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Police and Crime
Commissioner
for Warwickshire

CODE OF CONDUCT FOR THE POLICE AND CRIME COMMISSIONER

August 2018

**Office of the Police and Crime
Commissioner for Warwickshire**



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Policy/Procedure Title	Code of Conduct for the Police and Crime Commissioner
Responsible Party	Chief Executive

Security Classification	Public
Disclosable under Freedom of Information Act 2000	Yes

Policy Implementation Date	7 AUGUST 2018
Next Review Date Prior To	7 AUGUST 2020

Revision record

Date	Nature of revision
1.0	

Table of Contents

1. Introduction	3
2. General Obligations	3
3. The Police and Crime Commissioner Oath	4
4. College of Policing Code of Ethics	4
5. Committee on Standards in Public Life	4
6. Use of Resources	4
7. Confidentiality and the General Data Protection Regulation	5
8. Register of Disclosable Interests	5
9. Conflicts of Interests	6
10. Transparency	6
11. Reporting Issues of Concern for Conduct	6

1. Introduction

The Code of Conduct applies to the Warwickshire Police and Crime Commissioner (PCC), when acting or representing to act within that role. The Code does not apply when the PCC is acting in a purely private capacity, although good standards of behaviour are expected from the PCC in his/her private affairs.

The Code would also apply to the Deputy Police and Crime Commissioner if he/she were to act as PCC on a temporary basis.

2. General Obligations

The Policing Protocol Order 2011 (issued under the Police Reform and Social Responsibility Act 2011) requires that all parties to whom the Protocol applies 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. The PCC is expected to abide by these principles as follows:

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.

In addition, all colleagues, partners and members of the public have the right to be treated equally and should not be discriminated against on the grounds of age, disability, gender reassignment,

pregnancy, maternity, race, religion or belief, sex, sexual orientation or marital/civil partnership status. The PCC has a responsibility to ensure that the Office of the Police and Crime Commissioner's Equality Policy is adhered to in all work activities.

The PCC must treat the public, partners and colleagues fairly, efficiently, politely and in line with the Office of the Police and Crime Commissioner (OPCC) policies.

3. The Police and Crime Commissioner Oath

All PCCs take an oath when accepting their role, which includes a commitment to act with impartiality, integrity and transparency. The PCC pledges to lead policing for the people and therefore the PCC is not only responsible for their own ethical standards but for the standards of those in their office and those of the Chief Constable.

4. College of Policing Code of Ethics

The College of Policing [Code of Ethics](#) sets out policing principles and the standards of behaviour expected of police forces in England and Wales. The PCC will abide by the Code of Ethics, promote the Code amongst the OPCC and ensure that it is embedded in both the OPCC and the wider Force.

5. Committee on Standards in Public Life

The Committee on Standards in Public Life has produced a PCC Ethical Checklist. The Committee has produced the checklist to help inform the public how the person they vote for intends to promote, support and sustain high standards. The Warwickshire Police and Crime Commissioner will do the following as outlined in the checklist:

- The PCC will commit to publish and abide by this ethical Code of Conduct and will ask his/her Deputy to do the same if in post.
- The Police and Crime Plan for 2016-21 will explicitly include holding the Chief Constable to account for embedding the College of Policing's Code of Ethics.
- The PCC will ensure an open and transparent process when appointing the Chief Constable and all key staff and include an independent external member on the appointing panel.
- The PCC will publish up-to-date accessible data on his/her pay, rewards, gifts and hospitality, business interests and notifiable memberships on the PCC website.

Further details can be found on the [Committee on Standards in Public Life website](#).

6. Use of Resources

The PCC is responsible for the efficient use of the public resources held. That includes financial resources, equipment and the staff who work for the PCC.

The PCC will use resources responsibly and always give value for money.

There are legal requirements in place concerning the use of resources. The PCC will not use the resources of the OPCC for personal benefit or for the benefit of any other person in relation to any business interest. The resources will not be used improperly for political purposes, including party political purposes.

The PCC will only claim expenses and allowances in accordance with the Home Office published scheme.

7. Confidentiality and the General Data Protection Regulation

The PCC will respect the confidentiality of the information to which he/she has access to at work. This includes respecting the interests of colleagues and of the general public.

Any information to which there is access at work must not be used for personal gain or passed on to others who might use it in this way.

The PCC should not tell anyone outside the organisation what goes on at PCC meetings held in private or the contents of any confidential OPCC document, unless permitted by law to do so.

The PCC will not disclose information given to him/her in confidence or information acquired which is of a confidential nature, unless the PCC has the consent of a person authorised to give it; the PCC is required by law to do so (for example for safeguarding) or for the lawful purposes of the OPCC. Any disclosure of information made must be reasonable, proportionate and legal.

The PCC will not prevent another person from gaining access to information to which that person is entitled to by law.

The OPCC is not a signatory to the Warwickshire Community Safety Information Sharing Protocol. Therefore at partnership meetings, the PCC must leave the room when personal information is disclosed and re-join the meeting once the conversation has finished.

General Data Protection Regulation (GDPR) laws are to be followed at all times.

8. Register of Disclosable Interests

The PCC will declare any disclosable interests, including those arising in relation to gifts and hospitality and those of a pecuniary nature.

The PCC will act solely in the public interest and in exercising the functions of the office, will not act to gain financial or other benefits for his/her self, family, friends, or any person in relation to any business or use or attempt to use the office to confer or secure for any person, including his/her self, an advantage or a disadvantage.

Within 28 days of taking office, the PCC will enter any disclosable interest into the register held in the OPCC. This register will be updated within 28 days of any change in circumstances.

If the nature of the interest is such that the PCC or the Chief Executive and Monitoring Officer consider that the disclosure could lead to the PCC or a person connected to the PCC 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 Code of Conduct.

9. Conflicts of Interests

In any case where the interests of exercising the functions of PCC may conflict with any disclosable or other interest, which has become known to the PCC, he/she will as soon as possible declare any such conflict. The PCC, in consultation with the Chief Executive and Monitoring Officer, will 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.

If the PCC or DPCC, acting in the capacity of the PCC, is involved in any civil or legal proceedings these should be reported to the Chief Executive as soon as the situation occurs.

10. Transparency

The Register of Interests and Register of Gifts and Hospitality will be published on the OPCC's website.

11. Reporting Issues of Concern for Conduct

If a member of the public, employee or partner organisation wishes to raise a concern about the conduct of the PCC, this should be reported to the Chief Executive and Monitoring Officer (who is delegated by the Police and Crime Panel to undertake the initial handling of complaints against the PCC), marked as private and confidential, using the following details:

Chief Executive and Monitoring Officer

Address: Office of the Police and Crime Commissioner, 3 Northgate St. Warwick

CV34 4SP

Tel: 01926 412322

E-mail: opcc@warwickshire.pnn.police.uk