



## STANDARD OPERATING PROCEDURES: OFFICE OF THE BEDFORDSHIRE POLICE AND CRIME COMMISSIONER

<b>Title</b>	Police and Crime Commissioner/Deputy Police and Crime Commissioner Code of Conduct
<b>Version No.</b>	Version 2
<b>Senior Lead</b>	Head of Governance and Transparency
<b>Authorised by the Chief Executive/Monitoring Officer</b>	19/08/2022

### Revision History

Date	Revision	Change	Review Date
19/08/2022	2.0	Complete review	19/08/2023
09/10/2023	2.0	No changes	09/10/2024

## 1. Introduction

The Code of Conduct applies to the Police and Crime Commissioner for Bedfordshire (PCC), and any Deputy Police and Crime Commissioner for Bedfordshire (DPCC) when acting or representing to act within that role.

The Code does not apply when the PCC or DPCC is acting in a purely private capacity, although high standards of behaviour is always expected from the PCC/DPCC including in his/her private affairs.

This Code of Conduct applies to you when you are acting in your capacity as PCC/DPCC which may include when:

- you misuse your position as a PCC
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a PCC;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements, and comments.
- in videos/blogs/podcasts etc.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as PCC/DPCC.

## 2. General Obligations

The Policing Protocol Order 2011 (issued 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: First Report of the Committee on Standards in Public Life, known as the Nolan Principles.



The PCC/DPCC is expected to abide by the Nolan Principles as follows:

- **SELFLESSNESS** - Holders of public office should act solely in terms of the public interest. They should not do so 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/DPCC has a responsibility to ensure that the office's Equality Policy is adhered to in all work activities.

The PCC/DPCC must treat the public, partners, and colleagues fairly, efficiently, politely and in line with the Office of the Police and Crime Commissioner (OPCC) policies. In addition, the PCC/DPCC 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 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.



### **3. College of Policing Code of Ethics**

The College of Policing Code of Ethics sets out policing principles and the standards of behaviour expected of police forces in England and Wales. The Commissioner 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.

<https://www.college.police.uk/ethics/code-of-ethics>

### **4. Use of resources**

The PCC is responsible for ensuring effective and efficient use of the public resources held.

The PCC will use resources responsibly and always give value for money. There are legal requirements and policies and procedures in place concerning the use of resources.

Financial regs including contract standing orders - [Combined Financial Regulations May 2020 reviewed \(pcc.police.uk\)](#)

The PCC will not use the resources of the Office of the Police and Crime Commissioner/Bedfordshire Police for personal benefit or for the benefit of any other person in relation to any personal business interest.

The resources will not be used improperly for political purposes, including Party political purposes. The PCC/DPCC will only claim expenses and allowances in accordance with the expenses policy that is aligned to the Home Office published scheme.

Expenses policy – [Expenses-Policy - Bedfordshire PCC](#) Direct link from GOV.UK - [Expenses - GOV.UK \(www.gov.uk\)](#)

### **4. Confidentiality and the General Data Protection Regulation**

The PCC/DPCC will respect the confidentiality of the information to which he/she has access to because of their role. This includes respecting the interests of OPCC colleagues, officers and staff from Bedfordshire Police, partner organisations and of the general public. Any information to which access is available must not be used for personal gain or passed on to others who might use it in this way.

The PCC/DPCC must not discuss confidential matters including the contents of confidential documents unless permitted to do so. The PCC/DPCC will not disclose information given to him/her in confidence or information acquired which is of a confidential nature, unless he/she 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 PCC/DPCC will not prevent another person from gaining access to information to which they are entitled to by law. Data Protection Act 2018 laws are to be observed at all times.

### **5. Register of Disclosable Interests**



The PCC/DPCC will declare any disclosable interests, including those arising in relation to gifts and hospitality and those of a pecuniary nature. He/she 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 his/her self, 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 must be reviewed on an annual basis.

The register is published on the OPCC Website –

<https://www.bedfordshire.pcc.police.uk/declaration-of-interests-festus-akinbusoye/>

This register will be updated within 28 days of any change in circumstances.

### **3.5 Conflicts of Interests**

In any case where the interests of exercising the functions of Commissioner may conflict with any disclosable or other interest, which has become known to them, he/she will as soon as possible declare any such conflict to the Head of Governance and Transparency. In consultation with the Chief Executive/Monitoring Officer and the Head of Governance and Transparency, it will be determined 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/DPCC acting in the capacity of the PCC/DPCC, is involved in any civil or criminal legal proceedings or any legal proceedings these should be reported to the Chief Executive/Monitoring Officer and Head of Governance and Transparency as soon as the situation occurs.

## **6. Transparency**

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

[Meet The Team – Bedfordshire PCC](#)

## **7. Making a complaint about the Commissioner or DPCC.**

If a member of the public, employee or partner organisation wishes to raise a concern/complaint about the conduct of the PCC, this should be reported to the Chief Executive/Monitoring Officer, and sent to the Police and Crime Panel for consideration;

[Bedfordshire Police and Crime Panel | Bedford Borough Council](#)

If a member of the public, employee or partner organisation wishes to raise a concern/complaint about the conduct of the DPCC, this should be reported to the Chief Executive/Monitoring Officer for consideration.