

the council must be familiar with its Financial Procedure Rules and Financial Management Standards.

You must not benefit from any contract or sponsorship that is given to or by the council, or show any favour to a partner, spouse, relative, friend or associate.

You must ensure that any sponsorship accepted is related to council business and is approved by your Head of Service.

### Intellectual property

'Intellectual property' is a generic legal term, which refers to the rights and obligations in relation to: inventions, patents, creative writings and drawings, including for example - reports, policy, training, computer programmes and technical documents and materials. Some aspects of the work you carry out or produce on behalf of the council will be classed as 'intellectual property' and therefore belongs to the council, rather than to you personally.

You must not make use of the council's intellectual property to conduct private work.

### Commitments outside of work

Outside work means any paid or unpaid work, including voluntary work, undertaken in addition to your council employment. Any requests to undertake outside work will be considered and will not be unreasonably refused, however the council must consider whether or not such outside working would be in conflict with council interests or weaken public confidence in the council, or adversely impact upon your ability to carry out your role with the council.

Approvals will be reviewed should any concerns arise as to the impact the outside commitment on your ability to carry out your role within the council.

Before doing any outside work, you must complete form CCE3 for authorisation and if there are any subsequent changes relating to your outside work you may need to complete a further CCE3 form.

### Gifts and hospitality

Gifts, hospitality or benefits in kind offered to you must be treated with caution to avoid any suggestion of improper motives or conduct. Approval must be given by the appropriate authorising manager, as detailed in the CCE4 form.

#### You must always:

- declare to your Head of Service, by completing form CCE4, if you are offered, or you wish to offer, any gifts, hospitality (for example attendance at sporting events, formal dinners or conferences), or other advantage.

- inform your Head of Service, by completing form CCE4, if you have been offered gifts, hospitality or advantage, even if your intention is to reject the offer, and you are not seeking permission to accept.
- use tact and courtesy if you need to refuse a gift or hospitality. Even where gifts are refused, this should still be recorded using the CCE4 form.
- report to your Head of Service any approaches made to you which may be an attempt to gain some form of preferential treatment.

#### Specifically, in relation to gifts:

- in circumstances where a gift is delivered and cannot be declined or returned, you should complete a CCE4 form to request permission to personally accept the gift or for the gift to be passed on to the Chairman's Charity.
- there is no requirement to seek approval for token gifts such as chocolates, mugs, key rings, mouse mats, pens, flowers etc from service users.
- you must not accept gifts or legacies from current or former service users/clients (you personally or members of your family).
- gifts of money or alcohol should never be accepted (but alcohol may be donated to the Chairman's Charity if refusal to accept would cause offence).

#### Specifically, in relation to hospitality:

- only accept hospitality (eg meals/refreshments/event tickets) if there is a genuine need to convey information or to represent the council.
- you need to be sure that accepting the hospitality does not create a conflict of interest.
- there is no requirement to seek approval to accept light refreshments which are offered during meetings, conferences, etc. (eg tea/coffee/snacks/sandwiches).
- if invited to attend and/or speak at conference or events where travel expenses, accommodation costs and subsistence expenses are paid for by the organiser, these should be declared as hospitality in advance of the event.
- should hospitality be offered at short notice and it is not possible to decline without causing offence, a declaration must be made immediately after the event.

## Using council equipment, materials and property

Council assets and facilities, including computers, laptops, mobile phones, photocopiers, vehicles, and offices must only be used for official council business and not for personal use. You must comply with health and safety regulations and use personal protective equipment (PPE) as required. All council resources must be used with care to avoid wastage, loss or damage and, where applicable, returned on leaving employment.