



## **CODE OF CONDUCT**

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# CODE OF CONDUCT FOR EMPLOYEES

### Introduction

1. The City Corporation has a Vision: “To build on its success as the world’s leading international financial and business centre, and maintain high quality, accessible and responsive services benefiting its communities, its neighbours, London and the nation.”
2. The City Corporation’s Core Values define the way the organisation works and how it plans to develop and be regarded by others. We are committed to:
  - ***Achieving Excellence***
  - ***Involving Stakeholders & Working in Partnership***
  - ***Valuing Staff & Promoting Equality of Opportunity***
  - ***Promoting Sustainability***
3. By adhering to these Core Values, the City Corporation will be guided in the way in which it acts and delivers services.
4. The Code of Conduct has been developed to help in the achievement of these aims and to help employees to understand the standards of behaviour expected of them.
5. The City Corporation expects your conduct at work and integrity to be of the highest standard. You have a duty to behave in a way that reflects well on the City Corporation, working at all times within the law and strictly according to City Corporation procedures and regulations.
6. The Code of Conduct sets out standards of conduct expected of all employees of the City Corporation. It is important to read and understand the Code. Disciplinary action, including dismissal, may result if you fall below the expected standards.
7. If in doubt about any aspect of the Code, you should seek advice from your Manager or Departmental HR/Administration Officer.
8. Attached at Appendix A are a range of former Standing Orders which still apply as regulations within this code and are relevant to all employees of the City Corporation. This Code explains the effect of these regulations but they remain definitive and employees are expected to have a good knowledge of them.



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### Working Hours and Attendance

9. All employees should be reliable and punctual. To qualify for leave under any of the City Corporation's leave schemes, e.g. [sickness](#), [maternity](#), [special leave](#), you are expected to comply with the conditions of the scheme and particularly note your department's sickness reporting procedures. Any time off, for example, annual leave or for Doctors' visits must be agreed with your Supervisor/Manager before the event and annual leave records completed.

### Personal Appearance

10. The City Corporation recognises that there are many styles of dress. You must comply with any particular local dress requirements of your department. It is important that you dress appropriately for your job and the service you provide recognising the high standard of personal appearance and dress expected of City Corporation employees. Within this framework the City Corporation will ensure that this does not exclude clothes worn for cultural or religious reasons unless there is a risk to health and safety. Any special clothing or identification provided by the City Corporation must be worn where required.

### Working Relationships

11. To achieve excellence in our service, you of course treat the public and external contacts, and colleagues with courtesy, respect and helpfulness at all times whether on the phone, in written correspondence or face to face (in line with departmental "[Service Response Standards](#)")
12. All employees have a responsibility to respect, act in accordance with, and thereby support and promote the spirit and intentions of the City Corporation's [Equal Opportunities Policy](#). You are expected to treat others with dignity and respect and you should never harass or discriminate against people you meet in the course of your work. Expected standards of behaviour in relation to harassment, bullying and victimisation are set out in the City Corporation [Employee Complaints Procedure](#). The City Corporation will treat harassment or discrimination in contravention of the policy as completely unacceptable, and will take disciplinary action which, in a serious case, could lead to summary dismissal for gross misconduct.



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13. The City Corporation has a [Policy on Physical and Verbal Abuse](#) which complements the Employee Complaints Procedure and covers incidents directed at City Corporation employees by non-employees e.g. the public, contractors, clients.

### **Working with your Manager**

14. Sound working relationships between managers and employees are critical to achieving work objectives and providing a high quality service.
15. You should carry out instructions your manager gives you to the best of your ability. Your manager should also deal with you courteously, reasonably and fairly.

### **Working with Contractors**

16. Any employee who has responsibility for placing tenders for works and materials must operate in accordance with the City Corporation's Financial Regulations).
17. All relationships of a business or private nature with external contractors or suppliers or potential contractors/suppliers should be made known to your Chief Officer in writing. Where the Chief Officer feels that this is substantive, he/she will notify the Town Clerk who will then decide whether the Members need to be informed. Orders and contracts must be awarded on merit, in fair competition against other tenders where required and no special favour in the tendering process should be shown to businesses run by, for example, friends, partners or relatives. In such circumstances the awarding of an order must always be referred to a more Senior Officer.
18. If a contract in which you have a financial interest, whether direct or indirect (other than as a trustee) has been entered into or is under consideration by the City Corporation you should notify your Chief Officer in writing. Where the Chief Officer feels that this is substantive, he/she will notify the Town Clerk who will then decide whether the Members need to be informed. See [Appendix A](#) for full details including a definition of indirect interest contact your HR/Administrative Officer.

