



Agenda

16 March 2010

STANDARDS COMMITTEE

Bridgebury House, Woburn Road, Kempston, Bedford MK43 9AX

For further information, or to see the papers, please contact the Police Authority:



CALL Janet Wardell on (01234) 842066



IN PERSON, (by appointment) 9am to 5pm, Monday to Friday



Bridgebury House has facilities for disabled people.

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To: **Members of the Standards Committee**

(Members of the Authority - Mr P Conniff, Mrs F Chapman

Lay Members - Mr G Billett, Mr S Bullock. Mr G Dykes and Mr J Jones,

A meeting of the **STANDARDS COMMITTEE** will be held at Bridgebury House, Woburn Road, Kempston on **Tuesday 16 March 2010 at 10.00am**, the agenda for which is set out overleaf.

JOHN ATKINSON
Clerk to the Police Authority

AGENDA

(*indicates that a supporting document accompanies this Agenda)

1 Minutes

To confirm the Minutes of the meeting of the Committee held on 12 November 2009
(Pages 3-6)

2 Matters Arising

3 Declarations of Interest

To receive any personal or prejudicial interests from Members

4 Draft Annual Report 2009/10

Report *of the Clerk (Pages 7-12)

5 Review of the Terms of Reference

Report* of the Chief Executive (Pages 13- 18)

STANDARDS COMMITTEE

12 November 2009

PRESENT

Mr J Jones (In the Chair)

Mr P Conniff, Mr G Billett, Mrs F Chapman Mr S Bullock, and Mr G Dykes

Mr P Hollick and Mr J Williams also attended the meeting

An apology for absence from Mr R Saleem

09/st/6

CHAIRPERSON

It was noted that the Authority had appointed Mr John Jones as Chair of the Committee until the Annual Meeting of the Authority in 2009.

09/st/7

MINUTES

The minutes of the meeting held on 12 March 2009 were confirmed.

09/st/8

MATTERS ARISING

There were no matters arising

09/st/9

DECLARATIONS OF INTEREST

There were no declarations of personal or prejudicial interests from Members.

09/st/10

REVIEW OF THE MEMBERS ALLOWANCE SCHEME

The report of the Chief Executive was submitted which advised that at this stage in the financial year the Chief Executive in liaison with the Clerk/Monitoring Officer Authority undertook an annual review of the Members Allowance Scheme and any proposed changes were reported to the Standards Committee and Finance Committee. A formal recommendation for the approval of any changes to the scheme were submitted by the Finance Committee to the meeting of the Police Authority in December and any changes would take effect from 1st January.

Members were reminded that last year a substantial review of the Members Allowance Scheme was undertaken following the publication of the recommendations of the Association of Police Authorities Independent Panel's Review of Members Allowance and expenses. The Authority approved the changes to the scheme in the light of these recommendations and also agreed that the Members' Allowances be linked to the Police Staff Council cost of living increases so that the rates would be automatically updated with effect from 1st

January each year. It was noted that for 2010 that increase would be 2.6%. The Independent Panel would undertake a further review in next two years or so which would take into account any changes to the workload of Police Authorities.

The scheme itself remained fit for purpose and only a minor change was proposed in respect of a revision to the job profile for the Vice Chair to more accurately reflect the strategic aspects of the role.

A revised scheme was appended to the report for consideration.

In noting that the Vice Chair was also Chair of the Independent Custody Visitors Panel Members questioned the perception of this on ensuring the independency of the scheme. The Chair of the Authority clarified that the Authority had role in overseeing the operation of the scheme but would keep the Authority's role as Chair of the Panel under review if it became deemed that this was not best practice.

Members endorsed the proposed revisions and did not consider that any further amendments to the scheme were required.

RESOLVED

That the proposed revisions to the Members Allowance Scheme 2010 now submitted be endorsed and submitted for consideration by the Finance Committee at its meeting on 1 December 2009

09/st/11

ANNUAL REVIEW OF THE ETHICAL GOVERNANCE POLICY

The Committee reviewed the operation of the Ethical Governance Policy which had been in operation since October 2007.

A copy of the Ethical Governance Policy was appended to the report and minor changes had been made. These include reference to the revised vision for the Authority, implementation the Community Engagement plan and introduction of the new vetting policy for members.

The Chief Executive confirmed that all the new members of the Police Authority this year had received as part of the induction programme a session with the Monitoring Officer/Clerk and Chair of Standards Committee to cover the Code of Conduct and the Ethical Governance Policy. A training session for all Members on Ethical Governance had been taken place in September and the majority of members had attended that session. The Police Authority would look to replicate this.

In noting that the policy was a clear link to the level of confidence that the public had in the organisation there was a general discussion around the activities in place to help raise the profile of the Authority and some of difficulties that had to be overcome in doing so.

In accepting the revisions to the document there was one minor change around the duplication of the word 'objectivity' in the policy objective and the Chief Executive would consider an alternative word.

RESOLVED

That the revisions to Ethical Governance Policy now submitted be approved

09/st/12

STANDARDS COMMITTEE CONFERENCE

The Committee received a report from Geoffrey Billett on the issues raised at the eighth Annual Conference for Standards Committee Members which had been held on 12 and 13 October 2009 in Birmingham.

The main focus of the annual conference was around the importance of working together, sharing good practice examples and discussing experiences of managing the practicalities of the local standards framework.

Of particular note was the increase in the local assessments undertaken by local authorities but few had determined a breach of the Code of Conduct. The conference had also highlighted that a revised Code of Conduct was due to be published shortly and would come into effect after the elections in May 2010. Also mentioned was the circulation of a new training DVD on local assessment a copy of which had been distributed to the Authority for members to view.

09/st/13

ORAL FEEDBACK ON RECENT CODE OF CONDUCT/ETHICAL GOVERNANCE TRAINING FOR POLICE AUTHORITY MEMBERS AND IDEAS FOR FURTHER ACTIVITIES

The Chair of the Authority considered that the Code of Conduct/Ethical Governance training had been very informative and should be repeated in the same format when new Members join the Authority.

It was noted that there would be changes in both the Independent Member and Councillor membership from April 2011 and it was agreed that a date for the training be considered at the next meeting of the Committee

09/st/14

DEVELOPMENT OF THE ROLE OF THE STANDARDS COMMITTEE

The Chief Executive advised Members that HMIC/Audit Commission inspection process of Police Authorities was now well underway and that Bedfordshire had been placed in the next tranche of Authorities to be inspected between March and July 2010.

The Standards Committee would be involved in the inspection and it was therefore opportune to review the role of the Standards Committee to ensure that it provided value for money in providing reassurance around the integrity of the Authority. To assist Members in the discussion the Chief Executive

presented the outcome of some recent reviews by the Association of Police Authorities and the Audit Commission.

Flowing from these reviews were some suggested areas for development which included

- Oversee Members and Force declarations of interests and hospitality
- Oversee training and development of members (skill sets)
- Monitor Member performance/attendance
- Become More outward focussed
- Undertake a Self-assessment
- Produce an Annual report to Authority

The Association of Police Authorities had also cited the following initiatives as good practice

- Joint regional training sessions (PA)
- Joint regional recruitment campaigns (PA)
- Joint training/working consideration(local partners)
- External training

The Chief Executive considered that the Committee should look to expand its role around the provision of refresher training, production of an annual report and working with local partners and these were supported .The Chair of the Committee also suggested that the Committee should undertake an inspection of Register of Interests and monitor Members performance. It was agreed that the Chair of the Committee and the Chief Executive meet prior to the next meeting to consider how these new areas of work could be progressed.

The Chief Executive advised that at its next meeting the Committee would be reviewing its Terms of Reference and any changes would be incorporated as part of that review.

The Chief Executive also advised that as was the current practice for all of the other Authority's Committee's a report would be presented to the next meeting which focused on the Committee's effectiveness

RESOLVED

That prior to the next meeting of the Committee the Chair of the Committee and the Chief Executive discuss the areas identified above for inclusion in the Terms of Reference of the Committee



Bedfordshire Police Authority

COMMITTEE AND MEETING DATE	STANDARDS COMMITTEE 16 March 2010
AGENDA ITEM No:	4
TITLE:	STANDARDS COMMITTEE ANNUAL REPORT
DATE OF REPORT:	April 2010
REPORT OF:	CLERK AND MONITORING OFFICER
AUTHOR:	JOHN ATKINSON
ACTION REQUIRED:	TO RECEIVE THE REPORT
APPENDICES:	

EXECUTIVE SUMMARY:

This is the Annual Report of the Authority's Standards Committee summarising the activities of the Committee during the period 1 April 2009 until 31 March 2010.

