



<b>Type of Document:</b>	<b>POLICE AND CRIME COMMISSIONER CODE OF ETHICS</b>
<b>Version:</b>	2.0
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<b>Effective Date:</b>	April 2018
<b>Review Date:</b>	April 2020

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### SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1.0	Nov 12	Lisa Pearson	Office Manager	New Code
2.0	April 2016	Lisa Gilmour	Business Support Manager	Review

### SECTION 2 BACKGROUND

This code of Ethics is a set of standards describing the behaviour expected by the Police and Crime Commissioner (Commissioner).

The Code goes beyond compliance with the laws and regulations. It demonstrates commitment to acting ethically and with integrity in every situation while at the same time respecting people's rights as individuals.

### SECTION 3 AIMS / OBJECTIVES

To provide a clear set of standards describing the behaviour expected by the Police and Crime Commissioner.

### SECTION 4 DETAILS

#### 4.1 Introduction

- 4.1.1 This Code applies to me in the Office of Police and Crime Commissioner when acting or representing to act in that role.
- 4.1.2 This code does not apply when I am acting in a purely private capacity.
- 4.1.3 I have adopted this code and have agreed to abide by its provisions.
- 4.1.4 The Policing Protocol<sup>1</sup> provides that all parties will abide by the seven principles set out in Standards in Public Life: First Report of the Committee on Standards in Public Life known as — the Nolan Principles.
- 4.1.5 I agree to abide by the "Nolan Principles which are set out below:

#### THE SEVEN PRINCIPLES OF PUBLIC LIFE

<sup>1</sup> The Policing Protocol Order 2011 No. 2744  
Code of Ethics Police and Crime Commissioner  
April 2018

## **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 the 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.

## **LEADERSHIP**

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

### **4.2 General Obligations**

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.

### **4.3 Use of Resources**

I agree:-

- 4.3.1 Not to use the resources of the elected local policing body for my personal benefit or for the benefit of myself, my friends, or any other person in relation to any business interest of mine.
- 4.3.2 Not to use the resources of the elected local policing body improperly for political purposes (including party political purposes).
- 4.3.3 To claim expenses and allowances only in accordance with the published expenses and allowances scheme of the elected local policing body.

#### **4.4 Register of Disclosable Interests (including those arising in relation to gifts and hospitality and those of a personal interest and pecuniary nature)**

I agree:-

- 4.4.1 To act solely in the public interest and in exercising the functions of my office not act to gain financial or other benefits for myself, my family, my friends, or any person in relation to any business of mine or use or attempt to use my office to confer or secure for any person, including myself, an advantage or a disadvantage.
- 4.4.2 Within 28 days of taking office to enter in the register of disclosable interests maintained by the monitoring officer of the elected local policing body every disclosable interest as set out in the Schedule. You must use the Disclosable Interests form to provide details of Personal and Pecuniary Interests (Appendix A).
- 4.4.3 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.
- 4.4.4 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.

#### **4.5 Conflicts of Interests**

In any case where the interests of exercising the functions of my office may conflict with any disclosable or other interest, which has become known to me, I shall as soon as possible declare such conflict as is required in accordance with the policy issued under Para 3 of the Elected Local Policing Body (Specified Information) Order 2011 and determine whether the conflict of interest is so substantial that the function should not be exercised personally but should be delegated or dealt with in some other manner to ensure the conflict of interest does not arise.

#### **4.6 Disclosure of Information**

- 4.6.1 I agree not to disclose information given to me in confidence or information acquired by me which is of a confidential nature, unless I have the consent of a person authorised to give it or I am required by law to do so or for the lawful purposes of my office 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;
- 4.6.2 Any disclosure made by me shall be reasonable, be in the public interest and made in good faith.
- 4.6.3 I agree not to prevent another person from gaining access to information to which that person is entitled by law.

#### **4.7 Transparency**

The register of interests and gifts and hospitality shall be published on the elected policing body's website.

#### **4.8 Complaints**

Any complaint about the conduct of the Police and Crime Commissioner shall be referred to the Police and Crime Panel as follows:

Chair of the Police and Crime Panel  
County Hall  
West Bridgford  
Nottingham  
NG2 7QP

### **SECTION 5 LEGISLATIVE COMPLIANCE**

This document has been drafted to comply with the general and specific duties in the Race Relations (Amendment) Act 2000, Data Protection, Freedom of Information Act, European Convention of Human Rights and other legislation relevant to the area of policing such as, Employment Act 2002, Equality Act 2010, Sex Discrimination Act 1975 and Employment Relations Act 1999.



### **Disclosable Interests Notification of Personal and Pecuniary Interests**

You must use this form to provide us with details of your Personal and Pecuniary Interests.

Personal and Pecuniary Interests include your interests and the interests of your spouse, civil partner or a person you are living with as if they were with your spouse or civil partner.

**Note:** You do not have to separately identify which is your interest or that of your partner.

The information you provide will be used to update your register of interests.

You are advised to keep your register of interests up to date. Failure to do so may result in a criminal offence.

#### **Personal and Pecuniary Interests to be registered on taking office**

You must provide us with details of all your Personal and Pecuniary Interests within 28 days of becoming the Police and Crime Commissioner.

#### **Personal and Pecuniary Interests disclosed at meetings**

Where you declare any unregistered Personal or Pecuniary Interest at a meeting, you must provide us with details of that interest within 28 days of the meeting.

#### **Sensitive Interests**

Personal and Pecuniary Interests that are included on the register of interests will be publicly available.

Where you are concerned that the disclosure of an interest would lead to you or a person connected with you being subject to violence or intimidation, you may request the Monitoring Officer to agree that the interest is a "sensitive interest".

The Monitoring Officer can exclude the detail of the interest from the publicly available version of the register.

I, (*full name*) .....  
The Nottinghamshire Police and Crime Commissioner **GIVE NOTICE** that I/ my partner have the following Personal and Pecuniary Interests:

**Please provide details of your/your partner's Pecuniary Interests in the boxes provided and state "none" where appropriate**

1. Details of any employment, business, office, trade, profession or vocation which is carried on for financial gain:

2. Details of any payment or provision of any other financial benefit received within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you carrying out duties as the Nottinghamshire Police and Crime Commissioner:

3. Details of any contract which is made between you, your partner (or any organisation in which you or your partner have an interest in):

4. The address or other description (sufficient to identify location) of any interests you/your partner hold in land (including any licences to occupy land) and/or the tenant is a body you/your partner hold an interest in:

5. Details of any securities (e.g. shares, debentures, loan stock) that you/your partner hold which are worth over £25,000 or 100<sup>th</sup> of the total issued share capital in any body that has a place of business:

6. Please provide details of your/your partner's Personal Interest. Please state "none" if appropriate:

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

**Please send the completed form to the Monitoring Officer**

The Monitoring Officer is responsible for establishing and maintaining the register of interests. You may contact the Monitoring Officer if you have any questions concerning the register.

**The Commissioner must, within 28 days of becoming aware of any new Personal Interest, Pecuniary Interest or change to any Personal or Pecuniary Interest specified above, register details of that new interest or change by providing written notification to the Monitoring Officer**