### **Professional Indemnity**

19. The City Corporation will indemnify and not sue current and former employees in relation to breaches of professional duty arising in the bona fide execution of their duties.



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20. If an employee, or former employee, should be subject to a claim for professional negligence from third parties, they are indemnified in relation to claims for damages and reasonable legal costs (subject as follows) for breaches of professional duty arising from the bona fide execution of their duties (including voluntary work authorised by their Chief Officer in accordance with current policies of the City Corporation). The City Corporation reserves the right to decide whether to defend (or contribute to the costs of defending) a legal action brought against an employee.

### **Hospitality**

21. Any employee accepting money for doing or not doing anything or showing favour or disfavour to any person in their official capacity shall be subject to immediate dismissal.
22. You should only accept offers of hospitality if there is a genuine need to impart information or represent the City Corporation in the community and you must comply with the provisions set out below.
23. You should not accept any personal gifts or benefits of any kind from contractors, outside suppliers and tenants of City Corporation premises which have not been included in the written dispensations for gifts, hospitality or benefits in kind (see [Appendix A](#) for details).
24. When acting under this dispensation, you must complete the appropriate declaration e-form, which is accessible from the City Corporation's Intranet site. Your completed form will automatically be forwarded to your line manager for approval and copied to the Town Clerk's Department for monitoring purposes.

### **Appointment and Other Employment Matters**

25. When applying or being considered for a job, you must disclose(see [Appendix A](#) for details):
- If you are related to any Member or senior employee of the City Corporation
  - If you know personally someone who may select you for a job, manage you or be managed by you.
  - Any association which you, your husband or wife or partner or close relative may have with any organisation which provides goods or services to or which benefits financially from the City Corporation where the post applied for involves monitoring or dealing with that organisation in any way.



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26. Canvassing Members of the City Corporation or an employee involved in making the particular appointment directly or indirectly for any appointment in the City Corporation will disqualify the candidate (see [Appendix A](#)).

### **Politically Restricted Posts**

27. Under provisions in the Local Government and Housing Act, 1989, certain employees are restricted in undertaking certain political activity. Further information on this issue can be obtained in the Employee Handbook under the [Politically Restricted Posts](#) section.

### **Working for Yourself and Outside Bodies**

28. You should devote the whole of your time and attention to the duties of your job (see [Appendix A](#)). Unless you have clear written consent from your Chief Officer, you should not engage in any other business activity nor hold any other appointment, which makes significant demands on your time or impinges on your working day, whether you do it for reward or not. This is irrespective of whether there is an actual or potential conflict with the City Corporation's interests, and whether the work is done exclusively outside City Corporation working hours.
29. You should always apply in writing to your Chief Officer for any necessary consent to undertake an activity which would breach this former Standing Order.
30. If you wish to undertake paid or unpaid work, either during or outside your office hours, you must obtain the prior written consent to do so from your Chief Officer. You will be permitted to retain any payment received for such work carried out in your own time subject to the following:
- Where the work is not within the scope of your official duties, any preparatory work shall be done outside your working hours except with your Chief Officer's written consent. If consent is given for you to carry out preparatory work during your working hours, you will pay a proportion (which shall be agreed in advance) of any fee received by you to the City Corporation.
  - You shall not be entitled to retain payment from outside bodies for work which the City Corporation pays you for i.e. fees for a lecture or broadcast carried out during your normal working hours.



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31. If consent is given for you to undertake any such work, you will not make use of any confidential information or quote from any documents where the copyright is owned by the City Corporation without the consent of your Chief Officer. The foregoing will not preclude you from using information already in the public domain, or from using knowledge or experience gained in the course of your duties.
32. It is unlikely that the Chief Officer will refuse permission to undertake activities outside contractual hours providing the activities:
- are of such nature as not to cause embarrassment to, or bring disrepute on, the City Corporation;
  - do not conflict with the City Corporation's interest in any way or the duties employees are required to undertake for the City Corporation under the terms of their contract of employment with the City Corporation;
  - are not prohibited because the employees' City Corporation posts are "politically restricted";
  - are not likely to pose a risk or serious accident due to the dangerous or hazardous nature of the work or activity thus involving potential long-term absence from work;
  - are not, as a result of the hours or days in which, or the duration of the period over which, they are undertaken likely to cause you to work excessive hours or to receive insufficient rest, such that your own health and safety or that of other City Corporation employees or of anyone using the City Corporation's services is put at risk.
33. What must be borne in mind is that employees of the City Corporation are required by the City Corporation to achieve acceptable levels of work performance, attendance and behaviour and that these must not be adversely affected by them having other, 'out of working hours', interests. This does not impact on any employee's ability to act as a steward or other trade union representative according to their time off rights.
34. It follows that where an employee's failure to achieve minimum acceptable standards at work appear to be connected with their work or activities outside their City Corporation working hours/out of





