

Code of Conduct for the Police and Crime Commissioner for Northumbria

1. INTRODUCTION

- 1.1 This code of conduct applies to the Police and Crime Commissioner (Commissioner) for Northumbria and Deputy Commissioner when acting or representing to act in that role.
- 1.2 The ¹Policing Protocol 2012 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.
- 1.3 The Commissioner must abide by these ²seven principles of public life:
- a) Selflessness
 - b) Integrity
 - c) Objectivity
 - d) Accountability
 - e) Openness
 - f) Honest
 - g) Leadership
- 1.4 This code does not apply when the Commissioner is acting in a purely private capacity.
- 1.5 The Commissioner has adopted this code and has agreed to abide by its provisions.

2. GENERAL OBLIGATIONS

- 2.1 The Commissioner agrees:-
- a) Not to conduct themselves in a manner which:-
 - (i) could reasonably be regarded as bringing the Commissioners office into disrepute; and/or
 - (ii) is contrary to the Police and Crime Commissioner for Northumbria governance arrangements.
 - b) Not to intimidate or attempt to intimidate any person who is or is likely to be:
 - (i) a complainant,
 - (ii) a witness, or
 - (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that the

¹ Police Protocol Order section 9

² Standards in Public Life, 2005

Commissioner has failed to comply with this code of conduct.

- c) To treat others with dignity and respect
- d) Not to use bullying behaviour or harass any person.
- e) Not to do anything which may breach the Equality Act 2010?
- f) Not to do anything which compromises or is likely to compromise the impartiality of those who work for the Office of the Police and Crime Commissioner.
- g) Not to use their position improperly to confer on or secure for them self or any other person, an advantage or disadvantage.

3. USE OF RESOURCES

3.1 When using or authorising the use by others of the resources of the Office of the Police and Crime Commissioner for Northumbria;-

- a) Not to use those resources for personal benefit, for the benefit of friends, or any other person in relation to any of the Commissioners business interests.
- b) Not to use the resources for party political purposes.

3.2 To claim expenses and allowances only in accordance with the published expenses and allowances scheme of the elected local policing body.

4. REGISTER OF INTERESTS - GOVERNED BY THE SPECIFIC INFORMATION ORDER

4.1 Registerable Interests, including those of a pecuniary nature and Offers of Gifts and Hospitality, are outlined at annex 1. The Register of Interests is available to view at annex 2. The Register of Gifts and Hospitality is attached at annex 3.

The Commissioner agrees:-

- a) To act solely in the public interest and in exercising the functions of their office not act to gain financial or other benefits for them self, family, friends, or any person in relation to any personal business of or use or attempt to use their office to confer or secure for any person, including them self, an advantage or a disadvantage.
- b) As soon as practicable after taking office to enter in the Register of Interests maintained by the Monitoring Officer of the elected local policing body every registerable interest as set out in the Schedule.

- c) As soon as is practicable after becoming aware of any change in circumstances to enter in the Register of Interests the changes in so far as are related to registerable interests, and to register offers of gifts and hospitality (whether accepted or refused).
- d) If the nature of the interest is such that the Commissioner and the Monitoring Officer consider that disclosure could lead to the Commissioner or a person connected with the Commissioner 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 the Commissioners office may conflict with any interest as outlined in the attached schedule, which has become known to the Commissioner, they shall as soon as possible declare 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 The Commissioner agrees:-
 - a) not to disclose information given to them in confidence or information acquired by them which is of a confidential nature, unless they have the consent of a person authorised to give it or the Commissioner is required by law to do so or for the lawful purposes of their office provided that they shall not be prevented from disclosure to a third party for the purpose of obtaining professional legal advice where the third party agrees not to disclose the information to any other person;
 - b) Any disclosure made by the Commissioner shall be reasonable, be in the public interest and made in good faith.
 - c) Not to prevent another person from gaining access to information to which that person is entitled by law.

7. DECISION MAKING

- 7.1 The Commissioner agrees to abide by the Decision Making and Recording Procedure as:-
 - a) When reaching decisions on any matter the Commissioner will have regard to any relevant advice provided –
 - (i) by the Monitoring Officer; or

- (ii) the Chief Finance Officer;
- (iii) where that officer is acting pursuant to his or her statutory duties.

b) to give reasons for all decisions in accordance with any statutory requirements.

8. TRANSPARENCY

8.1 The ³Register of Interests and Register of Gifts and Hospitality, shall be published on the website for the Police and Crime Commissioner for Northumbria.

