

Employees are required to complete the [Potential Conflict of Interest form](#) where they have any personal interests which may conflict with BCCs requirements and discuss with their line manager.

You must:

- Not disclose information given to you in confidence, or information acquired which is of a confidential nature, without the consent of a person authorised to give it.
- Not prevent another person from gaining access to information to which that person is entitled by law.
- Ensure that your relationships with service users are professional at all times.

Employment Matters

If an employee is involved in making appointments, they must:

- Ensure that such appointments are made on the basis of the candidate's ability to do the job.
- Ensure that their personal preferences do not influence judgements made.

Employees making appointments are required to declare their interest where they are related to an applicant or have a close personal relationship outside work with him/her by completing the [Potential Conflict of Interest form](#) and discussing it with their line manager.

Other Employment

In some instances, your contract of employment may:

- Prevent you from undertaking other employment without the written permission of your manager. This will be stated within your individual contract.
- It is important that you ensure that any additional employment does not conflict with the interests of the council or affect your ability and credibility to do your job.
- Where you have more than one job, both the City Council and your other employer(s) are responsible for ensuring that the 48-hour week is complied with. You should therefore ensure that you inform your manager about any work you undertake for other employer(s). (You may opt to work more than 48 hours per week, and should you wish to do so, you will need to complete the form 'Working Time Regulations Opt Out Agreement' under Supporting Documents and submit it to HR Operations via People Solutions.)
- You must ensure that Council time and equipment are not utilised in connection with any other employment.
- If in doubt, the best thing to do is to discuss the circumstances with your manager.

Declaration of Potential Conflict of Interest

Employees must not put themselves in a position where duty and private interest conflict and they must not make use of their employment to further their private interests.

What Interests Should I Declare?

If you are in any doubt, you should seek guidance from your line manager or the Council's Monitoring Officer, or the Head of Internal Audit before accepting any gifts or hospitality offered.

Sponsorship

Where the Council or parties to the Council sponsors an event or service, you, or any partner, spouse or relative must not benefit from the sponsorship.

You must seek guidance from your manager if you are involved with any event or service that the Council proposes to sponsor.

General Confidentiality

You may, in the course of your duties, obtain information which is confidential.

You must not:

- Pass on any information received or obtained through your employment to anyone who is not entitled to have that information.
- Use information for personal advantage.

You must:

- Work within the requirements of Data Protection Act 2018 and the Freedom of Information Act 2000.
- Observe the Council's procedures for the release of personal information held about other employees or members of the public.
- You must not misuse your position by seeking information which you do not need to know to carry out your duties.

Examples of abuse of confidence would include:

- Ill-considered gossip whether with colleagues or outsiders which may be misconstrued and re-quoted.
- Exploitation of confidential information for personal gain.
- Premature and/or unauthorised disclosure to other parties of policy proposals, with the object of generating adverse publicity e.g. to the press, interest groups.

Dealing with the Council's Money

You must:

- Ensure that public funds are used in a responsible and lawful manner.
- Strive to ensure value for money to the local community and to avoid legal challenge to the Council.
- Ensure compliance with the Council's Standing Orders and Financial Regulations.

Criminal Charges and Convictions

The Council requires all applicants to disclose criminal convictions, whether committed in the UK or elsewhere unless the Rehabilitation of Offenders Act applies, and the rehabilitation period has expired.

In some circumstances, Criminal Records Bureau checks are conducted on all successful applicants for certain positions in the Council. You must:

more serious or there may be circumstances where there is repetition of a minor breach. In such circumstances the matter will be progressed under the formal procedure.

The Capability Procedure provides a framework for managers and employees to cope with issues of poor performance. The underlying intention of the Procedure is to give the employees who are falling below the established acceptable standards the opportunity to improve.

Following instructions

Employees are expected to follow all reasonable and lawful instructions by a person with the authority to issue such instructions unless:

- There is a danger to a person's health and safety.
- A conflict of interest may exist.
- It does not comply with Council policy and practice.

Managers must be able to justify their instructions and decisions in line with their delegations, authority, and Council policy and procedures, and be open and respond promptly to constructive questions.

Legislation

Contract of Employment

Your contract of employment is an agreement between Birmingham City Council and you which sets out your employment rights, responsibilities and duties and this includes the Code of Conduct.

General Data Protection Regulations (GDPR) and Data Protection Act 2018
The GDPR

Working Time Directive

The Working Time Regulations (the Regulations), introduced on 1 October 1998, provided new rights for workers ensuring that they do not have to work excessive hours. (The Regulations were amended, with effect from 1 August 2003, extending the extent to which they applied to workers in transport and offshore sectors. The Regulations applied to junior doctors from 1 August 2004.)

The aim of the regulations is to impose minimum requirements on employers, while at the same time allowing flexibility for workers and employers to make arrangements which suit