



Annual Return form - 2010

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PART 1: COMMUNICATION

Annual Report

Does the standards committee produce an annual report?

Yes

What does the report contain?

- | | |
|---|--|
| <input type="checkbox"/> A personal statement by the standards committee chairman | <input checked="" type="checkbox"/> Information about the members of the standards committee |
| <input checked="" type="checkbox"/> The role of the standards committee | <input type="checkbox"/> The standards committee terms of reference |
| <input type="checkbox"/> Information about the Code of Conduct | <input type="checkbox"/> Statistical information about complaints that have been received |
| <input type="checkbox"/> Information about the length of time taken dealing with complaints | <input type="checkbox"/> A summary of complaints which have led to investigation, sanction or other action |
| <input checked="" type="checkbox"/> Details about training/events provided | <input type="checkbox"/> The forward work plan of the standards committee |
| <input checked="" type="checkbox"/> Other | |

Please describe what "Other" contents are in the report.

Performance against the work plan for that (last) year

How is the standards committee annual report circulated?

- | | |
|--|--|
| <input type="checkbox"/> Sent to all senior officers | <input checked="" type="checkbox"/> Sent to all members |
| <input type="checkbox"/> Available on the authority intranet | <input type="checkbox"/> Available as a specific item on the authority website |
| <input checked="" type="checkbox"/> Available in the standards committee papers published on the authority website | <input checked="" type="checkbox"/> Included as a full authority meeting agenda item |
| <input type="checkbox"/> Publicised in local press | <input type="checkbox"/> Distributed to households |
| <input type="checkbox"/> Available at authority offices | <input type="checkbox"/> Not circulated outside of the standards committee |
| <input type="checkbox"/> Other | |

The report is "Available in the standards committee papers published on the authority website", please provide the web address.

<http://www.leics-pa.police.uk/news-and-events/authority-meetings/>

Publicising Complaints

How can the public access information about how to make a complaint against a member?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Through a 'compliments and complaints' type section of the council website | <input type="checkbox"/> Through the standards committee section of the website |
| <input type="checkbox"/> Complaints leaflets available from the authority | <input type="checkbox"/> Included as part of a council newsletter |
| <input type="checkbox"/> Information is not available to the public | <input type="checkbox"/> Other |

The information is on the "'compliments and complaints' type section of the council website", please provide the web address.

<http://www.leics-pa.police.uk/about/making-a-complaint-2/>

How can the public access information about the outcome of initial assessment decisions?

- | | |
|--|---|
| <input type="checkbox"/> Written summary available for public inspection | <input type="checkbox"/> All initial assessment decisions are publicised in the local press |
| <input type="checkbox"/> Publicised in the local press only if the subject member agrees | <input type="checkbox"/> Assessment decisions published on the authority website |
| <input type="checkbox"/> Articles published in the authority newsletter | <input checked="" type="checkbox"/> Other |

Please describe the "Other" ways initial assessments are available.

We have not had any yet

How can the public access information about the outcome of investigations?

- | | |
|--|---|
| <input type="checkbox"/> Hearings are open to the public | <input type="checkbox"/> All investigation outcomes are publicised in the local press |
| <input type="checkbox"/> Publicised in the local press only if the subject member agrees | <input type="checkbox"/> Published on the authority website |
| <input type="checkbox"/> Decision notices are available for public inspection | <input type="checkbox"/> Articles in the authority newsletter |
| <input checked="" type="checkbox"/> Other | |

Please describe the "Other" ways investigation outcomes are available.

We have not had any yet

Do you have a mechanism in place for measuring the satisfaction of all those involved in allegations of misconduct? For example the member, complainant and witnesses.

No

Communicating the role and work of the standards committee and standards generally

What does the authority do to promote the work of the standards committee and standards generally to the rest of the authority (i.e. internally)?

- | | |
|--|---|
| <input type="checkbox"/> Dedicated standards committee pages on intranet | <input type="checkbox"/> Standards committee has its own newsletter / bulletin |
| <input type="checkbox"/> Standards committee issues briefing notes | <input type="checkbox"/> Articles in employee newsletter / bulletin / newspaper |
| <input checked="" type="checkbox"/> Standards committee independent members observe other authority meetings | <input type="checkbox"/> Standards committee independent members contribute to other authority meetings |
| <input checked="" type="checkbox"/> Other | |

Please describe the "Other" methods used.