9. COMPLAINTS

9.1 Any complaint about the conduct of the Police and Crime Commissioner or Deputy Police and Crime Commissioner shall be referred to the Police and Crime Panel for Northumbria at Gateshead Council, Civic Centre, Regent Street Gateshead, NE8 1HH or at www.gateshead.gov.uk

³ The Elected Local Policing Bodies (Specified Information) Order 2011 Section 2e

SCHEDULE

Registerable Interests and Offers of Gifts and Hospitality

In this Schedule:

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” includes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“elected local policing body” means the elected Office of the Police and Crime Commissioner for Northumbria.

“relevant period” means the period of 12 months ending with the day on which the relevant person makes an entry amendment or deletion to the register of disclosable interests.

“relevant person” means the person(s) who is/are elected/appointed Police and Crime Commissioner and Deputy Police and Crime Commissioner.

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000(b) and other securities of any description, other than money deposited with a building society.

Subject	Disclosable Interest
Employment office, trade, profession or vacation.	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the elected local policing body) made or provided within the relevant period in respect of any expenses incurred in carrying out duties and responsibilities, as of a Police or Deputy Police and Crime Commissioner, or towards the election expenses of the Commissioner. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(a).Contracts
Contract	Any contract which is made between the

	<p>Commissioner or Deputy Commissioner (or a body in which the Commissioner has a beneficial interest) and the elected local policing body –</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the OPCC.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the OPCC.
Corporate Tenancies	<p>Any tenancy where (to the knowledge of the relevant person)</p> <p>(a) the landlord is the elected local policing body; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where –</p> <p>(a) that body (to the relevant person' knowledge) has a place of business or land in the area of the elected local policing body; and</p> <p>(b) either –</p> <ul style="list-style-type: none"> (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body, or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
Gifts & Hospitality	The interests of any person from whom the relevant person has received a gift or hospitality with an estimated value of at least £25.

CODE OF CONDUCT

REGISTER OF INTERESTS

POLICE AND CRIME COMMISSIONER / DEPUTY POLICE AND CRIME COMMISSIONER (Delete as appropriate)

In this Register of Interests:-

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” includes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“elected local policing body” means the Office of the Police and Crime Commissioner for Northumbria.

“relevant period” means the period of 12 months ending with the day on which the relevant person makes an entry, amendment or deletion to the register of disclosable interest.

“relevant person” means the person(s) who is/are elected/appointed Police and Crime Commissioner and Deputy Police and Crime Commissioner who is registering an interest set out below:-

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

I

Hereby give notice in accordance with the elected local policing body's Code of Conduct and the Elected Local Policing Bodies (Specified Information) Order 2011, of the following interests.

(Note: Please write "None" if you have no interest of the type referred to)

a) I am employed as

.....
.....

I carry on business as

.....
.....

b) My employer is

.....
.....

I am a partner in the following firm(s):-

.....
.....
.....
.....

I am a remunerated director in the following company/ies:-

.....
.....
.....

.....

c) The following person have made payments or provided other financial benefits to me in respect of expenses incurred by me in carrying out my duties, or in relation to my election expenses (including any payment or financial benefit from a trade union within the meaning of the Trade Union and labour Relations (Consolidation) Act 1992 within the relevant period.

.....

.....

.....

.....

d) I have a beneficial interest in securities of the following body or bodies where (to my knowledge) it has / they have

- (a) place(s) of business or land in the area of the Northumbria elected local policing body
- (b) either
 - (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital in each of this body(ies), or
 - (ii) if the share capital of each body is of more than one class, the total nominal value of the shares of any once class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

e) I have a beneficial interest in the following land within the area of the Northumbria elected policing body. *(Note: Please insert the ward or neighbourhood in which the property is situated)*

.....

.....

.....

.....

f) I have entered into a licence (either alone or jointly with others) for (specify period) to occupy (description of land) within the area of the Northumbria elected local policing body.

.....

.....

.....

.....

g) The Northumbria elected local policing body is the landlord of the following land and I am the tenant or the tenant is a firm in which I am a partner, a company of which I am a remunerated director or a body in which I have a beneficial interest (as described in d). *(Note: Please insert the address or sufficient description to identify it)*

.....

.....

.....

.....

i) I am the director of the company/ies, industrial and provident society(ies), charities or other bodies listed below

.....

.....

.....

.....

SIGNED: DATE:

RECEIVED: DATE:

REGISTER OF GIFTS AND HOSPITALITY

POLICE AND CRIME COMMISSIONER / DEPUTY POLICE AND CRIME COMMISSIONER (Delete as appropriate)

NB. The Commissioner is required by the Code of Conduct for the Police and Crime Commissioner/Deputy Police and Crime Commissioner to notify the Monitoring Officer in writing within 28 days of receiving an offer of gift or hospitality with a value of more than £25.

Name	Description of Gift/Hospitality	Source of Gift/Hospitality	Date of Offer	Accepted/Refused	Approx Value	Notification Received by the Monitoring Officer	
						Signed	Date