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hours commitments, the employee's Chief Officer has the right to investigate such matters, and as a result, if appropriate, to require an employee to cease the activities in question. Failure of an employee to comply with directions given by a Chief Officer in these matters could lead to formal action being instituted.

35. If an employee is unable to attend work for reasons which appear to be connected with their undertaking paid work other than for the City Corporation or as a result of participating in dangerous or hazardous activities with a high potential risk of serious accident, i.e. sport as paid activity or engaging in flying of any kind other than as a passenger the Chief Officer may withhold sick pay. It is strongly advised that if you do participate in these activities, you take out insurance to cover you in the case of sickness or injury.
36. You should not use City Corporation equipment such as telephones, fax machines, photocopiers and computers for the purpose of any private non-City Corporation business or activity without the specific consent of the Chief Officer. All such usage should follow the rules regarding personal use.

### **Working Safely**

37. It is the City Corporation's policy to provide a safe and healthy working environment for all its employees and to ensure that all reasonable steps are taken to protect the health and safety of those using its service. Managers will advise employees of their responsibilities for health and safety where necessary.
38. You are expected to ensure that a safe working environment is maintained and prevent the risk of injury to yourself and others by:
  - following the City Corporation's [Health and Safety Statement](#);
  - taking, as far as is reasonably practicable, steps to ensure the health and safety of the staff you work with, service users and yourself;
  - wearing any safety clothing and using any appropriate equipment provided for your work;
  - reporting promptly any accident or near misses you have at work;
  - attending any medical examination required under City Corporation Procedures;
  - complying with hygiene requirements;





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- telling your manager if you are taking any medication that may harm your ability to do your job;
- never using machinery if you have taken any medication or Drug that may affect your ability to do so safely;
- co-operating in all activities, including training, organised to promote safety;
- ensuring that safety equipment is not misused or damaged;
- adhering to the City Corporation's [No Smoking Policy](#) and [Policy on Alcohol and Drug Misuse](#).

### **Working with the City Corporation's Property and Money**

40. You must not steal or wilfully damage anything that belongs to the City Corporation. Taking property or equipment home for work purposes must be agreed in advance with your manager (e.g. PC's etc). Any property or equipment that you have been permitted to borrow must be returned as soon as it is wanted and immediately if you leave the City Corporation's employment.
41. You must not copy or take City Corporation software, including other licensed software for your own use. All software must be run within the terms of its license.
42. City Corporation telephones (including mobiles) and faxes should normally only be used for City Corporation business. Although certain types of usage may be restricted in line with specific local arrangements, especially in respect of the length of time phone calls last, the frequency of use and the cost of the call e.g. not using premium rate numbers.

Any personal calls made directly outside the UK must be reported in advance and the user will be liable for the call charge.

43. Incidental and occasional use of IS facilities (computers, email, internet access, fax and telephones) not strictly on City Corporation business is permitted to a small degree.

### **The City Corporation's Monitoring Procedures**

43. The City Corporation uses CCTV and call recording systems not only for security and to protect its own property, but also for health and safety purposes, to protect employees and their property, and to protect the public. Before carrying out any routine monitoring or recording of individuals there must be an impact assessment and



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the appropriate Chief Officer's approval must be sought. Where it is implemented Departments must advise employees of this. Routine recordings will not be used without a specific issue coming to the City Corporation's attention separately, e.g. through a complaint. Otherwise, the City Corporation will routinely monitor email, internet and telephone use but will not routinely monitor the *content* of emails, phone calls and messages. However, employees who deal with the public by telephone may have calls recorded for training purposes.

44. However, if there is a suspicion of misconduct which may lead to disciplinary action, monitoring may be used to provide evidence. This could include CCTV footage, telephone logs and recordings of calls and messages, the content of emails and details of internet use. Employees likely to be affected by any monitoring in this context will normally be informed that recording will be used, and in serious cases the City Corporation may look back at existing logs. The City Corporation may decide not to notify employees of any monitoring activity where serious misconduct or criminal activity is suspected, in order to avoid prejudicing an investigation. This will require an appropriate officer(s) to be designated to carry out a confidential review of any material produced.

