

**STAFF CODE OF CONDUCT**

**Document Control**

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This document is also available in Welsh.

**Version Control**

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| **Version** | **Date** | **Amended By** | **Reason for Issue/Amendment** |
| 1.0 | November 2012 | Sian Curley, Head of Corporate Governance | Staff Code of Conduct introduced on introduction of PCC’s. Approved by Shelley Bosson, Chief Executive. |
| 2.0 | March 2016 | Joanne Regan, Information Officer | Full review undertaken. Approved by Sian Curley, Chief of Staff. |
| 2.1 | January 2018 | Michelle Vaisey-Baker, Business & Finance Officer | Update of job title from Chief of Staff to Chief Executive. |
| 3.0 | August 2023 | Joanne Regan, Head of Assurance & Compliance | Full review undertaken. Code of conduct moved to new OPCC policy template. Inclusion of reference to political restriction and an explanation of what that entails. |

**OFFICE OF THE POLICE AND CRIME COMMISSIONER**

**STAFF CODE OF CONDUCT**

1. **Introduction**
   1. The Office of the Police and Crime Commissioner (OPCC) for Gwent requires all staff members to act in line with the Seven Principles of Public Life, otherwise known as the Nolan Principles, as set out by the Committee on Standards in Public Life and as such this Code of Conduct has been developed.
   2. The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally. All public office-holders are both servants of the public and stewards of public resources.
2. **Aim** 
   1. This Code applies to all staff of the OPCC.
   2. Its aim is to ensure staff are clear on the expectations the OPCC places on them when they take up a position within the organisation. This Code forms part of the terms and conditions of employment.
   3. A breach of this Code shall be dealt with in accordance with the disciplinary procedure applying to employees of the OPCC.
   4. This Code does not apply to staff employed by or under the direction and control of the Chief Constable*.* Neither does it apply when OPCC staff act in a purely private capacity, however, staff are asked to be aware of the impact of their actions on the reputation of the OPCC.
3. **Terms and Definitions**

**Term**: Seven Principles of Public Life

**Definition**: Known as the ‘Nolan Principles’, the Seven Principles of Public Life outline the ethical standards those working in the public sector are expected to adhere to. An explanation of each of the seven principles can be found at appendix 1.

1. **Code of Conduct**

**4.1 Honesty, Integrity, Impartiality and Objectivity**

4.1.1 An employee must perform his or her duties with honesty, integrity, impartiality and objectivity.

**4.2 Accountability**

4.2.1An employee must be accountable to the OPCC for his or her actions.

**4.3 Respect for Others**

4.3.1 An employee must:

1. treat others with respect;
2. not discriminate unlawfully against any person; and
3. treat the Police and Crime Commissioner and Deputy Police and Crime Commissioner professionally.
   1. **Stewardship**

4.4.1 An employee must:

1. use any public funds entrusted to or handled by him or her in a responsible and lawful manner; and
2. not make personal use of property, vehicles or other facilities of the OPCC unless authorised to do so.

**4.5 Personal Interests**

4.5.1 An employee must not in his or her official or personal capacity:

1. allow his or her personal interests to conflict with the requirements and interests of the OPCC; and
2. use his or her position improperly to confer an advantage or disadvantage on any person.

**4.6 Registration of Interests**

4.6.1 An employee must comply with the requirements of the OPCC:

1. to register or declare interests; and
2. to declare hospitality, benefits or gifts received as a consequence of his or her employment.
   1. **Appointment and Employment Matters**
      1. An employee involved in appointments or decisions relating to discipline, promotion or grading should not be involved when related to an applicant/employee or has a close personal relationship outside of work with him/her.
      2. All OPCC employees are politically restricted and are prevented from having any active political role, either in or outside of work. This includes not being able to canvass on behalf of a political party or a person seeking to be a candidate or speaking to the public or publishing anything in writing (such as on social media) that could give the impression that they are advocating support for a political party.
   2. **Whistleblowing Procedures**
      1. In the event that an employee becomes aware of activities which the employee reasonably believes to be illegal, improper, unethical or otherwise inconsistent with this Code, the employee should report the matter, acting in accordance with the employee’s rights under the Public Interest Disclosure Act 1998, and inline with the OPCC’s Anti-Fraud and Corruption and Whistleblowing Policies.
   3. **Equality**
      1. An employee must comply with the policies of the OPCC relating to equality issues, in addition to the requirements of the law.
   4. **Openness**

4.10.1 An employee must:

1. not disclose information given to him or her in confidence by anyone, or information acquired which he or she believes is of a confidential nature, without the consent of a person authorised to give it or unless he or she is required by law to do so; and
2. not prevent another person from gaining access to information to which that person is entitled by law.
   1. **Duty of Trust**
      1. An employee must at all times act in accordance with the trust that the public is entitled to place in him or her.
   2. **Complaints**
      1. Any complaint that an employee may have breached this Code of Conduct shall be made to the Chief Executive of the OPCC or as otherwise permitted by law. Any complaint in relation to the Chief Executive shall be made to the Police and Crime Commissioner or as otherwise permitted by law.
3. **Training**

5.1 No formal training is required but as well as all staff being provided with a copy of this document during their induction period, the expectations of the OPCC will also be emphasised at informal office training days.

1. **Monitoring**

6.1 The Head of Assurance and Compliance will be responsible for monitoring any changes in the governance landscape which may affect the Code of Conduct.

1. **Consultation**

7.1 The Chief Executive was consulted during the review of this document.

1. **Associated Documentation**

* Seven Principles of Public Life
* Anti-Fraud and Corruption Policy
* Whistleblowing Policy
* Business Interests Policy
* Anti-Fraud and Corruption Policy

1. **Dissemination**

9.1 All staff will be provided with a copy of this document during their induction with the OPCC. When any changes are made, they will be communicated to staff either via email or at an OPCC training day as appropriate.

1. **Review Period**

10.1 The Code of Conduct will be reviewed every 4 years.

1. **Appendices**

11.1 Appendix 1 – Definition of the Seven Principles of Public Life

**Appendix 1**

**Seven Principles of Public Life – the Nolan Principles**

**Selflessness**

Holders of public office should act solely in terms of the public interest.

**Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**Honesty**

Holders of public office should be truthful.

**Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.