



Rusper Parish Council
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RUSPER PARISH COUNCIL CODE OF CONDUCT FOR EMPLOYEES

1. Purpose

This Code of Conduct sets out the standards of behaviour expected of all employees of Rusper Parish Council. It is intended to promote integrity, professionalism, accountability, and public confidence in the work of the Council.

Employees are expected to act in accordance with this Code at all times, together with all relevant legislation, Council policies, employment contracts, and statutory obligations.

2. General Standards of Conduct

Employees shall:

2.1 Honesty and Integrity

Act with honesty, integrity, impartiality, and fairness in all matters relating to Council business and avoid any conduct that could bring the Council into disrepute.

2.2 Confidentiality

Respect confidential information acquired during the course of employment and not disclose such information without proper authority or legal justification.

2.3 Professionalism and Responsiveness

Carry out duties promptly, courteously, and efficiently. Where an immediate response is not possible, an acknowledgement should be issued confirming that the matter is receiving attention.

2.4 Improper Advantage

Not use their position with the Council to secure personal advantage, preferential treatment, or benefit unavailable to the general public.

2.5 Gifts and Hospitality

Not solicit or accept gifts, rewards, or hospitality that could reasonably be perceived as influencing their duties or compromising their integrity.

Modest promotional items of nominal value, such as pens, diaries, or calendars, may be accepted where appropriate.

Any significant offer of gifts or hospitality must be declared to the Clerk or Council as appropriate.

2.6 Declaration of Interests

Declare any personal, financial, or family interest relating to Council business, contracts, grants, donations, sponsorships, or procurement activities where a conflict of interest may arise or be perceived.

2.7 Relationships with Members and Colleagues

Maintain professional and respectful working relationships with councillors, colleagues, contractors, volunteers, and members of the public.

Employees must avoid favouritism, over-familiarity, or conduct that could compromise professional

impartiality.

2.8 Openness and Transparency

Promote openness and transparency in Council business wherever lawful and appropriate, while recognising the need to protect confidential or exempt information.

Employees should ensure councillors and relevant staff are appropriately informed regarding matters affecting the Council.

2.9 Political Neutrality

Employees must maintain political neutrality in carrying out their duties and must not allow personal political opinions to interfere with their professional responsibilities.

2.10 Continuous Improvement

Be open to improvements in procedures, systems, working practices, and professional development to support effective governance and service delivery.

2.11 Compliance with Law and Policy

Understand and comply with all relevant legislation, regulations, statutory guidance, Standing Orders, Financial Regulations, and Council policies applicable to their role.

2.12 Reporting Concerns

Where an employee believes that a Council decision, policy, or action may be unlawful, improper, financially irregular, or contrary to good governance, they must raise the matter with the Clerk, Chairman, Monitoring Officer, Internal Auditor, or appropriate external advisory body, including the relevant County Association or principal authority where necessary.

2.13 Public Perception and Conflicts

Employees must avoid situations where their actions, or those of close family members, could reasonably give rise to perceptions of bias, favouritism, or improper influence in relation to Council decisions or expenditure.

Any such circumstances must be declared to the Council.

3. Breaches of the Code

Failure to comply with this Code may result in disciplinary action in accordance with the Council's disciplinary procedures and employment policies.

Serious breaches may also constitute misconduct, gross misconduct, or breaches of statutory obligations.

4. Review

This Code of Conduct will be reviewed periodically to ensure compliance with current legislation, employment law, and best practice guidance.