



# OFFICE OF THE POLICE & CRIME COMMISSIONER FOR NORFOLK

**ORIGINATOR:** CHIEF EXECUTIVE

**DECISION NO.** 2014/3

**REASON FOR SUBMISSION:** FOR DECISION

**SUBMITTED TO:** PCC

**SUBJECT:** CODE OF CONDUCT

**SUMMARY:**

The submission presents a Code of Conduct to be adopted by the PCC and Deputy PCC, as well as a code to which staff of the Office of the Police and Crime Commissioner for Norfolk (OPCCN) will be required to abide.

**RECOMMENDATION:**

It is recommended that the PCC sign the code which relates to his conduct, and approves the codes which relate to the conduct of the Deputy PCC and OPCCN staff. These will then be provided to the relevant individuals for signature.

**OUTCOME/APPROVAL BY:** Approval by the PCC

**Signature:** *A. W. Bett*  
Stephen Bett

**Date** 11/2/14

## DETAIL OF THE SUBMISSION

### 1. KEY ISSUES FOR CONSIDERATION:

The codes of conduct for PCC, Deputy PCC and staff are open disclosures of the way the OPCCN works, providing visible guidelines for behaviour. Adoption of the codes seeks to ensure that the highest level of professional conduct is maintained within the organisation.

The codes apply to the PCC and Deputy PCC when acting in that role. They do not apply when they are acting in a purely private capacity.

The code for staff applies to staff working under the direction and control of the Chief Executive of the OPCCN and forms part of the terms and conditions of employment.

The Policing Protocol provides that PCCs will abide by the seven principles set out in Standards of Public Life: First Report to the Committee on Standards in Public Life – known as the Nolan Principles. The Code of Conduct submitted for the PCC's attention reflects that obligation.

### 2. FINANCIAL IMPLICATIONS:

N/A

### 3. OTHER IMPLICATIONS AND RISKS:

As outlined in the Code.

**PUBLIC ACCESS TO INFORMATION:** *Information contained within this submission is subject to the Freedom of Information Act 2000 and wherever possible will be made available on the OPCC website. Submissions should be labelled as 'Not Protectively Marked' unless any of the material is 'restricted' or 'confidential'. Where information contained within the submission is 'restricted' or 'confidential' it should be highlighted, along with the reason why.*

<b>ORIGINATOR CHECKLIST (MUST BE COMPLETED)</b>	<b>PLEASE STATE 'YES' OR 'NO'</b>
Has legal advice been sought on this submission?	<b>NO</b>
Has the PCC's Chief Finance Officer been consulted?	<b>NO</b>
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	<b>YES</b>
Have human resource implications been considered?	<b>YES</b>
Is the recommendation consistent with the objectives in the Police and Crime Plan?	<b>YES</b>
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	<b>YES</b>
Has communications advice been sought on areas of likely media interest and how they might be managed?	<b>YES</b>
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	<b>YES</b>

### **APPROVAL TO SUBMIT TO THE DECISION-MAKER**

#### **Chief Executive**

I am satisfied that relevant advice has been taken into account in the preparation of the report and that this is an appropriate request to be submitted to the PCC.

**Signature:**



**Mark Stokes**

**Date** 11/2/14

# **CODE OF CONDUCT**

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

### **1. Introduction**

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

### **2. Seven principles of public life**

The Policing Protocol<sup>1</sup> states that all parties will abide by the seven principles (known as the Nolan Principles) set out in *Standards in Public Life: First Report of the Committee on Standards in Public Life*.

I agree to abide by the Nolan Principles as set out below:

### **THE SEVEN PRINCIPLES OF PUBLIC LIFE**

#### **SELFLESSNESS**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

#### **INTEGRITY**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

#### **OBJECTIVITY**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

#### **ACCOUNTABILITY**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

#### **OPENNESS**

Holders of public office should be as open as possible about all their decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

#### **HONESTY**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

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<sup>1</sup> The Policing Protocol Order 2011 No. 2744

## **LEADERSHIP**

Holders of public office should promote and support these principles by leadership and example.

### **2. Conduct of the PCC**

I agree:

- a) to treat others with dignity and respect.
- b) not to use bullying behaviour or harass any person.
- c) not to conduct myself in a manner which:
  - i. is contrary to the policing protocol; and/or
  - ii. could reasonably be regarded as bringing my office into disrepute.

### **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 use 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) to act solely in the public interest.
- b) 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.
- c) 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.
- d) 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>2</sup>
- e) 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>3</sup>
- f) 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 Para 3 of the Elected Local Policing Body (Specified Information) Order 2011). I will determine whether the conflict of interest is so

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<sup>2/3</sup> If the nature of the interest is such that I and the Monitoring Officer consider that 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.

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.

## **6. Disclosure of Information**

I agree:

- a) not to disclose information given to me in confidence or information acquired by me which is of a confidential nature, unless:
  - i. I have the consent of a person authorised to give it; or
  - ii. I am required by law to do so; or
  - iii. for the lawful purposes of my officeprovided 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.

