



## 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 type="checkbox"/> Information about the members of the standards committee                          |
| <input 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 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.

A summary of the activities undertaken by the Standards Committee through the year.

#### How is the standards committee annual report circulated?

- |  |  |
|--|--|
| <input type="checkbox"/> Sent to all senior officers   | <input type="checkbox"/> Sent to all members                                   |
| <input checked="" 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 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.

Derbyshire Police Authority

#### Publicising Complaints

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

- |   |  |
|---|--|
| <input type="checkbox"/> Through a 'compliments and complaints' type section of the council website | <input checked="" 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 "standards committee section of the website", please provide the web address.

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

- |  |   |
|--|---|
| <input checked="" 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 type="checkbox"/> Other  |

## 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 checked="" 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 type="checkbox"/> Other   |   |

## 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.

Through the papers submitted to the Standards Committee that are available on our website.

## 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 checked="" type="checkbox"/> Standards committee meetings are observed by members of the public | <input type="checkbox"/> Information is not available to the public   |
| <input type="checkbox"/> Other   |   |

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

All detail of our Standards Committee are available on our website. The meetings are open to the public and the timetable of meetings is also advertised.

## 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 checked="" 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 type="checkbox"/> Senior figure attendance at standards committee meetings   | <input 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 type="checkbox"/> Chair (or other standards committee member) addresses full authority meeting(s)                 |
| <input type="checkbox"/> Other  |  |

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

- |  |   |
|--|---|
| <input checked="" 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 type="checkbox"/> Through any other method                                      |   |

### 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 checked="" type="checkbox"/> No mechanisms other than normal complaints process |
| <input type="checkbox"/> Other                                  |  |

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

**Who received training/support?**

- |  |   |
|--|---|
| <input type="checkbox"/> Standards committee chair   | <input type="checkbox"/> Independent members              |
| <input 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 type="checkbox"/> Internal training (presentations/seminars/workshops) | <input checked="" 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 checked="" type="checkbox"/> Respect | <input checked="" type="checkbox"/> Personal/Prejudicial Interests  |
| <input type="checkbox"/> Use of resources   | <input checked="" type="checkbox"/> Bullying                        |
| <input type="checkbox"/> Disrepute          | <input type="checkbox"/> Predisposition, Pre-determination and bias |
| <input type="checkbox"/> Equality           | <input type="checkbox"/> Confidentiality                            |
| <input type="checkbox"/> Other              |   |

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

- |  |  |
|--|--|
| <input checked="" 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 type="checkbox"/> Other                                   |

**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?**

The Code of Conduct is presented as a topic in itself

## **PART 4: INVESTIGATIONS**

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

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**End of form**