

## **CODE OF CONDUCT**

### **Police and Crime Commissioner for Norfolk**

#### **1. Introduction**

This Code applies to the Police and Crime Commissioner (PCC) for Norfolk when acting in that role. This code does not apply when the PCC is acting in a purely private capacity.

#### **2. Code of Ethics**

The Committee on Standards in Public Life (CSPL) monitors and reports on issues relating to the standards of conduct of all public office holders and promotes the Nolan Principles of Public Life and the CSPL has produced an ethical checklist for all PCCs.

The College of Policing Code of Ethics 2014 sets out the ethical principles that should guide the making of all decisions and the standards of professional behaviour expected of everyone within the police service.

As Norfolk's Police and Crime Commissioner, I agree to abide by the following:

- I will publish and abide by an ethical Code of Conduct
- I will include within my Police and Crime Plan how I will hold the Chief Constable of Norfolk Constabulary to account for embedding the College of Policing's Code of Ethics
- I will ensure an open and transparent process when appointing the Chief Constable and all key staff
- I will publish up-to-date accessible data on pay and rewards, gifts and hospitality, and business interests
- I will be honest and act with integrity at all times, and will not compromise or abuse my position
- I will act with self-control and tolerance, treating members of the public and colleagues with respect and courtesy
- I will use my powers and authority lawfully and proportionately, and will respect the rights of all individuals
- I will act with fairness and impartiality
- I will not discriminate unlawfully or unfairly
- I will lead by good example
- I will be diligent in the exercise of my duties and responsibilities
- I will act in the public interest
- I will make choices on evidence and my best professional judgement, being open and transparent about my actions and decisions
- I will treat information with respect, and access or disclose it only in the proper course of my duties
- I will ensure, when on duty or at work, that I am fit to carry out my responsibilities
- I will behave in a manner, whether on or off duty, which does not bring discredit on the police service or undermine public confidence in policing
- I will report, challenge or take action against the conduct of colleague which has fallen below the standards of professional behaviour.

### **3. Use of resources**

I agree:

- a. not to use the resources of the Office of the Police and Crime Commissioner for Norfolk (OPCCN) for my personal benefit, or for the benefit of myself, my friends, or any other person in relation to any business interest of mine.
- b. not to sue the resources of the OPCCN improperly for political purposes (including party political purposes).
- c. to claim expenses and allowances only in accordance with the published expenses and allowances scheme of the OPCCN

### **4. Declarations of interests, gifts and hospitality**

I agree:

- a. in exercising the functions of my office, to not act to gain financial or other benefits for myself, my family, my friends, or any person in relation to any business of mine.
- b. in exercising the functions of my office, to not use or attempt to use my office to confer or secure for any person, including myself, an advantage or a disadvantage.
- c. within 28 days of taking office, to enter in the register of disclosable interests maintained by the monitoring officer of the OPCCN (Chief Executive) every disclosable interest as set out in the Schedule.<sup>1</sup>
- d. within 28 days of any change in circumstances, to enter in the register of interests the changes in so far as are related to disclosable interests.<sup>2</sup>
- e. That my register of interests and gifts and hospitality shall be published on the OPCCN website.

### **5. Conflicts of Interest**

I agree:

- a. in any case where it becomes known to me that the interests of exercising the functions of my office may conflict with any disclosable or other interest, to declare, as soon as possible, such conflict (as is required in accordance with the policy issued under the Elected Local Policing Body (Specified Information) Order 2011 and The Elected Local Policing Bodies (Specified Information) (Amendment) Order 2021) I will determine whether the conflict of interest is so substantial that the function should not be exercised by me personally but instead delegated, or that it should be dealt with in some other manner to ensure the conflict of interest does not arise; provided that I shall not be prevented from disclosure to a third party for the purpose of obtaining professional legal advice where the third party agrees not to disclose the information to any other person.
- b. that any disclosure made by me shall be reasonable, in the public interest and made in good faith.
- c. not to prevent another person from gaining access to information to which that person is entitled by law.

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<sup>1</sup> If the nature of the interest is such that I and the Monitoring Officer consider the disclosure could lead to me, or a person connected with me, being subject to violence or intimidation, then any entry in the register should not include details of the interest but should indicate that the interest has been disclosed and is withheld by virtue of this section.

<sup>2</sup> Ibid.

## 6. Equality

I agree:

- a. in exercising the functions of my office, to comply with the responsibilities placed upon me by equality and human rights legislation. I will publish details of my commitment to meeting my legal duties on the OPCCN website.

## 7. Complaints

Any complaint about the conduct of the Police and Crime Commissioner for Norfolk shall be referred to the Police and Crime Commissioner's Chief Executive, who has been given delegated authority by the Police and Crime Panel to carry out the initial handling of complaints.

Contact: Mr Mark Stokes  
Office of the Police and Crime Commissioner for Norfolk,  
Jubilee House  
Falconers Chase  
Wymondham NR18 0WW  
Email: [opccn@norfolk.police.uk](mailto:opccn@norfolk.police.uk)  
Telephone: 01953 424455

**I have read and agree to comply with this Code of Conduct.**

Signed: 

Dated: 10 May 2024

## SCHEDULE

### Disclosable Interests (including those relating to Gifts and Hospitality)

In this Schedule:

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

"director" includes a member of the committee or management of an industrial and provident society;

"land" includes an easement, servitude, interest or right in or over land which does not carry with a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

"elected local policing body" means the elected Local Policing Body to which the relevant person has been elected;

"relevant period" means the period of 12 months ending with the day on which the relevant person makes an entry amendment or deletion to the register of disclosable interests;

"relevant person" means the person(s) who is/are elected/appointed Police and Crime Commissioner and Deputy Police and Crime Commissioner.

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000(b) and other securities of any description, other than money deposited within a building society.

#### **Subject**

#### **Disclosable Interest**

Employment, office, trade, profession or vocation.

Any employment, office, trade, profession or vocation carried on for profit or gain.

Sponsorship

Any payment or provision of any other financial benefit (other than from the elected local policing body) made or provided within the relevant period in respect of any expenses incurred in carrying out duties and responsibilities, as of a Police or Deputy Police and Crime Commissioner, or towards the election expenses of the PCC or Deputy PCC. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(a).

Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the elected local policing body –</p> <ul style="list-style-type: none"> <li>a) under which goods or services are to be provided or works are to be executed; and</li> <li>b) which has not been fully discharged.</li> </ul>
Land	<p>Any beneficial interest in land which is within the area of the elected local policing body.</p>
Licences	<p>Any licence (alone or jointly with others) to occupy land in the area of the elected local policing body.</p>
Corporate tenancies	<p>Any tenancy where (to the knowledge of the relevant person)</p> <ul style="list-style-type: none"> <li>a) the landlord is the elected local policing body; and</li> <li>b) the tenant is a body in which the relevant person has a beneficial interest.</li> </ul>
Securities	<p>Any beneficial interest in securities of a body where –</p> <ul style="list-style-type: none"> <li>a) that body (to the relevant person's knowledge) has a place of business or land in the area of the elected local policing body; and</li> <li>b) either – <ul style="list-style-type: none"> <li>a. the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body, or</li> <li>b. if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</li> </ul> </li> </ul>
Gifts & Hospitality	<p>The interests of any person from whom the relevant person has received a gift or hospitality with an estimated value of at least £25.</p>