

**Office of the Police and Crime Commissioner
for Wiltshire and Swindon**

Police and Crime Commissioner Code of Conduct

Title:	Police and Crime Commissioner Code of Conduct
Owner:	Naji Darwish, Chief Executive Officer
Produced by:	Naji Darwish, Chief Executive Officer
Effective Date:	Date of ratification at ELT
Review Date:	1 year from Effective Date
Version:	2.1
Protective marking:	Official

1. Introduction and purpose

- 1.1. This Code applies to me in the office of Police and Crime Commissioner when acting or representing to act in that role.
- 1.2. This code does not apply when I am acting in a purely private capacity.
- 1.3. I have adopted this code and have agreed to abide by its provisions.
- 1.4. The Policing Protocol (The Policing Protocol Order 2011 No 2744) 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.
- 1.5. I agree to abide by the Nolan Principles which are set out below:

The Seven Principles of Public Life:

Selflessness

Holders of public office should not act solely in terms of the public interest. They should 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 they take. They should give reasons for their decision 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 a public interest.

Leadership

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

2. General Obligations

2.1. 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 reasonable be regarded as bringing my office into disrepute.

3. Use of resources

3.1. I agree:

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

4. Register of Disclosable Interests *(including those arising in relation to gifts and hospitality and those of a pecuniary nature)*

4.1. I agree:

- 4.1.1. To act solely in the public interest and in exercising the functions of my office not to 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 and advantage or disadvantage.
- 4.1.2. Within 28 days of taking office to enter in the register of disclosable interests maintained by the Monitoring Officer in the elected local policing body every disclosable interest as set out in the Schedule.
- 4.1.3. Within 28 days of any change in circumstances to enter in the register of interests the changes in so far as are related to the disclosable interests.
- 4.1.4. 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 to 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.

5. Conflicts of Interests

- 5.1. 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 6 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.

6. Disclosure of information

- 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. I am not prevented from disclosing information to a third party for the purpose of obtaining professional legal advice provided that third party has agreed not to disclose the information to any other person.
- 6.2. Any disclosure made by me shall be reasonable, being the public interest and made in good faith.
- 6.3. I agree not to prevent another person from gaining access to information which that person is entitled to by law.

7. Transparency

- 7.1. The register of interests and gifts and hospitality is published on the Wiltshire Police and Crime Commissioner's website.

8. Complaints

- 8.1. Any complaint about the conduct of the Police and Crime Commissioner shall be referred to the Police and Crime Panel for Wiltshire via the following contact details:

The Monitoring Officer
Wiltshire Council
County Hall
Trowbridge
Wiltshire
BA14 8JN Email: governance@wiltshire.gov.uk

Signed:

Police and Crime Commissioner for Wiltshire & Swindon

Dated:.....

4 Oct 2024

Data Protection and information management

Please refer to the Wiltshire OPCC Privacy notice [here](#)

Please find the Wiltshire OPCC "Making Protected Disclosures" policy [here](#) . Please note, as from 25 May 2018 the legislation relating to processing personal information changed. Personal data is now governed by UK General Data Protection Regulations (UKGDPR) and the Data Protection Act 2018.

Where OPCC staff are undertaking work with personal data, they must:

- comply with the principles of the Data Protection Act 2018.
- have policies and procedures in place that secure against the inappropriate loss or destruction of personal information supplied via the grant application and/or grant agreement, including a secure means of transferring information in and out of organisations
- Ensure data is disposed of as prescribed within the Data Protection Act.
- Please refer to the Data Protection Policy for further guidance on how to handle personal data.

Policy Management

The effectiveness of this policy will be reviewed every year and/or following changes to legislation and government guidance.

Following changes in legislation and government guidance all staff working for the OPCC should be sign posted to the updated information by line managers.

Initial Equality Impact Assessment

Department: PCC	Completed by: Gemma Kelly, Head of Business and Public Services	Date of initial assessment: 01/07/2024
Name of policy / process / area to be assessed:	PCC Code of Conduct	
Is this an existing or new function / policy, procedure, practice or decision?	Existing policy	

<ul style="list-style-type: none"> Describe the aims, objectives or purpose of the function, policy or procedure? 	This document sets out the obligations of the PCC to uphold office in line with the Policing Protocol Order 2011 and the Nolan Principles.			
<p>The Equality Act 2010 requires public bodies to have due regard to the need to:</p> <ol style="list-style-type: none"> Eliminate unlawful discrimination, harassment and victimisation; Advance equality of opportunity between different groups; and Foster good relations between different groups 	<ul style="list-style-type: none"> Could the function / policy / procedure have any impact in terms of the aims set out in 1-3 of the Act on any of the protected characteristics. Please indicate positive (P), negative (N) or no impact (Nil). 	<ul style="list-style-type: none"> Briefly explain how the function / policy / procedure furthers or prevents the aims set out in 1 – 3. 	<ul style="list-style-type: none"> For any negative impact noted for any of the protected characteristics, can it be justified on the grounds of promoting equality or any other reason? If yes, please provide a brief explanation. 	
Protected Characteristics	Age	Nil		
	Disability	Nil		
	Gender Reassignment	Nil		
	Marriage / Civil Partnership	Nil		
	Race	Nil		
	Religion / Belief	Nil		
	Pregnancy / Maternity	Nil		
	Sexual Orientation	Nil		
	Sex	Nil		
<ul style="list-style-type: none"> For any negative impact identified above, please list what actions will be taken to address the impact? 				
<ul style="list-style-type: none"> For any negative impact identified above, please note where and how frequently this impact and any associated actions will be reviewed and monitored? 				