations – Councillors

- 6.1 **General Conduct** – Treat others with respect, avoid bullying or discrimination, support collective Council decisions.
- 6.2 **Interests & Transparency** – Register and declare relevant interests; withdraw from meetings where required.
- 6.3 **Working with Officers** – Respect staff roles; do not ask them to undertake political or inappropriate tasks.
- 6.4 **Social Media & Public Statements** – Differentiate personal views from Council views; avoid disrepute.
- 6.5 **Compliance & Sanctions** – Breaches investigated under the Councillor Code of Conduct Complaints Procedure; may involve referral to the Monitoring Officer.

7. Conduct Expectations – Staff & Volunteers

- 7.1 **Professional Conduct** – Act with integrity, impartiality, and political neutrality.
- 7.2 **Equalities & Workplace Behaviour** – No bullying, harassment, or discrimination; promote inclusivity.
- 7.3 **Communications** – Be respectful and accurate, including on social media.
- 7.4 **Use of Resources** – Use responsibly and for authorised purposes only.

- 7.5 **Reporting Concerns & Whistleblowing** – Raise issues with the Town Clerk, Mayor, or Deputy Mayor; whistleblowers protected.
- 7.6 **Compliance & Sanctions** – Staff breaches handled via the Council’s Disciplinary Policy; volunteers/contractors may face review or termination of arrangements.

8. Reporting Concerns (All Representatives)

- 8.1 Concerns can be raised with the Town Clerk, Mayor, or Deputy Mayor.
- 8.2 Anonymous reports may be considered where evidence is sufficient.
- 8.3 Whistleblowers will not be disadvantaged and are protected under the Whistleblowing Policy.

9. Conclusion

- 9.1 This Code is central to East Grinstead Town Council’s commitment to ethical governance, fairness, and respect.
- 9.2 By following this Code, **Councillors, staff, and volunteers help maintain public confidence, ensure high standards of service, and protect the reputation of the Council.**
- 9.3 All representatives of the Council therefore commit to:
- Upholding the Nolan Principles of Public Life.
 - Acting with civility, respect, and integrity.
 - Putting the interests of the community above personal or political interests.
 - Complying fully with legislation and Council policies.
- 9.4 Together, these standards create a culture of trust, accountability, and professionalism that strengthens both the Council and the community it serves.

Adoption date:
Reviewed: