LANARKSHIRE
Valuation Joint Board

CODE OF CONDUCT FOR EMPLOYEES

REVISED MARCH 2025
CHANGES MADE TO REFLECT LVJB

INDEX

1. Introduction

2. Standards in public life
- 2.1 "The Seven Principles of Public Life"
- 2.2 Code of good governance

3. Personal conduct

4. Dress code

5. Relationships
- 5.1 Elected Members
- 5.2 The public and service users
- 5.3 Conduct towards colleagues
- 5.4 Voluntary bodies or organisations

6. Confidentiality
- 6.1 General duty
- 6.2 Committee proceedings
- 6.3 Private information relating to employees

7. Political neutrality

8. Conflict of interest
- 8.1 Private interests
- 8.2 Contracts
- 8.3 Membership of private clubs/organisations
- 8.4 Paid work outside the Council
- 8.5 Lectures, broadcasts etc.

9. Use of council equipment or resources
- 9.1 Use for other purposes
- 9.2 Security of information

10. Disclosure of Information
- 10.1 Freedom of Information (Scotland) Act 2002
- 10.2 Data Protection Act 1998
- 10.3 Contact with the media
- 10.4 Confidential procedure for reporting concerns at work

11. Rights as a citizen
- 11.1 Expression of personal views
- 11.2 Access to elected members

12. Register of gifts and services

13. Operation of Council policies
- 13.1 Recruitment
- 13.2 Operation of personnel policies

14. Equal opportunities

1. Introduction

This Code of Conduct has been developed by the Council and the management of Lanarkshire Valuation Joint Board (LVJB) following the adoption by the Convention of Scottish Local Authorities (COSLA) of the National Code of Conduct for Local Government Employees.

The public expects a high standard of conduct from all local government employees. This code sets out the minimum standards expected of all employees of LVJB. These standards will be used as a benchmark of good practice by the Local Government Ombudsman where a complaint of maladministration has been made. The code also incorporates "The Seven Principles of Public Life" identified by the Nolan Committee on Standards in Public Life. These are listed overleaf, as slightly altered by COSLA to place them in local government context and are explained in the Council's approach to good governance.

The code does not affect employees' rights and responsibilities under the law. Its purpose is to provide clear and helpful advice. While a breach of this code may result in disciplinary action, it is designed to provide guidance on the standards of conduct appropriate for a public service employee. Any employee who has difficulty in meeting any of the standards contained in the code, should contact their line manager, Personnel Services or trade union official for advice.

As LVJB provide a range of services, some sections of the code may be more relevant to some employees than others, but all employees must comply with the standards and principles set out in the code. Some employees may also be subject to the provisions of a code of conduct produced to meet the requirements of a professional body such as the Royal Institution of Chartered Surveyors.

Note: Details of how to access copies of relevant policies and codes referred to in this document are provided at the end of this document.

2. Standards in Public Life

2.1 The "Seven Principles of Public Life"

The "Seven Principles of Public Life" were identified by the Nolan Committee on Standards in Public Life and are set out below as adapted by COSLA.

Selflessness: You should not take decisions which will result in any financial or other benefit to yourself, your family and friends. Workplace decisions should be based solely on the LVJB's best interests.

Integrity: You should not place yourself under any financial or other obligation to an individual which might influence you in your work with LVJB.

Objectivity: Any decisions which you make in the course of your work with LVJB, including making appointments, awarding contracts, or recommending individuals for awards or benefits must be based solely on merit.

Accountability: You are accountable to LVJB as your employer. LVJB, in turn, is accountable to the public.

Openness: You should be as open as possible in all the decisions and actions that you take. You should give reasons for your decisions and should not restrict information unless this is clearly required by LVJB policy and permitted or required by the law.

Honesty: You have a duty to declare any private interests which might affect your work with LVJB.

Leadership: If you are a manager, or team leader, you should promote and support these principles by your leadership and set an example.

2.2 Code of Good Governance

What is Corporate Governance?

LVJB has set the framework for strong corporate governance by having a clear vision to change to LVJB's vision

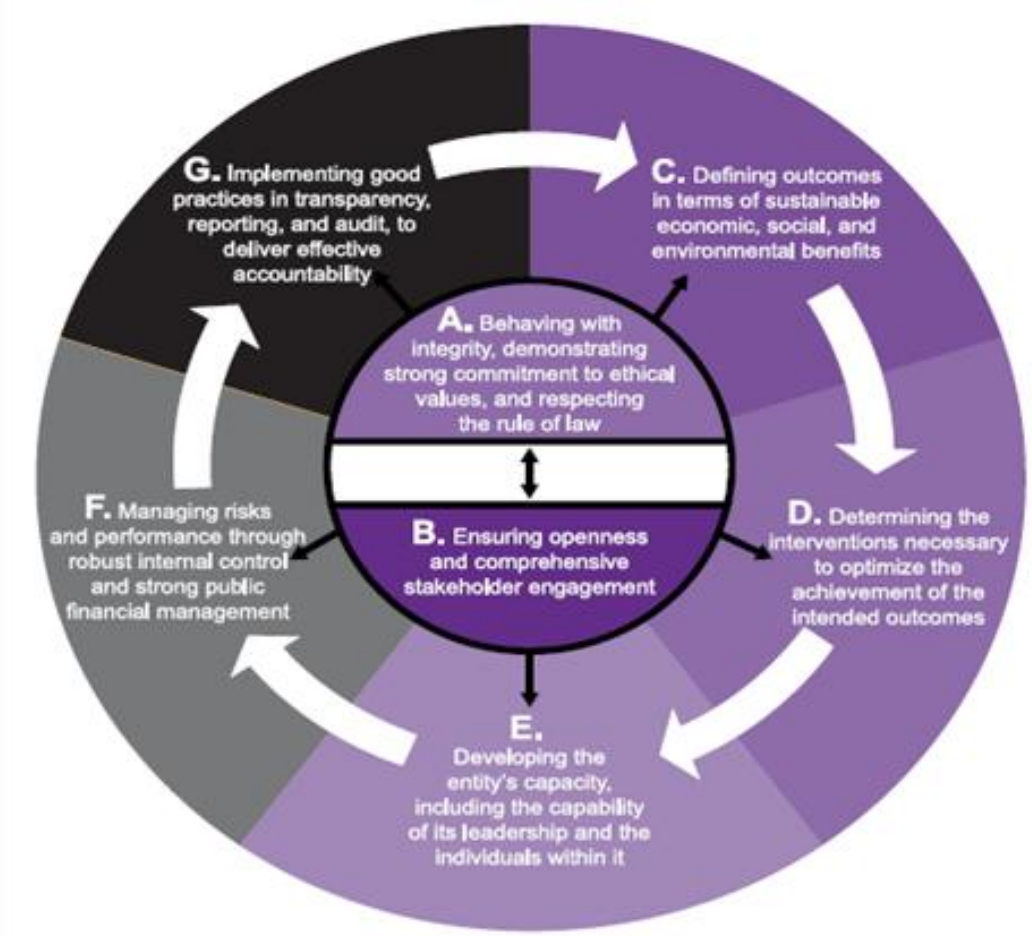
Good governance is about "Achieving the intended outcomes whilst acting in the public interest at all times". This means doing the right things, in the right way, for the right people, at the right time, in an inclusive, open, honest and accountable manner.

What is the Local Code of Corporate Governance?

All public sector organisations are required to have a Local Code of Corporate Governance. LVJB's Code sets out the desired actions and behaviours that should be demonstrated by everyone who works for LVJB. It is based on national guidance and contains information on the policies, procedures, behaviours and values by which LVJB is organised and administered.

The Seven Principles of Good Governance

The Local Code of Corporate Governance is underpinned by seven principles of good governance. The diagram below shows the principles and how they relate. They help to focus LVJB's actions towards the good of everyone in both North and South Lanarkshire by highlighting best practice covering a wide range of LVJB's processes, including decision making practices, participating and engaging with the wider community, and ensuring that the Council's procedures and policies are open and fair.



What Do These Principles Mean for You?

The following provides examples of the desired action and behaviours that employees are expected to demonstrate in ensuring that they are following the principles of good governance. Full information can be found in the Local Code of Corporate Governance.

- **Principle "A"** is about observing the employee code of conduct; carrying out duties in compliance with the law; following committee procedural documents such as the scheme of delegation whilst undertaking duties; and carrying out duties in accordance with LVJB's policies and strategies.

- **Principle "B"** relates to ensuring "openness", for example how decisions are made and communicated through committee meetings, service user meetings, SAA committee meetings, SAA working groups and the publication of meeting papers on our website. How the public is involved in decision making, for example through SAA meetings, forums, surveys and consultations. Employees should also be clear on what their role is when undertaking community engagement.

- **Principle "C"** is about how LVJB defines what it intends to achieve, for example through LVJB Workforce Plan, Resource Plans and other key plans and complying with equality duties in "working together to improve the quality of life of everyone in North and South Lanarkshire" by ensuring fair access to services including consultation with representative groups and through undertaking equality impact assessments.

- **Principle "D"** moves on to how LVJB delivers its outcomes, for example through consultation (e.g. SAA consultations with industry experts or representatives or Electoral Commission, how performance is monitored and reported including how we compare against other offices (e.g. Local Government Benchmarking Framework (LGBF), following the standing orders on contracts and key strategies such as the medium-term financial strategy and procurement strategy, and managing risks when working in partnerships, for example through partnership risk registers.

- **Principle "E"** relates to how resources are managed e.g. assets, employees, through workforce planning. Ensuring employees have performance appraisals and the related learning and development to help them carry out their duties. Providing support to employees, for example through the LVJB's "people policies" such as Employee Assistance and Healthy Working Lives. It also considers how services improve through benchmarking and self-assessment.

- **Principle "F"** is about identifying and managing risks, for example through risk registers and business continuity plans; effective monitoring and reporting of performance; using, storing and sharing customer and employee information in line with LVJB's Information Management Policies and Procedures; and ensuring budgets are monitored and reported effectively.

- **Principle "G"** relates to reporting the performance of services to the public for example through the Annual Performance Report and Public Performance Reports. Reviewing and reporting on the effectiveness of governance arrangements which is done through the Annual Review of Governance Arrangements, Governance Statement and Improvement Plan

and LVJB's Annual Accounts. Ensuring the implementation of recommendations from external reviews and inspections by regulatory bodies.

3. Personal Conduct

Employees should be aware that the way they behave reflects the image of LVJB. Managers will explain to their employees the standards of behaviour expected of them.

Employees must not attend work under the influence either of alcohol or illegal drugs, as these may affect their ability to undertake their duties safely and effectively and may damage LVJB's public image. The use of LVJB's hire vehicles or machinery is prohibited while an employee is under the influence of alcohol, illegal drugs or any prescribed medication that may affect their ability to drive or operate machinery safely. Employees should refer to the employee information leaflet "Driving Safely at Work" for further details.

Any employee who does attend work under the influence of alcohol or illegal drugs should understand that they are likely to be liable to disciplinary proceedings which may lead to dismissal. However, there is a policy to assist employees with an addiction problem and help and support is available through the Employee Support Team in Corporate Personnel Services at South Lanarkshire Council.

Any employee charged with, or convicted of a criminal offence must advise an Assistant Assessor immediately. Any employee working in a care position with vulnerable groups (children or protected adults) and whose name is placed on either the 'children's list' or 'adults list' (held by the Scottish Executive) of those individuals who are barred from doing 'regulated work' or 'considered for listing', whether this is on a provisional basis or not, must also advise an Assistant Assessor immediately.

Employees, like all North and South Lanarkshire residents, have a duty to make any payments due to their Council in good time, and should be aware that the Council will make regular checks to ensure that employees are not in arrears with payments such as Council Tax, rent etc. Advice for employees facing financial difficulties is available from sources such as Citizens Advice, Local Council's Benefits and Revenue teams and Money Matters.

Any employee who claims benefits such as housing and discounts such as Council Tax to which they are not entitled are likely to be liable to disciplinary proceedings and this may lead to dismissal.

LVJB's values are based on promoting equality of opportunity and tackling discriminatory practices and prejudice. Therefore, regardless of personal beliefs and opinions, LVJB expects all its employees to behave positively towards one another as well as to service users. Bullying, harassing, intimidatory or discriminatory behaviour or language, in any form is unacceptable. LVJB's policy on "Dignity at Work" sets out the standards expected and how employees can raise complaints.

LVJB will not tolerate any member of staff engaging in bribery and will act against employees committing such offences. This could lead to disciplinary action and ultimately to dismissal and could also result in criminal prosecution.

Under the code of good governance employees are expected to take responsibility for the decisions they may take as part of their employment. They should work within the law and be aware that the decisions they take may be scrutinised. If an employee feels that they require further training/guidance for the role they carry out, they should raise this with their line manager either directly or through the performance development review process.

4. Dress Code

Many LVJB employees provide valuable “front line” services and are in regular contact with service users and the public. They therefore represent the public image of LVJB.

LVJB requires employees to adopt certain dress requirements and generally dress appropriately for the type of work they do. While recognising the diversity of cultural traditions, and what might be considered a “reasonable adjustment” in respect of any disabled employee, each team will advise its employees of any specific appearance and dress requirements. These standards will reflect the services provided by the team and the work undertaken by the employees concerned.

Unless agreed with their line manager for specific situations, name badges and identification, where provided, must always worn. All employees must wear visible identification or show their identification when carrying out survey appointments or canvass work.

Corporate wear, where provided, will be worn as required, and maintained in a reasonable condition. This includes all clothing and footwear provided under health and safety for survey or canvass work. Personal protective equipment and clothing provided for an employee’s safety will be worn as appropriate for the type of work being undertaken.

5. Relationships

5.1 Elected Members

Both Elected Members and employees are public servants and as such indispensable to each other. Employees are responsible to LVJB, and their role is to support and give advice to Elected Members and to carry out their work under the direction and control of LVJB and its board.

Any undue familiarity between Elected Members and employees should therefore be avoided as it is inappropriate and may be perceived wrongly or be embarrassing to others.

5.2 The Public and Service Users

Employees should always behave in a courteous and helpful manner with members of the public as users of services, or citizens.

All members of the public should be treated fairly, equitably and consistently, in accordance with the principles of LVJB’s equal opportunities policy.

5.3 Conduct Towards Colleagues

LVJB services are best delivered by employees who work together in the best interests of service users. Employees should therefore respect each other, their beliefs and opinions, and behave in an appropriate manner at work.

The policy on “Dignity at Work” identifies discrimination, harassment and victimisation as constituting serious misconduct, which will not be tolerated.

This policy is available on the intranet or by contacting South Lanarkshire Personnel Services.

5.4 Voluntary Bodies or Organisations

LVJB recognises the vital contribution which the voluntary sector makes to the quality of life in both North and South Lanarkshire and has a policy on volunteering to encourage its employees to volunteer.

However, employees should also be aware of the possibility of a conflict of interest should they participate as a volunteer with an organisation which they might also come into contact with during the course of their work and take appropriate steps to avoid this happening. Should such a situation arise, an employee should advise their line manager.

6. Confidentiality

See also Section 10 on Disclosure of Information

6.1 General Duty

LVJB routinely handles information not only to enable services to be delivered to the public but also as part of its management system. Some of this information must be dealt with confidentially and only released to authorised individuals, for example, information which may relate to service users, other employees, tenders or contracts that are to be awarded.

Releasing confidential information is a very serious matter, and employees should check with their line manager if appropriate, before giving information to a third party.

Employees should also be careful not to divulge confidential information relating to LVJB or its employees to others outside their work.

