

Code of Conduct for the Greffier and Deputy Greffier

The following Code of Conduct for the Greffier and Deputy Greffier of the States has been drawn up by the Bailiff after consultation with the Privileges and Procedures Committee. It came into effect on 1 January 2022.

1.		The Greffier and Deputy Greffier shall uphold the integrity and independence of the States Greffe and perform their duties with competence, diligence and dedication and in line with the principles of conduct for holders of public office as set out in the Code of Conduct for Elected Members.
2.		The Greffier and Deputy Greffier should at all times conduct themselves in a manner which will tend to maintain and strengthen the public's trust and confidence in the integrity of the States of Jersey and shall endeavour, in the course of their public and private conduct, not to act in a manner which would bring the States into disrepute.
3.		The Greffier and Deputy Greffier shall not engage in any activity which is in its very nature incompatible with the office they hold, including taking part in any political activity, joining or providing financial support to any political organisation, association or body, or expressing public views on any States Member or candidate for election or any matter currently before the States or likely to become the subject of political debate.
4.		The Greffier and Deputy Greffier shall not: <ul style="list-style-type: none"> • undertake any activities for gain or reward without the prior agreement of the Bailiff; • perform any activity, which, in the opinion of the Bailiff, may compromise or prejudice their independence or the performance of their duties or functions; • hold any office or post which a reasonable person could consider might conflict with their role without the written permission of the Bailiff.
5.		The Greffier and Deputy Greffier shall not disclose the confidential proceedings of States committees and panels and other bodies, such as the Council of Ministers, to which they are party; and shall respect the confidentiality of their discussions with States Members.
6.		The Greffier and Deputy Greffier shall be mindful of any situations in which they may have a conflict of interest, or where a reasonable person might consider that they have a conflict of interest, and shall declare the interest to the relevant parties; where appropriate, withdraw from dealing with the matter in hand; and record the interest and the action taken in each case.
7.		The Greffier and Deputy Greffier shall not give or accept any gifts, favour or benefit which a reasonable person could consider might influence them in the proper fulfilment of their duties or which might give an impression of improper conduct. Any gifts accepted, offered or given must be registered in accordance with the rules applying to staff of the States of Jersey.
8.		In order to be able competently to perform their functions, the Greffier and Deputy Greffier shall, within the limits of the means and resources that the States of Jersey places at their disposal, keep themselves informed regarding

		developments in parliamentary, electoral and others matters affecting their particular functions.
9.		The Greffier and Deputy Greffier shall not seek publicity or the approval of the public or the media; they should speak to the media only in connection with their official duties and without being drawn into matters of political controversy.
10.		The Greffier and Deputy Greffier shall notify the Bailiff if they are convicted of any criminal offence, whether in the Island or elsewhere, other than an offence involving speeding or unlawful parking.
11.		If the Greffier and Deputy Greffier are in doubt whether his or her conduct might be contrary to any provisions of this Code, they should consult the Bailiff so as to secure a ruling in advance in relation to that proposed conduct.