### **Desk, Files, Files in Computer Readable Form and Locker Searches**

45. Whilst it is not City Corporation practice to search an employee's desk, papers files, files in computer readable form or personal lockers; where a Manager or Internal Audit have suspicions of illegal activity, serious misconduct or breach of any requirement of the City Corporation's policies, the City Corporation may make such searches. With regards to searching an employee's desk or locker which may contain personal effects, other than in exceptional circumstances the employee should be informed in advance about a search.
46. Responsible personal use of IS facilities (computers, email, internet access, fax and telephones), which is incidental and occasional and not on City Corporation business is permitted, but strictly in accordance with the standards in the City Corporation's [Communications and IS Use Policy](#).



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47. Examples of specific activities that are not permitted include (though are not limited to - see the Communications and IS Use Policy for full details):

- Accessing, displaying or disseminating pornography
- Downloading, using or distributing copyrighted materials without proper authorisation from and/or payment of applicable user fees to the owner of the intellectual property rights. Queries can be directed to your Network Administrator or the IT Division.
- Downloading, using or distributing software or executable programs without checking it with your Network Administrator or the IT Division.
- Sending information that may tend to disparage or harass others for example, on the grounds of sex or sexual orientation, race, nationality, ethnic origin, colour, creed, disability, marital status, age, trade union or political beliefs.
- Participating in chain letters
- Sending of messages with attached files, other than for City Corporation business purposes, or reasonable personal use because of the proven technical dangers posed by such files (e.g. viruses).
- Excessive use for any non City Corporation work related purpose.

48. The standard of conduct outlined in this section applies equally to users of any other City Corporation owned computer used for these purposes through, for example, a stand alone connection. (Refer to the Communications and IS Use Policy for full details) and may be subject to disciplinary action.

### **Postal System**

49. Misuse of the postal system is a disciplinary offence. Examples include using City Corporation stationery for personal and private business correspondence and processing unstamped personal and private business correspondence through the City Corporation's postal system. The Audit Section carry out checks on any obviously personal mail and any employees found abusing this facility will be subject to disciplinary action.

### **Disclosure of Information Related to the City Corporation**

50. All information relating to the City Corporation which is not already lawfully in the public domain, or required to be made public is confidential. You may, however, release information required to be



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released in the performance of your duties or by law or which has been prepared for dissemination to the public. However, you need to be careful about disclosing information or documentation concerning the City Corporation's affairs. You must not misuse or improperly disclose information which has been given to you, or which you have received, in confidence; for example, information concerning other employees, social services clients, or commercial organisation(s). You must complete the [Data Protection E-learning Package](#) if you are a data user.

51. The disclosure of all City Corporation documents without the Court of Common Council's approval is prohibited, subject to the exceptions listed in the former Standing Order (see [Appendix A](#)).

Particular rules apply to the following:-

- the rights of members of the City Corporation to see and have copies of documents;
- the rights of members of the public to see documents;
- the rights of housing tenants and social services clients to examine documents on their files;
- rights of access to information under the Data Protection Act, 1998.

52. If you are in any doubt about a particular matter then you should refer it to your manager. If you are handling personal data you should refer to the guidance contained in the [Data Protection E-learning Package](#) on the Intranet. You must also comply with specific departmental requirements.

### Working and Contact with the Media

53. The writing of letters from a City Corporation address or the giving of statements or of information in any other way to any section of the media shall only be undertaken by a Chief Officer and then only after consulting the Public Relations Office.
54. No other employee may undertake this role unless specifically instructed to do so by the Chief Officer.
55. In any letter, statement or information given no employee may comment adversely upon City Corporation Members or Committees or their decisions nor upon another employee or the work of an employee's Department.



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56. Before replying to press queries or issuing statements the Public Relations Office will consult the Department(s) concerned.
57. If you are requested to write any articles or give a radio or television interview relating to your work you must get the prior permission of your Chief Officer and the Public Relations Office.

### Misconduct

58. This Code of Conduct sets out standards of behaviour expected from employees. It is not intended as a definitive guide covering every aspect of conduct, as the City Corporation have attempted to keep such rules to a minimum to demonstrate trust in our employees and confidence that acceptable standards of behaviour will prevail through self-discipline rather than through a rigid application of rules.
59. However, you should understand that disciplinary action including, where appropriate dismissal, may result if standards of behaviour and conduct fall below those outlined in the code.
60. The first objective is to help employees to know and adhere to the standards of behaviour expected of them. For the vast majority of employees, informal discussion is all that is necessary to effect any change in conduct. Should it become necessary to pursue such matters then the City Corporation's [Disciplinary Procedure](#) or [Employee Complaints Procedure](#) (as appropriate) will be used which have appeal stages to ensure employees are fairly treated.
61. All employees can come forward with formal complaints relating to their employment if an informal resolution of a problem has not been found and the [Employee Complaints Procedure](#) should be used.