LVJB is bound by various pieces of legislation, including the Data Protection and Freedom of Information Acts. Each of these has specific requirements and guidance and employees should seek advice from their line manager. See Section 10 on Disclosure of Information.

6.2 Committee Proceedings

LVJB is a democratic organisation which is publicly accountable and as such the LVJB’s committee proceedings are subject to public scrutiny.

However, employees should not communicate information regarding any proceedings of a committee meeting or the contents of any document relating to LVJB, unless this is required under the provisions of the Local Government (Scotland) Act 1973 as amended or the Freedom of Information (Scotland) Act 2002, unless they have been expressly authorised to do so.

Further guidance is provided in Section 10 Disclosure of Information.

6.3 Private Information Relating to Employees

Information concerning an employee's private affairs will not be supplied to any person out-with the service of LVJB or the Council unless their consent has been obtained. However, this does not apply where there is a statutory duty on LVJB to provide the information, or if LVJB is required to do so by a court order or warrant, or as required by Audit Scotland as part of ongoing work on the National Fraud Initiative.

7. Political Neutrality

Local Government employees should carry out their duties and serve LVJB residents and all Elected Members regardless of their political outlook in a politically neutral way.

Several posts are "politically restricted" in terms of the Local Government and Housing Act 1989 and employees holding these posts will have been advised. Such employees are disqualified from becoming or remaining, a member of a Local Authority, the Scottish Parliament, the House of Commons, European Parliament or carrying out certain political activities.

Any employee who is asked by an Elected Member to provide assistance with a matter which is clearly party political, or which does not have a clear link with the work of LVJB, should politely refuse and explain that the matter must be referred to their line manager.

Some employees will have a close working relationship with Elected Members of the majority group(s) which form the administration of LVJB.

Political groups may seek advice from employees in which case the following procedure should be adopted:

- The office bearers of the political group should contact the Assessor and outline the type of advice they are seeking.
- The Assessor will decide whether attendance at the meeting is appropriate and which employee(s) should attend.
- Once the employee has given advice to the group, they must leave the meeting before any decision is made.
- Strict confidentiality must be observed by the employee. The discussion in one political group must not be revealed to another.

8. Conflict of Interest

8.1 Private Interests

LVJB employees must not allow any private interest to influence their decisions at work and must not use their position to further their own interests, or the interests of others who do not have a right to benefit under LVJB or constituent Council policies.

Any interest in the work of LVJB, on the part of the employee, close family members or members of an employee's household, must always be declared. If an employee is in any doubt about the relevance of their private interests, they should clarify the position with his/her line manager.

The delivery of LVJB services should also not be compromised by any conflict of interest which might arise between employees. Employees should therefore take steps to prevent any potential conflict of interest between their personal and professional relationships at work.

Employees should also be aware of the potential for actual or perceived conflict of interest in situations where a close personal relationship exists or develops between employees working in the same team or section, and particularly where one of the employees has a supervisory/line management responsibility for the other. In such a situation, advice should be sought as appropriate from a senior manager.

8.2 Contracts

Employees must be fair and impartial in their dealings with contractors, sub-contractors, service providers and suppliers. If an employee is involved in the tendering process, they must follow South Lanarkshire Council's standing orders relating to contracts.

Employees must notify the Assessor, in writing, if it comes to their knowledge that a contract in which they have a personal financial interest, whether direct or indirect, has been or is about to be, entered into by LVJB. Employees must not disclose confidential information on either internal or external contractors to any individual or organisation unless authorised to do so.

Where appropriate, the Council will require an employee working in a particularly sensitive area to enter into a restrictive covenant, that is a contract which binds the employee upon leaving the employment of LVJB not to act in a way which might damage the interests of LVJB.

8.3 Membership of Private Clubs/Organisations

Employees must declare any membership of a private club/organisation whether open to the public or with a restricted membership, which a member of the public may reasonably think could influence the decisions or actions the employee makes on behalf of LVJB and might result in a conflict of interest regarding any aspect of their employment with the Council.

8.4 Paid Work Outside the Council

LVJB will allow employees to undertake paid work outside LVJB, unless there is a clear conflict of interest, or it is likely to have an adverse effect on the work of LVJB. Any employee wishing to undertake paid work of any kind outside LVJB, must obtain prior written approval from his/her line manager or the appropriate personnel section.

Employees should not seek to gain business while carrying out their duties, e.g. by arranging to undertake private work, and are not allowed to use the equipment or resources of LVJB in any outside work whether paid or unpaid.

Approval to undertake other paid work will be reviewed should there be any change in the employee’s working arrangements for example, an increase in contracted hours or change of duties or post. It is the employee’s responsibility to advise their line manager of any existing agreement should they move post within LVJB.

This procedure is in the interests of employees and is intended to protect them and to ensure compliance with health and safety requirements and the working time regulations.

8.5 Lectures, Broadcasts, etc.

LVJB will normally allow employees to accept invitations to give lectures appropriate to their professional/occupational standing, however, an employee should first obtain approval from the Assistant Assessor.

Any fees received for lectures, broadcasts, etc, given within normal working hours, excluding out-of-pocket expenses will be paid to LVJB, otherwise time taken to present the lecture, broadcast etc. must be set against the employee's annual leave entitlement. Fees may be retained for any lectures, broadcasts, etc, given out-with normal working hours.

9. Use of Council Equipment or Resources

9.1 Use for Other Purposes

Employees wishing to use LVJB equipment, for example to work at home, as part of their personal development or for study purposes must obtain permission from their line manager and have the item logged out by the responsible officer listed in the inventory guidelines. Reasonable care must be taken with all such equipment.

Whilst employees are allowed some personal use of IT equipment at their workplace for example, access to internet and use of e-mail, this should not adversely affect their work or breach policy. Employees should be aware that telephone, e-mail and internet usage is monitored.

Employees are not allowed to use LVJB equipment or resources in any outside work (see section 8.4).

9.2 Security of Information

If IT or communications equipment is being used at any time it is essential that any information that can be accessed using the equipment is kept secure. Advice and guidance is available in the following documents which can be accessed on South Lanarkshire Council's intranet:

- IT acceptable use policies.
- Information security policy user responsibility statement.
- The risk management bulletin on laptop security.

10. Disclosure of Information

As previously stated in section 6 Confidentiality, various pieces of legislation such as the Freedom of Information (Scotland) Act and the Data Protection Act govern how information be managed and the circumstances under which it can be disclosed.

Employees should therefore be careful not to divulge confidential information relating either to LVJB, a service user, another employee or someone else with whom LVJB has had contact such as tenderers/contractors unless authorised to do so. This includes contacting the media.

There are specific procedures to be followed, and these are summarised below under the relevant piece of legislation.

10.1 The Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act (FOISA) introduced a general right of access to information held by LVJB. The right of access by someone to see, or get their own personal information is covered by the Data Protection Act (See section 10.2 below).

LVJB has produced a Publication Scheme which sets out all the information it publishes, how it can be obtained and whether any charges apply. Guidance on handling requests for information is available on the South Lanarkshire Council's intranet or through the Administration Manager responsible for Freedom of Information and Data Protection within LVJB. The Publication Scheme is available on LVJB's website.

Employees who might receive a request for information should follow the guidance notes and the categories of information that might be requested and seek advice as appropriate from their line manager.

There are a few general principles to note:

- The only legal requirement is that the request is made in a permanent format such as writing, e-mail or fax. Anyone making a verbal request should be advised of this. Employees may not ask the applicant the reason for their request.
- Except in a small number of cases, LVJB must provide the information requested.
- FOISA only applies to information that LVJB has at the time of the request. There is no requirement for LVJB to create records or carry out a specific piece of work such as analysing information, just to meet a request.

Employees should be aware that it is a criminal offence to alter, deface, block, erase, destroy or conceal information with the intention of preventing disclosure of that information after LVJB has received an FOISA request, unless permitted to do so under the provisions of the Act.

Any employee who does so is likely to be liable to disciplinary proceedings.

