



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

# Code of Conduct

## Police and Crime Commissioner

<b>Policy Owner</b>	Chief Executive
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<b>Policy Implementation Date</b>	March 2024
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<b>Security Classification</b>	OFFICIAL
<b>Disclosable under Freedom of Information Act?</b>	Yes
<b>Risk Rating</b>	Low
<b>Equality Analysis</b>	Low

## 1. Introduction

The Code of Conduct (this Code) applies to the Police and Crime Commissioner for Warwickshire (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 PCC if they were to act as PCC on a temporary basis.

## 2. General Obligations

The Policing Protocol Order 2023 (issued in 2011 and amended, 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:

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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'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 OPCC policies. In addition, the PCC will do the following:

- commit to publish and abide by this ethical Code of Conduct and will ask his/her Deputy to do the same if in post.
- Ensure the Police and Crime Plan explicitly includes holding the Chief Constable to account for embedding the College of Policing's Code of Ethics.
- 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.
- publish up-to-date accessible data on his/her pay, rewards, gifts and hospitality, business interests and notifiable memberships on the OPCC website.

### 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 and new Code of Practice for Ethical Policing](#) 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 staff and ensure that it is embedded in both the OPCC and the wider Force.

### 5. 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 office 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.

### 6. Confidentiality and Data Protection

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 meetings held in private or the contents of any confidential document, unless permitted by law to do so.

The PCC will not disclose information given to them in confidence or information acquired which is of a confidential nature, unless they has the consent of a person authorised to give it; they are 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 OPCC Information Management policies must be adhered to and the Data Protection Act must be complied with.

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

## 7. Declarations of Interest

The PCC will declare any disclosable interests, including those arising in relation to gifts and hospitality and those of a pecuniary nature. They 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 themselves, 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 consider that the disclosure could lead to the PCC or a person connected to them 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.

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 them, he will as soon as possible declare any such conflict. The PCC and Chief Executive, 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 Deputy PCC, 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.

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

## 8. Complaints or Issues of Concern

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, who is delegated by the Police and Crime Panel to undertake the initial handling of complaints against the PCC.

Signed:

Date:

## 9. Revision Record

Date of change	Nature of revision
September 2021	General review of policy
March 2024	General review of Policy