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NORFOLK & SUFFOLK  
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# Internal Ethics Committee

# Terms of Reference

The following provides a suggestion for the parameters of the Internal Ethics Committee based on the terms of reference produced by Cleveland Police and Cleveland's OPCC.

Internal Ethics Committees have responsibility for enhancing the trust and confidence in the ethical governance and actions of Norfolk and Suffolk Constabularies. They will discharge responsibilities by;

- Promoting the highest standards of ethical conduct.
- Provide a focus for education into ethical issues.
- A source of support to others.
- Ensure compliance with the organisational mission statement and values.

## Objectives of the committee

The ethics committee will consider the following:

- Provide advice to those engaged in the development or review of force policy and procedure.
- Ensure policies and procedures reflect the stated values of the force and Police Service.
- Review the decision making of others.
- Provide 'live' support to decision makers.
- Set the ethical standards expected of all leaders.
- Support and if necessary challenge the ethical conduct of leaders.
- Promote the purpose and adoption of value based action and decision making throughout the force.
- Ensure force values support the diverse nature of the policing environment.
- Support those engaged in or affected by misconduct investigation, especially those who challenge conduct (whistleblower).
- Ensure investigations are conducted ethically and in compliance with relevant process and force values.
- Consider potential ethical conflict in relation to matters such as procurement, hospitality, allowances/expenses and personal association.
- Staff performance in upholding the values of the force and Police Service.
- Inter-personal relations, for example behaviour that may fall short of the conduct threshold but indicate a failure to afford an individual dignity or equality in treatment.

This is not a prescriptive list of objectives. It may be appropriate for the committee to adopt a flexible approach to the level of support and challenge undertaken and the breadth of responsibility to meet the fluid policing environment.

The framework for delivery should be structured so as to support decision makers and leaders on ethical issues. Whilst they should not be viewed as having the power to direct or regulate, the committee will be expected to advise and act as advocates for the public.

The committee will consist of the Deputy Chief Constable with the lead for ethics and integrity, relevant departmental heads, representatives from the OPCC's, together with six independent members (two police, two police staff and two members of the Special Constabulary – three representatives from each Force), with the ability to co-opt additional members to provide advice on specific issues where necessary/required. Independent membership tenure will be for a minimum of one year and a maximum of three years.

Meetings should be frequent (quarterly) and follow an agreed published timetable. Urgent or operational matters can be addressed by delegated members.

The Chair (DCC) will be responsible for determining the agenda. Submission of agenda items will be through the force executive or an individual may identify or request potential agenda items. Where possible requests will be supported by a written submission and make reference to the Code of Ethics, and any other supporting material. The confidential reporting system may also be used to raise concerns regarding the ethical conduct of others. In such cases the Head of Professional Standards will refer the matter to the Chair for consideration. Where a topic is not taken forward by the chair, justification for not doing so must be recorded and published.

# Membership

The Internal committee should comprise of a mix of senior representatives from operational policing and support services, together with four volunteer representatives drawn from police officers and police staff. Consideration may also be given to seeking some external representation to act as specialist advisors. It is important to recognise that the seat on the committee is for the role and not necessarily the individual.

The suggested roles are as follows;

Deputy Chief Constable (Chair)

Professional Standards

Learning and Development

HR

One representative for support services functions

Corporate Development and Change

Corporate Communications

Staff Associations

Legal Services

Operational Policing Representative

Representative of the OPCC

Six wider organisation volunteers (two police staff, two police officers and two members of the Special Constabulary)

External advisory representatives

This group will be able to tackle issues such as ethical recording and data issues, leadership and organisational culture, business interests, expenses, hire cars, recruitment and promotion processes, ensuring Norfolk and Suffolk Constabularies are fair and ethical in systems, processes and decision making.