## **7. 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.

## **8. 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 M Stokes  
Office of the Police and Crime Commissioner for Norfolk  
Jubilee House  
Falconer's Chase  
Wymondham  
NR18 0NN

Email: [opccn@norfolk.pnn.police.uk](mailto:opccn@norfolk.pnn.police.uk)

Tel: 01953 424455

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

Signed:

Dated:

## 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 it 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>d) 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>e) 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>



# **CODE OF CONDUCT**

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

### **1. Introduction**

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

### **2. Seven principles of public life**

The Policing Protocol<sup>1</sup> states that all parties will abide by the seven principles (known as the Nolan Principles) set out in *Standards in Public Life: First Report of the Committee on Standards in Public Life*.

I agree to abide by the Nolan Principles as set out below:

## **THE SEVEN PRINCIPLES OF PUBLIC LIFE**

### **SELFLESSNESS**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

### **INTEGRITY**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

### **OBJECTIVITY**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### **ACCOUNTABILITY**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

### **OPENNESS**

Holders of public office should be as open as possible about all their decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

### **HONESTY**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

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<sup>1</sup> The Policing Protocol Order 2011 No. 2744

## **LEADERSHIP**

Holders of public office should promote and support these principles by leadership and example.

### **2. Conduct of the PCC**

I agree:

- a) to treat others with dignity and respect.
- b) not to use bullying behaviour or harass any person.
- c) not to conduct myself in a manner which:
  - i. is contrary to the policing protocol; and/or
  - ii. could reasonably be regarded as bringing my office into disrepute.

### **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 use 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**

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- f) that my register of interests and gifts and hospitality shall be published on the OPCCN website.

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

Signed:

Dated:

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“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.

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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>

# **CODE OF CONDUCT**

## **Staff of the Office of the Police and Crime Commissioner for Norfolk**

### **1. Introduction**

This code applies to employed staff working under the direction and control of the Chief Executive of the Office of the Police and Crime Commissioner for Norfolk (OPCCN) and forms part of the terms and conditions of their employment.

This code does not apply to staff employed by, or under the direction and control of, the Chief Constable.

A breach of this code will be dealt with in line with the disciplinary procedures which apply to employees of the OPCCN.

### **2. Conduct of OPCCN staff**

- a) Employees must perform their duties with honesty, integrity, impartiality and objectivity.
- b) Employees must treat others professionally and with respect, and not discriminate unlawfully against any person.
- c) Employees must use any public funds entrusted to or handled by them responsibly and in accordance with the law.
- d) Employees must not make personal use of OPCCN property, vehicles or other facilities unless authorised to do so.
- e) Employees must not, in their official or personal capacity, allow their personal interests to conflict with the requirements and interests of the OPCCN.
- f) Employees must not, in their official or personal capacity, use their position improperly to confer an advantage or disadvantage on any person.
- g) Unless required by law to do so, employees must not disclose information given to them in confidence (or which they believe is of a confidential nature) without appropriate authorised consent being given. Where there is a legal requirement to provide information, employees must not prevent another person gaining access to information.
- h) Employees must, at all times, act in accordance with the trust the public places on the OPCCN.
- i) Employees are accountable to the Chief Executive of the OPCCN for their actions. The Chief Executive, in turn, is accountable to the Police and Crime Commissioner for his/her actions.

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

- a) Employees must comply with the requirements of the OPCCN to register or declare interests.
- b) Employees must comply with the requirements of the OPCCN to declare hospitality, benefits or gifts received as a consequence of their employment.

#### **4. Appointment and employment matters**

- a) Employees involved in appointments or decisions relating to discipline, promotion or grading should not be involved when related to an applicant or employee, or where there is a close personal relationship between them outside of work.

#### **5. Equality**

- a) Employees must comply with the legal responsibilities placed upon the OPCCN by equality and human rights legislation. More information on these responsibilities can be found in the PCC's Equality Statement.

#### **6. Whistleblowing**

Whistleblowing is the reporting (through confidential channels) of any behaviour which is suspected to be illegal, improper or unethical.

- a) If employees become aware of activities which they reasonably believe to be illegal, improper, unethical or otherwise inconsistent with this code of conduct, they have a responsibility, and are encouraged, to report.
- b) Employees must not be treated less favourably than other employees because they have reported, intend to report, or are suspected of having reported activity they reasonably believe to be illegal, improper, unethical or otherwise inconsistent with this code.

The Professional Standards Department of the Norfolk Constabulary has a confidential reporting mechanism which is accessible via The Beat.

#### **7. Complaints**

- a) Any complaint that an employee may have breached this Code of Conduct should be made to the Chief Executive of the OPCCN or as otherwise permitted by law.
- b) Any complaint in relation to the conduct of the Chief Executive should be made to the Police and Crime Commissioner or as otherwise permitted by law.

**I have read and agree to comply with the Code of Conduct for staff of the OPCCN:**

Signed:

Date:

Print name:

Job title: