



Home Office

BUILDING A SAFE, JUST
AND TOLERANT SOCIETY

Code of Conduct for Local Probation Board Members

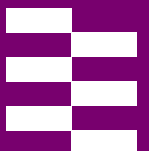
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in Schedule 1 of the Criminal Justice and
Court Services Act 2000



INVESTOR IN PEOPLE



NATIONAL PROBATION SERVICE

for England and Wales

Enforcement, rehabilitation and public protection

1 Scope Members of a local probation board must observe this code of conduct whenever they:

- a) conduct the business of the board
- b) conduct the business of their office as board member or
- c) act as a representative of the board

and they must observe sections 4 and 5 of this code in all other circumstances also.

2 Principles of public life Members must adhere to the Seven Principles of Public Life, set out below in italics, and to the other principles in this section.

*i) **Selflessness** Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends*

Nor may they use their position to secure improperly an advantage or disadvantage for any other person.

*ii) **Integrity** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties*

They must observe the highest standards of propriety involving impartiality, integrity, and objectivity in relation to the management of the probation board and the stewardship of public funds.

*iii) **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.*

*iv) **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.*

*v) **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.*

Members must comply fully with the principles of the Citizen's Charter and the Code of Practice on Access to Government Information, in accordance with the Government policy on openness. Members must not prevent another person from gaining access to information to which that person is entitled by law.

*vi) **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.*

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

- 3 Diversity** Members must recognise and value diversity by ensuring inclusiveness, equality and fairness in their treatment of people and the discharge of their duties. They must ensure that they do not discriminate against individuals because of their gender, race, ethnicity, religious beliefs, age, disability or sexual orientation. They must treat others with respect. They must not do anything which compromises or which is likely to compromise the impartiality of any person who works for or on behalf of the probation board or the National Probation Directorate.
- 4 Confidentiality** Members must not disclose information given to them in their role as board member in confidence, or information acquired by them in that role which they believe to be of a confidential nature, without the consent of a person authorised to give it, or unless required to do so by law.
- 5 Repute** Members must not conduct themselves in a manner which could reasonably be regarded as bringing their office or the probation board into disrepute.
- 6 Advice** Members must, when reaching decisions, have regard to any relevant advice provided to them by the secretary to the probation board and by the treasurer.
- 7 Responsibilities in relation to staff** The board are the employers of staff in their local area. Board members must ensure they comply with all appropriate working practices when dealing with staff.
- 8 Circumstances which may affect membership of board** Board members must notify the board secretary of any circumstances not covered in this code, which a member of the public with knowledge of the relevant facts could reasonably regard as so significant as to compromise the board member's ability to discharge his or her responsibilities.
- 9 Failure to comply** If members become aware of any conduct by another member which they reasonably believe involves a failure to comply with this code of conduct or the board's standing orders, they must notify the secretary of the probation board as soon as reasonably practicable. The board secretary shall consult the board chair or the National Probation Directorate as appropriate. Other than the chief officer, for whom separate provision is made in Section III of the "Salary and Conditions of Service Handbook", failure to comply with this code or the national standing orders may lead to action by the local board or, where necessary, referral to NPD for appropriate action. This may lead to removal from office.