By the Standards Committee chairman annually presenting to the full Authority the annual report of the Standards Committee. By the Standards Committee Chairman co-presenting the training on Standards issues to other members

How can the public access information about your standards committee?

- | | |
|---|---|
| <input type="checkbox"/> Dedicated standards committee section on the authority website | <input type="checkbox"/> Within 'council and democracy' type section of website |
| <input type="checkbox"/> Ethical standards issues have been included in the local press / media | <input checked="" type="checkbox"/> Standards committee minutes, agendas, and reports are available to the public |
| <input type="checkbox"/> Leaflets and/or posters are placed in public buildings | <input type="checkbox"/> Places articles in the authority newsletter / bulletin / other publication |
| <input type="checkbox"/> Standards committee meetings are observed by members of the public | <input type="checkbox"/> Information is not available to the public |
| <input checked="" type="checkbox"/> Other | |

Please describe the "Other" ways the public can access this information.

The "Making a Complaint" page on the website.

What else does the authority do to promote the work of the standards committee and standards generally to the public and other partners?

By holding one Standards Committee each year to which other members of the Region's Standards Committees are invited. By asking the Standards Committee to review the reasons why reports to the Authority and its Committees are taken in exempt session, a practice that is then publicised with network partners.

PART 2: INFLUENCE

How does the standards committee communicate ethical issues to the senior figures within your authority (for example the Chief Executive and Leader of the Authority, Party Leaders)?

- | | |
|--|---|
| <input type="checkbox"/> Formal meetings between standards committee members and senior figures specifically set up to discuss standards | <input type="checkbox"/> Informal discussion on particular standards issues |
| <input checked="" type="checkbox"/> Senior figure attendance at standards committee meetings | <input checked="" type="checkbox"/> Monitoring Officer is a member of or attends Corporate Management Team (or equivalent) meetings |
| <input checked="" type="checkbox"/> Executive or senior member has portfolio responsibility for standards | <input checked="" type="checkbox"/> Chair (or other standards committee member) addresses full authority meeting(s) |
| <input checked="" type="checkbox"/> Other | |

Describe the "Other" communication methods.

The dynamic in a police authority comprising 17 members, (9 councillors and 8 recruited from the community) is rather different to Council. The Authority staff (6.5 full time equivalents) is led by the Chief Executive, who is also the Monitoring Officer.

How do the senior figures in your authority demonstrate strong ethical values?

- | | |
|---|---|
| <input type="checkbox"/> Through a strongly promoted whistle-blowing policy | <input checked="" type="checkbox"/> By ensuring there are references to ethics in the authority vision / objectives |
| <input checked="" type="checkbox"/> Demonstrating appropriate behaviours | <input type="checkbox"/> Senior figure(s) makes personal commitment to standards in statements to public/employees |
| <input checked="" type="checkbox"/> Through any other method | |

Describe the "Other" ways that this is achieved.

Standards Committee monitors members' training plan to ensure ethical issues are knitted into training provided

Does your authority have a protocol for partnership working that outlines the standards of behaviour expected of all those working in partnership?

No

What mechanisms does the authority use for dealing with member/officer and/or member/member disputes?

- | | |
|---|---|
| <input type="checkbox"/> Informal discussion/mediation | <input type="checkbox"/> Monitoring Officer mediation |
| <input type="checkbox"/> Chair of standards committee mediation | <input type="checkbox"/> Senior figure mediation (e.g. Chief Executive) |
| <input type="checkbox"/> Advice from Human Resources department | <input type="checkbox"/> Solicitor / legal adviser consulted |
| <input type="checkbox"/> Informal hearing | <input type="checkbox"/> No mechanisms other than normal complaints process |
| <input checked="" type="checkbox"/> Other | |

Describe the "Other" mechanisms used.

See answer 12 above. One occasion long ago: a potential disagreement between members was avoided through early intervention by CEO having them jointly discuss issue with him.

PART 3: TRAINING AND SUPPORT

Between 1 April 2009 and 31 March 2010, has the authority assessed the training and development needs of authority members in relation to their responsibilities on standards of conduct?

Yes

If yes, what needs were identified?

- | | |
|--|---|
| <input type="checkbox"/> Introduction to the Code of Conduct | <input checked="" type="checkbox"/> Elements of the Code of Conduct |
| <input checked="" type="checkbox"/> The role and responsibilities of the standards committee | <input checked="" type="checkbox"/> Ethical governance/behaviour |
| <input type="checkbox"/> None | <input type="checkbox"/> Other |

What training/support was provided during the period 1 April 2009 to 31 March 2010?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Introduction to the Code of Conduct | <input checked="" type="checkbox"/> Elements of the Code of Conduct |
| <input checked="" type="checkbox"/> Role and responsibilities of the standards committee | <input checked="" type="checkbox"/> Ethical governance/behaviour |
| <input type="checkbox"/> None | <input type="checkbox"/> Other |

Who received training/support?

- | | |
|--|---|
| <input type="checkbox"/> Standards committee chair | <input checked="" type="checkbox"/> Independent members |
| <input checked="" type="checkbox"/> Other standards committee members | <input checked="" type="checkbox"/> All authority members |
| <input type="checkbox"/> Specific authority members with particular needs (e.g. new members, planning committee members) | <input type="checkbox"/> Other |

What methods were employed to give training/support?

- | | |
|--|--|
| <input checked="" type="checkbox"/> Internal training (presentations/seminars/workshops) | <input type="checkbox"/> External trainer/speaker |
| <input type="checkbox"/> One on one training | <input type="checkbox"/> Joint/regional training event |
| <input type="checkbox"/> Online learning | <input type="checkbox"/> Guidance notes/briefing materials |
| <input type="checkbox"/> Standards for England materials | <input type="checkbox"/> Ethical governance toolkit |
| <input type="checkbox"/> Other | |

In which areas of the Code of Conduct has training/support been provided?

- | | |
|---|---|
| <input type="checkbox"/> Respect | <input checked="" type="checkbox"/> Personal/Prejudicial Interests |
| <input type="checkbox"/> Use of resources | <input type="checkbox"/> Bullying |
| <input checked="" type="checkbox"/> Disrepute | <input type="checkbox"/> Predisposition, Pre-determination and bias |
| <input type="checkbox"/> Equality | <input type="checkbox"/> Confidentiality |
| <input checked="" type="checkbox"/> Other | |

Describe the "Other" areas covered.

The training session on the Code covered all elements of the Code but primarily focussed on the aspects cross-checked above

What other training/support has been provided on areas of an authority member's role or activities they may engage in?

- | | |
|--|--|
| <input type="checkbox"/> Charing skills | <input type="checkbox"/> Lobbying |
| <input type="checkbox"/> Predetermination, Predisposition and bias | <input type="checkbox"/> Blogging and/or the use of social media |
| <input type="checkbox"/> Electioneering | <input type="checkbox"/> Freedom of Information (FOI) |
| <input type="checkbox"/> None | <input checked="" type="checkbox"/> Other |

Describe the "Other" training/support provided.

None of the matters listed above were the subject of itemised training courses, but see answer 13 – Standards Committee ensures aspects of ethical conduct are included in other training provided

In general, how well attended was the training provided?

50-75%

Please give a brief overview of how standards issues are covered in your induction process for new members of the authority?

Existence and content of Code; the personal interests form; gifts and hospitality; how and when to declare an interest.

In which areas of the role and responsibilities of the standards committee has training/support been provided for standards committee members? Please tick all that apply.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Initial assessments | <input checked="" type="checkbox"/> Other action/mediation |
| <input checked="" type="checkbox"/> Reviews | <input checked="" type="checkbox"/> Investigations |
| <input checked="" type="checkbox"/> Hearings | <input checked="" type="checkbox"/> Sanctions |
| <input checked="" type="checkbox"/> Other | |

Describe what "Other" areas were covered.

Until now, this has been through presentation of the Standards for England guidance notes to the Committee and the production of a protocol encapsulating the approach the Committee takes through the complaint process. The Committee is this year embarking on some role play exercises concerning each stage for which they may be convened. The Committee members have in a previous year received some external training re initial assessments and reviews.

PART 4: INVESTIGATIONS

Have any investigations been completed No
during the period 1 April 2009 - 31 March
2010?

End of form