

Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk

Website: <https://toft-newton.parish.lincolnshire.gov.uk>

EMPLOYEE CODE OF CONDUCT

Elected officials at all levels in the UK are expected to comply with The Seven Principles of Public Life, often referred to as the Nolan Principles, these are:



Councillors' follow these principles by agreeing to and signing the West Lindsey District Council Declaration of Acceptance of Office upon election or co-option, and by agreeing to the Code of Conduct.

While Councillors' may be political in their role, employees of Parish Councils are expected to remain impartial while at work, therefore, the following forms the basis of the Employee Code of Conduct and will support a whole range of Human Resources related policies being approved on the 23rd of June 2026.

Toft Newton Parish Council encourage our employees to challenge the established way of doing things to improve practice, functioning and operational business of the Council.

Purpose

The purpose of this document is to define the expected behaviour and responsibilities of all Toft Newton Parish Council employees.

Principles

Toft Newton Parish Council employees are expected to demonstrate the following principles:

- Integrity, honesty and accountability.
- Respect for colleagues, Councillors and members of the public.
- Compliance with the law and Toft Newton Parish Council policies.

Conduct

Employees must:

- Not bring the Council into disrepute.
- Not disclose confidential information without the proper authority to do so.
- Keep personal use of Council resources facilities to the absolute minimum and use should be authorised.

Conflicts of Interest

Just like Councillors, employees are expected to declare any personal or financial interest that may conflict with the Council's duties.

This should be done in person or in writing, by alerting the Chair of Toft Newton Parish Council of a potential conflict of interest.

Toft Newton Parish Council is registered with the Information Commissioner's Office; registration number: [ZB987594](#)

Political Neutrality

Employees must remain politically neutral in the performance of their duties.

The National Joint Council (NJC) 'Green Book' Terms and Conditions which applies to all Toft Newton Parish Council employees require that staff act impartially in the performance of their duties.

Prior to the enactment of the Local Democracy, Economic Development and Construction Act 2009, all posts above spinal column point (scp) 44 were automatically classified as a 'politically restricted post', however, that was repealed, and it is now it is based on job role alone.

Neither the role of Parish Council Clerk nor Playground Warden are politically restricted posts, however, the Parish Council Clerk is also the Proper Officer, while the role of Proper Officer is not politically restricted for small Parish Councils, the comparative roles of Head of Paid Service, Monitoring Officer, Chief Officers and the their Deputies and the Chief Executive Officer at District, County and Unitary Councils are politically restricted roles.

Impartiality is key.

Breaches of Code

Breaches of this Code of Conduct may be subject to the procedures laid out in our Disciplinary Policy.

Approved by Toft Newton Parish Council on:	7 th July 2026
First review due:	Annual Parish Council meeting – May 2027.
Then review:	Annually
