

Leicestershire Police Authority

**Minutes of a meeting of the Standards Committee
held at Police Headquarters on Thursday 1 October 2009**

Present

Members

Mr D Bill, Mrs M Darby, Mr D Prince and Mr M Sood.

Officers

Mr R Swinfield (Chief Executive) and Mrs A Perry (Deputy Chief Executive).

23/09. Appointment of Chairman for the Meeting

The Chief Executive stated that Mr Mann, a lay member of the Committee, had stated he was happy for Mrs Darby to Chair the Committee. This was unanimously agreed by other members present and therefore Mrs Darby was duly appointed for the forthcoming year.

Mrs M Darby – in the Chair

24/09. Apologies

Apologies were received from Mr Mann and Mrs Roberts.

25/09. Items of Urgent Business

There were no items of urgent business.

26/09. Declarations of Interest

The Chairman invited members who wished to do so to make declarations of any Code of Conduct interests in respect of items on the agenda for the meeting.

No such declarations were made.

27/09. Minutes of the Meeting held on 25 June 2009

The minutes of the meeting of the Standards Committee meeting held on 25 June 2009, having been previously circulated, were confirmed and signed.

28/09. Standards Issues Update

The Committee received a report of the Chief Executive updating members on a number of outstanding issues relating to the Standards Committee. A copy of the report marked 'A' is filed with the minutes.

The Chief Executive highlighted the following salient points from the report:-

- Three new chapters had been included in the Standards Board guidance manual.
- “Other Action” must not imply guilt.
- Paragraphs 38 and 39 of the guidance considered to whom a Monitoring Officer should report back on whether “other action” had been achieved. The practical solution would be for the Standards Committee itself to consider the issue and the flow chart could be amended to include this.

The Chief Executive informed members that the next regional Standards Committee meeting would take place in Derbyshire on 22 June 2010.

The Committee RESOLVED to note the contents of the report and amend the procedure flowchart as indicated.

29/09. Procedure for Complaints Against Police Authority Secretariat Officers

The Committee received a report of the Chief Executive providing a draft procedure regarding complaints against officers in the Police Authority secretariat. A copy of the report marked ‘B’ is filed with the minutes.

The Chief Executive stated that the draft document had been discussed with staff and the following comments had been received:-

- The issue of how long a complaint remained on an individual’s personal file needed to be addressed.
- Concern was expressed that this procedure was not in line with the Police Staff Handbook whereby Professional Standards Department investigated complaints against police staff. However it needed to be remembered that the Police Authority were not subservient to the Constabulary’s Professional Standards Department and in practice the guidance in the Handbook was for the line manager to deal with the complaint in the first instance, and if not resolved the matter would pass to the Constabulary’s Human Resources Department.
- The issue of ‘independence’ was raised if the Chief Executive investigated the complaint, however this also conflicted with the Police Staff Handbook.

Members made the following comments:-

- The complaint in any case should not lie on the individual’s personal file for longer than necessary. It was appropriate to consider the corresponding period any sanction would lie on file in the event of a finding of misconduct.
- The draft procedure needed to be cross-referenced to other codes already in place for Police Authority staff.

- In complaints against the Chief Executive the procedure needed to refer to the Chair of the Standards Committee having access to independent legal advice if required.

The Committee RESOLVED :-

- with the amendments listed above, to adopt the procedure for the Chief Executive, Deputy Chief Executive and Treasurer;
- to re-consider a procedure for other police authority secretariat staff following a review of the Police Staff Handbook and its application to staff directly employed by the Authority;
- to approve, and publish on the Authority's website the equality impact assessment for the procedure.

At this stage Mr Bill joined the meeting.

30/09. Monitoring Member Training

The Committee received a report of the Chief Executive reviewing the progress of the Authority's Member Training Plan. A copy of the report marked 'C' is filed with the minutes.

The Chief Executive provided the following update on the plan attached at Appendix 1 to the report:-

<u>Item</u>	<u>Training</u>	<u>Comment</u>
1	Committee role play in handling a complaint	Training was scheduled to be delivered at the conclusion of the meeting
2	Ethical Standards and Code of Conduct	To be delivered on 15 Dec 2009
3	Dip sampling complaint files	Date had been set for new members of the Professional Standards Committee
4, 5	Annual Audit Committee training and Annual Finance training	Both sessions to be delivered on an annual basis
6	Staff Appeal Hearings	Completed on 18 August 2009
7	Police Appeals Tribunals	Two members attending APA training in November

<u>Item</u>	<u>Training</u>	<u>Comment</u>
8 & 9	Diversity and Equality Impact Assessments	To be provided by an external company and offered to the region
10	Scrutiny	To be delivered by OPM again in March 2010
11	Chairing Committee and Panel meetings	Guidance document produced by Robert Rogers has been obtained, date to be fixed
12	PowerPoint at public events	Completed on 18 August 2009
13	Forfeiture of police pensions	To be delivered following the conclusion of the next Professional Standards Committee meeting
14	Complaints against ACPO Officers	To be delivered to a future Professional Standards Committee meeting
15	Performance Management	To be delivered by APA – dates not yet notified
16	ACPO recruitment and selection	Completed – delivered by NPIA
17	Internal websites	A menu of internal websites to be produced and training delivered by Members' Services Officer to individual members
18	Induction	Delivered to new members. Visits to Force departments arranged for Oct
19	Developing future police Leaders	To be delivered by NPIA
20	Custody visiting	To be delivered by end of 2009
21	Human Rights	To be delivered by an external provider

Members commented that:-

- The Plan needed to indicate which training was mandatory. This should include Code of Conduct, Finance for members of Finance and General Purposes Committee and Audit Training for members of the Audit Committee. Diversity training to be mandatory for all.
- Wherever possible training should be delivered on a regional basis.

- Political members should be credited with training received elsewhere.
- The Committee to receive the results of evaluation from all training delivered.

31/09. Whistleblowing Policy

The Committee considered a report of the Chief Executive informing members of the Whistleblowing Policy. A copy of the report marked 'D' is filed with the minutes.

Members requested that a copy of the policy be provided to the Internal and External Auditors.

The Chairman stated that the policy appeared to focus on fraud and corruption but failed to address institutional practice issues like bullying. The Chief Executive stated this would be reported to the Professional Standards Department who owned the policy and an early review would be requested.

It was RESOLVED to note the contents of the report.

32/09. Ethical Governance Toolkit

The Committee considered a report of the Chief Executive providing information on the ethical governance toolkit available via the Improvement and Development Agency (IDeA) website. A copy of the report marked 'E' is filed with the minutes.

It was RESOLVED to address two benchmark criteria on agendas for future Standards Committee meetings.

33/09. Reports in Exempt Session

The Committee considered a report of the Chief Executive providing information on reports taken in exempt session in the Authority's public meetings. A copy of the report marked 'F' is filed with the minutes.

It was RESOLVED to note the contents of the report.

Chairman

1 October 2009
2.00pm – 4.10pm

Following the conclusion of the meeting, the Consideration Hearing training session began; but after 10 minutes this was deferred to Wednesday 9 December 2009 in order for the materials to be redrafted.