



GPI POLICY – CODE OF MANAGEMENT FOR PITCAIRN PUBLIC SERVICE

Preliminary

The Government of Pitcairn Islands

1. The **Government of Pitcairn Islands (GPI)** is comprised of:

Her Majesty's Government in relation to Pitcairn (**HMG**), meaning the Governor, Deputy Governor, and Administrator;
the **Council**, meaning the Island Council of Pitcairn, as established under s34 of the Constitution, and under the Local Government Ordinance; the **Pitcairn Public Service (PPS)**, meaning all employees of the Governor, and any person in the service of the Crown in a civil capacity in respect of the government of Pitcairn, including service as a member of any police force, prison service or fire service of Pitcairn; but not including service as a judge or judicial officer or service as a member of the Island Council, any committee of the Council or, unless otherwise provided by law, of any other public authority; and the **Divisions** and their employees, who are employed by the Governor and form one branch of the PPS.

Introduction

2. The Pitcairn Public Service (PPS) is an integral and key part of the Government of Pitcairn Islands (GPI). The PPS supports the GPI in developing and implementing its policies, and in delivering public services to Pitcairn Island residents. As Pitcairn is an Overseas Territory of the United Kingdom, the GPI is also an integral part of the UK government.

. Members of the PPS therefore have accountability not only to the public of Pitcairn, but also through the Governor and Secretary of State to the UK Parliament.

3. As a member of the PPS you are appointed on merit on the basis of fair and open competition and are expected to carry out your role with dedication and a commitment to the GPI and its core values: integrity, honesty, objectivity and impartiality. In this Code:

‘integrity’ is putting the obligations of public service above your own personal interests;

‘honesty’ is being truthful and open;

‘objectivity’ is basing your advice and decisions on rigorous analysis of the evidence; and

‘impartiality’ is acting solely according to the merits of the case and serving equally well Governments of different political persuasions.

Date Policy last reviewed: 12th October 2021
Date Policy due for next review: October 2023



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4. These core values support good government and ensure the achievement of the highest possible standards in all that the PPS does. This in turn helps the GPI to gain and retain the respect of the public, and of Ministers, Parliament, and its customers.
5. This Code sets out the standards of behaviour expected of you. These are based on the core values above.

Standards of behaviour

Integrity

6. You must:

fulfil your duties and obligations responsibly;
always act in a way that is professional and that deserves and retains the confidence of all those with whom you have dealings;
carry out your fiduciary obligations responsibly (that is make sure public money and other resources are used properly and efficiently);
deal with the public and their affairs fairly, efficiently, promptly, effectively and sensitively, to the best of your ability;
keep accurate official records and handle information as openly as possible within the legal framework; and
comply with the law and uphold the administration of justice.

7. You must not:

misuse your official position, for example by using information acquired in the course of your official duties to further your private interests or those of others;
accept gifts or hospitality or receive other benefits from anyone which might reasonably be seen to compromise your personal judgement or integrity; or
disclose official information without authority. This duty continues to apply after you leave the PPS.

Honesty

8. You must:

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set out the facts and relevant issues truthfully, and correct any errors as soon as possible; and
use resources only for the authorised public purposes for which they are provided.

9. You must not:

deceive or knowingly mislead the Governor or Council, Ministers, Parliament or others; or
be influenced by improper pressures from others or the prospect of personal gain.

Objectivity

10. You must:

provide information and advice, including advice to the Governor and Council, on the basis of the evidence, and accurately present the options and facts;
take decisions on the merits of the case; and take
due account of expert and professional advice.

11. You must not:

ignore inconvenient facts or relevant considerations when providing advice or making decisions; or
frustrate the implementation of policies once decisions are taken by declining to take, or abstaining from, action which flows from those decisions.

Impartiality

12. You must:

carry out your responsibilities in a way that is fair, just and equitable and reflects the GPI commitment to equality and diversity.

13. You must not:

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act in a way that unjustifiably favours or discriminates against particular individuals or interests.

Political Impartiality

14. You must:

serve the GPI, to the best of your ability in a way which maintains political impartiality and is in line with the requirements of this Code.
act in a way which deserves and retains the confidence of the Governor/Council, while at the same time ensuring that you will be able to establish the same relationship with those whom you may be required to serve in some future Council.

15. You must not:

allow your personal political views to determine any advice you give or your actions.

Rights and responsibilities

16. HMG has a duty to make you aware of this Code and its values. If you believe that you are being required to act in a way which conflicts with this Code, HMG must consider your concern, and make sure that you are not penalised for raising it.

17. If you become aware of actions by others which you believe conflict with this Code you should report this to your line manager or someone else in your line management chain. You should report evidence of criminal or unlawful activity to the police or other appropriate regulatory authorities. This Code does not cover HR management issues.

18. You are expected at all times to respect the law. Against that background the following general principles govern your conduct as a member of the GPI:

As a servant of the GPI, you owe a duty of loyalty to the GPI, including the Governor as your employer.

You must not seek to frustrate the policies, decisions or actions of the GPI.

You must give honest and impartial advice to Council and must not deceive or knowingly mislead Council, Ministers, Parliament or the public.

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You must not misuse your official position or information acquired in the course of your official duties to further your private interests or those of others, nor act so as to create a reasonable suspicion that you have done so.

You must not accept benefits of any kind from a third party which might compromise your personal judgement or integrity or give reasonable grounds for others to suppose you had been compromised.

You must ensure the proper, effective and efficient use of public money and ensure the safety of public assets.

You must deal with the affairs of the public sympathetically, efficiently, promptly and without bias or maladministration.

You must treat your colleagues with respect. You must not subject any member of staff to harassment, bullying or victimisation on any grounds, including sex, race, disability, sexual orientation, religion, philosophical belief, marital status, or age.

You must not subordinate your duty to your private interests. You must not engage in any occupation or undertaking which might conflict with the interests of the GPI or be inconsistent with your position as a member of it.

Should a potential conflict of interest arise, you must declare your interest to Council and the Administrator, who will determine how best to proceed.

You must abide by GPI's security requirements, by health and safety requirements and by the various Codes of Practice that may govern specific areas of your work.

You must not fall short of the professional standard expected of members of the PPS nor act in any way which might bring discredit upon it.

Your behaviour, action or inaction must not significantly disrupt or damage the performance or reputation of the PPS, HMG, or Council.

19. Guidance governing certain specific activities is contained in individual Policies. It is not possible to cover every activity. In circumstances not specifically mentioned you should use your discretion in accordance with the above principles and if necessary seek advice from your managers or the Governor's Office.

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Approved by the Governor under s 57 of the Constitution.

Jonathan Sinclair

Governor of Pitcairn

October 2014

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