

## **Police and Crime Commissioner for Derbyshire**

### **STAFF CODE OF CONDUCT**

#### 1. Introduction

The purpose of this Code is to set out the standards of behaviour expected of staff of the Police and Crime Commissioner for Derbyshire (PCCD staff) and the types of conduct considered acceptable by the Police and Crime Commissioner for Derbyshire (the Commissioner).

The public is entitled to expect members of PCCD staff to conduct themselves in accordance with the highest standards. Public confidence could be damaged if appropriate standards are not maintained.

#### 2. Application

This code applies to staff working under the direction and control of the Commissioner. It does not apply to staff working under the direction and control of the Chief Constable.

This code forms part of the agreed terms and conditions of PCCD staff and breaches of the code could lead to disciplinary action being taken. This code is supplementary to the PCC Staff Discipline Procedure which is also applicable to PCCD staff and any other HR related policies, e.g. Flexitime Policy. Any necessary disciplinary action would be carried out in accordance with the Police Staff Disciplinary procedure.

#### 3. Values and Principles of Conduct

The following principles of conduct set out the standards expected of PCCD staff when carrying out their duties.

##### (a) Honesty, integrity, impartiality and objectivity

Staff must perform their duties with honesty, integrity, impartiality and objectivity. In carrying out their duties, including making appointments, awarding contracts or recommending individuals for rewards or benefits, staff should ensure their decisions are made on merit.

##### (b) Openness and Accountability

Staff must be accountable to the PCCD for their actions and decisions and should submit to appropriate scrutiny when necessary. They should be as open as possible about their part in any decision.

##### (c) Respect for Others

Staff must at all times:

- i) treat others with dignity and respect; and
- ii) not discriminate unlawfully against any person; and
- iii) conduct their working relationships with the Police and Crime Commissioner and all staff in a professional manner.

#### (d) Stewardship

Staff have a responsibility to play their part in ensuring that PCCD resources are used prudently and lawfully. In particular, staff must:

- i) use any public funds entrusted to them or handled by them in a responsible and lawful manner; and
- ii) not make any personal use of property, vehicles or other facilities of the PCCD unless authorised to do so.

#### (e) Personal Interests

Staff must not in their official or personal capacity:

- i) allow their personal interests to conflict with the requirements and interests of the Commissioner, or
- ii) use their position improperly to confer an advantage or disadvantage on any person or organisation.

#### (f) Registration of interests

Staff must comply with the requirements of the Commissioner to;

- i) register or declare any interests, and
- ii) declare any hospitality, benefits or gifts offered and/or received as a consequence of their employment.

Staff should not accept any hospitality, benefit or gift which could reasonably be seen as likely to influence or as intended to influence their judgment. Articles of low intrinsic value, such as diaries and calendars, may be accepted if used at work.

All offers of hospitality and gifts should be recorded (whether or not accepted) in the Register of hospitality and gifts located at the Commissioner's secretariat office.

#### (g) Appointment and Employment matters

Any member of staff involved in appointments or decisions relating to discipline, promotion or grading should not be involved in that process where it relates to an applicant/employee to whom they are related or with whom they have a close personal relationship outside of work.

#### (h) Selflessness

Staff should never use their position to make improper gains for themselves, their families, their friends or others. This includes financial benefits, preferential treatment or any other advantage.

(i) Whistleblowing procedures

If a member of staff becomes aware of activities which they reasonably believe to be illegal, improper, unethical or otherwise inconsistent with this code they should report the matter acting in accordance with employees' rights under the Public Interest Disclosure Act 1998 and/or any confidential reporting procedure designed for this purpose.

Staff members must not treat another member of staff less favourably by reason that the other staff member has done, intends to do or is suspected of doing anything under or by reference to any procedure which the Commissioner has for reporting such matters.

(j) Equality

Staff must comply with the policies of the Commissioner relating to equality as well as the requirements of the law.

The Commissioner is committed to providing equality and fairness for all in our employment. Discrimination on the grounds of gender, marital status, pregnancy and maternity status, age, race, religion, disability, sexual orientation or transgender status will not be tolerated.

(k) Confidentiality

Staff must ensure that confidential material is handled in accordance with the law and is not used for private purposes. In particular staff must :

- i) not disclose confidential information without the consent of a person authorised to give it or unless they are required by law to do so; and
- ii) not prevent another person from gaining access to information to which that person is entitled by law.

(l) Leadership and example

Staff should promote and support these principles by leadership and example, always acting in such a way to retain confidence in the Office of the Police and Crime Commissioner for Derbyshire.

(m) Transparency

Staff should not only adhere to the principles of this code but be transparent about doing so where-ever possible so that the principles are seen to be upheld.

(n) Use of Resources

Staff should

- i) not use the resources of the Office of the Police and Crime Commissioner for personal benefit or for the benefit of themselves, their friends, or any other person in relation to any business interest of theirs

- ii) not use the resources of the Office of the Police and Crime Commissioner improperly for political purposes (including party political purposes).
- iii) claim expenses and allowances only in accordance with the expenses and allowances scheme for the staff of Office of the Police and Crime Commissioner.

#### 4. Customer Care and Courtesy

As public servants, staff are expected to be approachable, helpful, informative, polite and courteous to the public, as well as to other internal and external contacts.

They should be presentable and suitably dressed for their duties and responsibilities.

#### 5. Time-keeping and Attendance at Work

Staff are expected, within reason, and at agreed times, to be ready and able to carry out their duties.

Where members of staff have particular cultural/religious/medical/other needs, which may conflict with existing work requirements, these requirements will be varied or adapted where this is reasonably practicable.

#### 6. Declaration of Interests (including financial or other interests in contracts)

These provisions apply where the interests of a member of PCCD staff or those of any member of his or her family or other person with whom the member of staff has a close personal association, conflict or potential conflict with the interests of the Commissioner. If a conflict of interest arises during the course of business, staff should declare the interest immediately. The Chief Executive will then need to consider whether it is appropriate for the individual to take any further part in the matter.

Staff having any concerns about actual or potential conflicts of interest should discuss them with the Chief Executive in the first instance.

The responsibility to declare an interest lies with the member of staff. Failure to disclose an interest could result in disciplinary action.

Staff should consider whether others would consider that an interest exists.

Interests must be recorded in the register of officer's interests maintained by the Chief Executive.

#### 7. Political restrictions

Some members of PCCD staff will be are precluded from standing for any political post or engaging in certain political activity such as canvassing or speaking publicly in such a

way to advocate support for a political party. This applies to members of staff who occupy what are known as politically restricted posts.

Posts which are politically restricted are prescribed by legislation and fall into two categories:

a) Specified posts:

- the head of paid service
- the statutory chief officers eg the Chief Finance Officer
- non-statutory chief officers (officers reporting to the head of paid service excluding secretarial or clerical support staff)
- deputy chief officers (officers reporting to a chief officer excluding secretarial or clerical support staff)
- the monitoring officer
- officers exercising delegated powers
- assistants to political groups

b) Sensitive posts:

- posts which require the regular giving of advice to the elected local policing body or any committee thereof, and/or
- posts which involve speaking on behalf of the elected local policing body to journalists or broadcasters.

The Chief Executive will maintain a list in the Commissioner's secretariat office of the current posts at any given time which are deemed to be politically restricted.

Staff whose posts are not politically restricted are nevertheless not eligible to stand for office as a Member of Parliament, however they may participate in County, Borough or Parish Council activities, provided any resultant conflict of interest is declared.

Staff should not be involved in advertising any political group.

## 8. Confidentiality/Use of information

During the course of their employment staff will come across confidential information. The privacy and confidentiality of such information must be maintained at all times unless express authorization is given to divulge it, or there is a legal requirement to do so.

Information concerning an employee's private affairs must not be supplied to any person not employed by the Commissioner without the consent of the employee, nor to anyone within the Commissioner's office unless that person has authority or responsibility for such information.

Commissioner contracts or purchasing arrangements must not be used for personal

benefit or to benefit any person or organisation other than the Commissioner unless approval is obtained.

Business information should not be divulged to any third party or used other than for the purpose of discharging the functions of the Commissioner.

Staff should not disclose the proceedings of any meeting from which the press and public have been excluded unless they are required to do so by law, or have been authorised to do so. Care should be taken to ensure that any information that is disclosed is accurate.

If staff have any reservations about any request to supply information, they should immediately refer the matter to the Chief Executive.

#### 9. Whistleblowing/reporting of criminal offences and poor conduct

Staff are expected to report any suspected cases of fraud, irregularity or conduct issues to the Chief Executive. A separate Whistle blowing policy has been developed.

#### 10. Dealing with the media

Staff should only speak to the media if they are authorised to do so.

There are specially appointed employees to deal with media enquiries as well as preparing and issuing public statements / press releases.

Staff should ensure that where comments are required, they are well considered, sensible, well informed, in good faith, in the public interest and without malice. Staff should take care not to make any comment which would be likely to bring the Commissioner into disrepute or cause any embarrassment.

#### 11. Conduct away from work

The personal lives of members of staff are their own concern.

However, staff should not conduct themselves in a manner which, because of the nature of their employment, would undermine the Commissioner's confidence or trust in them or would affect their integrity in a way which is prejudicial to their carrying out of their duties.

In particular, behaviour which could result in criminal charges being brought, is unacceptable and would be likely to undermine public confidence. Should a member of staff find themselves subject to any criminal charges they should notify the Chief Executive (or in the case of the Chief Executive, the Commissioner) at the earliest possible opportunity.

#### 12. Additional employment

The Commissioner will not attempt to prevent staff from undertaking additional employment or voluntary work provided it does not conflict with the interests of, or in any way weaken public confidence in, the office of the Commissioner, and does not in any way affect performance of their duties and responsibilities.

Staff must inform and obtain the permission of the Chief Executive before accepting additional employment. A record of approval will be maintained. This relates to any employment or voluntary work.

It is the member of staff's responsibility to ensure that any income received from additional employment is declared to the relevant authorities.

### 13. Complaints

Any complaint received that a member of staff has breached this code of conduct shall be made to the Chief Executive or, if the subject of the complaint is the Chief Executive, then to the Commissioner.

Signed.....

Date.....:

Review – December 2015