### Whistleblowing Policy

62. Members of staff and the public may be the first to spot something that is seriously wrong in connection with the City Corporation and its activities. The whistleblowing policy enables staff, City Corporation Contractors and the public to contact us with their concerns. The City Corporation is committed to being open, honest and accountable and therefore wishes to be alerted to any problems at the earliest opportunity. This will enable the City Corporation to take action, as appropriate to:



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- pre-empt crime or other wrong doings, where possible;
  - where a crime or something suspicious has taken place, to instigate an appropriate investigation;
  - bring to account the perpetrators;
  - minimise and contain any adverse impact;
  - take corrective action to eliminate or significantly reduce the scope for repeat occurrences.
63. Concerns about the following types of wrongdoings are covered by the City Corporation's whistle blowing policy:
- Corruption;
  - Fraud (including unauthorised use of City Corporation money);
  - Theft;
  - Mistreatment of clients, particularly children and vulnerable adults in our care;
  - An unlawful act;
  - Any danger to health and safety;
  - A person abusing their position in connection with unauthorised activity for personal gain;
  - Damage being caused to the environment (by pollution for example);
  - Misuse of City Corporation property.
64. Any suspicion of fraud or other wrongdoing will be treated seriously and will be reviewed and analysed in accordance with the Public Interest Disclosure Act, the Human Rights Act and the City Corporation's [Anti-Fraud & Corruption Strategy](#). Please access this section of the intranet to see the full whistle blowing procedure.





## Section B9 Appendix A

### EXTRACTS OF FORMER STANDING ORDERS WHICH ARE STILL RELEVANT TO ALL EMPLOYEES OF THE CITY CORPORATION

These regulations shall apply to all employees, except where it is expressly stated otherwise.

#### 1. **Contractors**

If it comes to the knowledge of an employee of the City Corporation that a contract in which he/she has any pecuniary interest whether direct or indirect (an indirect pecuniary interest is distinct from a direct pecuniary interest in as much as it is not a contract to which the employee is directly a party) otherwise than solely as a trustee (not being a contract to which he/she is himself a party) has been or is proposed to be entered into by the City Corporation, he/she shall as soon as practicable, give notice in writing to the Town Clerk of the fact that he/she is interested therein and provide details. Provided that a share holding in a body not exceeding a total nominal value of £1,000 or one hundredth of the nominal value of the issued share capital (whichever is the less) is not a pecuniary interest for the purposes of this Standing Order. The Town Clerk shall report such declarations to the appropriate Committee.

#### 2. **Hospitality**

- i) Any employee who seeks or receives in connection with their employment on behalf of themselves or another person or body:
  - (a) any monies of any kind other than authorised payments, shall be subject to summary dismissal for gross misconduct;
  - (b) any gift, hospitality or benefit of any kind (excluding Monies) which have not been included in written dispensations issued by the Town Clerk shall be subject to disciplinary proceedings which may include summary dismissal for gross misconduct.
- ii) The Town Clerk may issue written dispensations for gifts, hospitality or benefits in kind (excluding monies) in respect of de minimis gifts and hospitality and those gifts received as a result of approved City Corporation hospitality:-





## **Section B9 Appendix A**

### **Guidance for Employees**

The Town Clerk has issued the following guidance for the attention of all employees concerning de minimis gifts and hospitality:-

- (a) Employees shall be allowed to receive books, diaries, pens, pencils, calendars and similar articles provided the overall value of the gift is not more than £20.00;
- (b) Working meals are permissible provided the employee has the approval of the Chief Officer;
- (c) Chief Officers shall be entitled to attend working lunches and functions as the City Corporation representative;
- (d) Employees shall be allowed to represent the City Corporation at functions, openings, Livery Company functions, topping out ceremonies and other similar functions with the approval of the Chief Officer;
- (e) Employees may receive gifts of up to £20.00 from visiting dignitaries who have received approved City Corporation hospitality;
- (f) Such other matters as the Town Clerk may from time to time approve.

***When acting under this dispensation, employees must complete a form which is available from the Town Clerk Department***

- (iii) This Standing Order shall also apply to casual, agency, external consultants and self-employed staff engaged by the City Corporation, who shall be subject to immediate termination of their engagement for any breach of this Standing Order.

### **3. Appointments and Other Employment Matters**

- (a) A candidate for any appointment with the City Corporation who knows that he/she is related to any Member or senior employee of the City Corporation shall when making an application disclose that relationship to the Town Clerk or the Chief Officer to whom the application is to be addressed. Such disclosure to a Chief Officer other than the Town Clerk, shall be reported to the Town Clerk. A candidate who



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fails to disclose such a relationship shall be disqualified for the appointment, and if appointed shall be liable to dismissal without notice. Every Member and senior employee of the City Corporation shall disclose to the Town Clerk any relationship known to him/her to exist between himself and any person whom he/she knows is a candidate for an appointment with the City Corporation. The Town Clerk shall report to the Common Council, the Committee or the Chief Officer making the appointment, any disclosure made to him/her under this regulation.

This requirement shall be included in every advertisement inviting applications for appointments or in any form of application.

For the purpose of this regulation “senior employee” means the Chief Officer, his/her deputy, or an employee making the particular appointment and persons shall be deemed to be related if they are husband and wife or if either of them or the spouse of either of them is the son or daughter or grandson or granddaughter or brother or sister or nephew or niece of the other, or of the spouse of the other, including in each case step or adoptive relationships.

- (b) “Canvassing of Members of the City Corporation or an employee making the particular appointment or any Committee of the City Corporation directly or indirectly for any appointment with the City Corporation shall disqualify the candidate concerned for that appointment.” This statement shall be included in every advertisement inviting applications for appointments or in any form of application.
- (b) A Member of the City Corporation shall not request for any person any appointment with the City Corporation but this shall not preclude a Member from giving a written testimonial of a candidate’s ability, experience or character to the City Corporation with or in connection with an application for appointment.

#### **4. Working for Yourself and Outside Bodies**



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An employee shall not without the City Corporation's express consent practice on his/her own personal account nor directly or indirectly be engaged in any other business or occupation nor hold any other appointment which creates significant demands on his/her time or impinges on his/her working day, nor shall he/she be at any time engaged in the promotion or direction of any public or private company, whether for reward or not but shall devote the whole of his/her time and attention of the duties of his/her employment.

#### **5. Disclosure of Information**

- (a) This Standing Order shall not apply to an employee making a statement or giving evidence on behalf of the City Corporation in proceedings in which the City Corporation is party.

No employee shall give evidence (oral or written) in proceedings before a Parliamentary Committee or Court of Law or arbitrator or any Tribunal, Commission or enquiry of any kind in which the interests of the City Corporation are or may be involved either directly or indirectly without previously having been (a) served with a subpoena or other process of a like nature or intent, or (b) ordered so to do by such Committee, Court, arbitrator, Tribunal, Commission or Enquiry, unless the employee's Chief Officer has consented; neither shall he/she give such evidence (except in the special circumstances mentioned below) without the previous knowledge of the Chief Officer. Any conduct money and/or witness fee received by an employee in the above connection shall be paid into the Chamber to the credit of the City Corporation, allowance being made therefrom for the disbursements actually incurred.

No employee shall make any statement to any person in connection with such proceedings by way of proof of evidence or otherwise except in the presence of the Comptroller and City Solicitor or his/her representative.

- (b) No Member or employee shall be at liberty to disclose any of the Books, Papers, or Records (whether computerised or in documentary form) of the City Corporation to any person



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not a Member or employee of the City Corporation, without permission of the appropriate Committee provided that:

- i) this Standing Order shall not apply (a) in circumstances where the disclosure of such Books, Papers, or Records is required by any statutory enactment, or by Order of a judicial or other body binding on the City Corporation; (b) where the City Corporation is a party in proceedings before a Parliamentary Committee or Court of Law or arbitrator or any Tribunal, Commission or Enquiry of any kind and the Comptroller and City Solicitor advises that certain Books, Papers, or Records should be disclosed in the City Corporation's interest; (c) to any report or other document which shall have been made available officially to the public or the Press; (d) in any circumstances in which the Town Clerk or Comptroller and City Solicitor, considers it appropriate for such disclosure to be made; (e) information which the Town Clerk agrees pursuant to the provisions of the Local Government Act, 1972, shall no longer be treated as confidential or exempt information.
- ii) a Committee having under consideration the disposal of a property or an interest in a property under its control may authorise disclosure of any relevant information relating to the property in question.