10.2 Data Protection Act 1998

The right of access to an employees' or service users' personal information held by LVJB, is covered by the Data Protection Act.

The act places strict security requirements of any personal data held by LVJB, whether this is paper based and held in a structured filing system, or in electronic format.

This means that an employee asked by an individual to provide access to his or her own personal information must seek advice from their line manager and follow an agreed procedure. Generally, any request must be made in writing, and proof of identity will be required before access is provided.

Unless there is a statutory requirement, or a court order or warrant has been obtained, information relating to an employee's private affairs will not be released without their prior consent. Any LVJB employee wishing access to their personal file must do so having cognizance of the Guidance Note to Managers/Secretarial Staff, Access to Personnel Files held here. I:\Policy and Procedures\LVJB Access to Personnel Files February 2025.pdf

(See Section 6.3 Private Information Relating to Employees).

10.3 Contact with the Media

LVJB recognises that there may be occasions where employees will deal directly with the media.

However, contact with the media (press/television/radio) should be made through the Administration Manager.

If an employee is in doubt they must contact the Administration Manager.

This requirement does not apply where an accredited trade union official contacts the media in their trade union capacity and not as an LVJB employee.

Any employee wishing to disclose information in the public interest should use the confidential reporting procedure described in section 10.4.

10.4 Confidential Procedure for Reporting Concerns at Work

The public rightly have an expectation of high standards from public organisations such as LVJB, both in terms of the services provided and ethics.

The Public Interest Disclosure Act 1998 provides a process whereby an employee can report concerns about serious wrongdoing or improper behaviour. This could apply to an aspect of individual behaviour or LVJB practice.

LVJB's procedure on confidential reporting enables employees to raise such concerns internally rather than going directly to an outside person or body. The procedure applies to the following areas:

- A possible criminal offence.
- A failure to comply with a legal obligation.
- A miscarriage of justice.
- A danger to the health and safety of an individual.
- Damage to the environment.
- Deliberate concealment of information tending to show that any of the above matters is being deliberately concealed.
- Gross breach of LVJB's code of good governance.
- Misuse of LVJB assets (for example, computers or vehicles) time or other suspected fraud which may require investigation.

Employees can raise their concern with the Assistant Assessor, the Administration Manager**,** a trade union representative or, where this is not appropriate, the Assessor. LVJB will ensure that any employee reporting a concern under the act will not experience any detriment as a result. This applies, if the report has been made in good faith, even if following investigation, there is found to be no substance to the allegation. Only where a false allegation

has been made deliberately or maliciously, will the matter be viewed seriously, and the complainant may lead to disciplinary action.

Any employee considering making a disclosure out-with LVJB, for example to the press, should be aware that they may not automatically be protected by the act. Before doing this, in their own interest, they should seek advice from their trade union or a legal adviser.

Full information on the procedure is provided in an employee information booklet detailing the "Procedure on Confidential Reporting" which is available on South Lanarkshire's intranet or from South Lanarkshire's Personnel Services, Corporate Resources. LVJB also has a Fraud Prevention Strategy details of which are available here I:\Policy and Procedures\LVJB Fraud Prevention Strategy.doc.

11. Rights as a Citizen

11.1 Expression of Personal Views

As a citizen, an employee is entitled to express legitimate views about LVJB or its constituent Councils. However, this does not include using any private information gained, either directly or indirectly, through their employment with LVJB.

In the work capacity, employees should not criticise LVJB, verbally or in any written communication, whether through the media, at public meetings or directly with members of the public. Remember good governance principles and values must be followed in any work, activity or decisions undertaken on behalf of LVJB.

Employees who hold a politically restricted post should be careful not to verbally or in any written communication favour any political party.

11.2 Access to Elected Members

As an individual citizen or service user, an employee can raise a complaint about the services of LVJB or its constituent Councils with his/her Elected Member.

However, any complaint relating to the employee's work with LVJB, should be taken up through the appropriate complaints procedure e.g. the policy on Dignity at work or grievance procedures.

12. Register of Gifts and Services

LVJB has established a policy on the declaration of gifts and services. Generally, no employee should accept gifts, gratuities etc. from any customer or service user other than a token item. Frequent personal gifts or services should not be accepted from the same source. The main points of the policy are outlined below:

- Employees should not accept hospitality under any circumstances.
- Employees should not accept personal gifts or services from anyone, which would, or might appear to place that individual under any obligation. Frequent personal gifts or services should not be accepted from the same source.
- Should an employee be offered a personal gift or services which they estimate is more than a token gesture, they should discuss the matter with their line

manager. Any decision to accept an offer must be authorised by the employee's line manager who will countersign the pro forma.

- All offers of personal gifts or services which have an estimated value of more than £25 should be registered, whether accepted or not, as this provides a record of the offer having been made. Those which have an estimated value of £25 or less, do not need to be registered.
- Completed and signed pro forma must be returned to the Secretaries who hold the register of personal gifts or services. An employee can see the entries recorded against their name at any time.

Information within the register may be released to other parties in line with the principles of the Data Protection Act.

13. Operation of Policies

13.1 Recruitment

All appointments to LVJB will be made based on merit and in line with LVJB/South Lanarkshire Council's Recruitment Policy. Any employee who participates in the recruitment process must immediately disclose any relationship, or other interest, known to exist between themselves and any of the applicants to the chair of the selection panel or the Assistant Assessor. A decision will then be made as to whether it is appropriate for the employee to continue in the recruitment process, either as a member of the selection panel or in any other role such as in administering a test.

Any canvassing by employees of LVJB, either directly or indirectly, about recruitment, will immediately disqualify a candidate, however, this does not preclude them from acting as a referee where appropriate.

13.2 Operation of Personnel Policies

Managers and supervisors involved in the operation of ~~the~~ LVJB's employment policies, for example Maximising Attendance, Scheme of special leave or Discipline or Grievance procedures, must do so fairly and equitably.

As described above, any personal interest or relationship must be declared to a senior manager who will decide whether the individual should continue to be involved in the process.

14. Equal opportunities

LVJB is committed to ensuring that equality and diversity considerations are central to all that it does. This includes tackling all forms of discrimination and harassment, promoting equality of opportunity and removing the barriers that groups and individuals may experience in accessing LVJB services or employment opportunities.

LVJB's policy on equality and diversity identifies the following grounds on which people may experience discrimination, harassment or less favourable treatment:

- Age.
- Disability.
- Gender or gender identity.
- Race, colour or ethnic origin.
- Caring responsibilities.
- Sexual orientation.

- Employment status.
- Ex-offender status.
- Religion/belief or none.
- Trade union activity.

LVJB has developed a range of employment policies and employee benefits intended to attract, retain, develop and support the diverse workforce it requires to deliver services to the people of both North and South Lanarkshire. As part of this commitment to a positive working environment, any instances of discrimination, harassment or victimisation at work will be viewed as a serious matter and dealt with appropriately.

Any employee who feels that they have been the victim of, or witness to ~~of~~ unfair treatment can raise a confidential complaint using the procedure set out in the LVJB's Dignity at work policy. Support and advice will be available from your Assistant Assessor and/or the Personnel Adviser (Employee Support) in Corporate Personnel Services.

Relevant Policies and Codes

Employment Policies:

A copy of these can be obtained by contacting the Assistant Assessor, Unison Representative or South Lanarkshire's Corporate Personnel helpline or on the intranet.

Employee Information

Policy on Equality and Diversity
Policy on Dignity at Work
Grievance Procedures: Local Government Employees
Disciplinary Procedures: Local Government Employees
Recruitment and Selection Policy
Confidential Procedures for Reporting Concerns at Work
IT Acceptable Use Policies

Disclosure of Information

Publication Scheme
Fraud Prevention Strategy
Data Protection Policy
Information Security Policy

Corporate Standards

Code of Good Governance
Employer Liability Insurance Cover
Managers' Handbook on Corporate Standards

Codes of Practice

Code of Practice for Social Work Employees