RECOMMENDATIONS:

Recommendation 1

That the Authority receives this annual report from the Standards Committee.

1.0 Meetings

1.1 The Standards Committee met on 12 November 2009 and 16 March 2010. At those meetings, the Committee undertook the following activities:

- Review of the Members Allowance Scheme
- Annual review of the Ethical Governance Policy
- Development of the role of the Standards Committee
- Review of the Committee's Terms of Reference.

1.2 In November the committee also received a report from Geoffrey Billett, one of the independent lay members, who on 12 and 13 October 2009 had attended the National Conference for Standards Committee Members held in Birmingham and organised by the Standards Board for England. Mr Billett reported that the theme of this year's conference was about the importance of working together, sharing good practice examples and discussing practical experience of managing the local standards framework.

1.3 Lay members of Standards Committee have regularly attended Police Authority meetings to observe the conduct of the members.

2.0 Training

2.1 In September, a workshop was held to which all members of the Police Authority and its Standards Committee were invited. Fourteen people attended the workshop.

2.2 The purpose of the workshop was to familiarise members with the local assessment process and following a brief introduction provided by John Atkinson, Clerk and Monitoring Officer and John Jones, the Chairman of the Standards Committee, the workshop considered a number of case studies based on situations that could give rise to complaints to the Police Authority's Standards Committee.

2.3 This was the first such training event held by the Standards Committee and generally those who attended indicated that they found it helpful in clarifying the local standards framework.

3.0 Review of the Ethical Governance Policy

3.1 The Authority first adopted its Ethical Governance Policy in October 2007. In November, the Standards Committee considered the Policy which had been updated to reflect recent changes in the Authority's vision, the implementation of the Community development Plan and the introduction of a new vetting policy for members.

3.2 The Committee noted that all new members of the Authority had attended an induction programme which included a session covering the Code of Conduct and Ethical Governance Policy.

4.0 Review of Members Allowances

- 4.1 In November, the Standards Committee reviewed the Authority's Scheme of Allowances, in particular the changes in the Scheme that were being proposed to come into effect on 1 January 2010. The Committee noted that following a substantial review of the Scheme in 2008, the proposed increase for 2010 was 2.6%. The Standards Committee endorsed the proposed revisions to the Scheme.

5.0 Members Allowances 2008/9

- 5.1 Members allowances and expenses for 2008/09 will be published on the website and be used as a comparator when the 2009/10 allowances and expenses are finalised. Standards Committee will dip sample these allowances and expenses.

6.0 Review of Gifts and Hospitality

- 6.1 The Chairman of the Standards has examined the Authority's Register of Gifts and Hospitality.

7.0 Complaints

- 7.1 During the year the Standards Committee received no formal complaints alleging that members had breached the Code of Conduct.

8.0 Developing the Role of the Standards Committee

- 8.1 The Standards Committee has considered ways in which it could develop its role and the production of an annual report to the Authority was one of the suggestions, hence this is the first such report to the Authority.
- 8.2 The Committee has also considered developing a more outward focus and the possibility of undertaking some joint working with the Bedfordshire & Luton Combined Fire Authority.
- 8.3 The Committee has noted that a vetting policy has been introduced and will in future confirm member compliance to this policy.
- 8.4 The Standards Committee will monitor Personal Development Reviews (PDRs) and ensure member undertaken PDRs in a timely manner.

9.0 Terms of Reference

- 9.1 In March, the Committee reviewed its terms of reference and has submitted some proposed changes to the Authority.

10.0 Police Authority Inspection

- 10.1 The Committee was made aware that the Authority is to be the subject of an inspection by the HMIC/Audit Commission in July 2010 and that it would be involved in that inspection.

11.0 Recommendation

That the Authority receives this annual report from the Standards Committee.

Originators: John Atkinson
Date: 08 March 2010
Telephone No: 01234 228850
E-mail: john.atkinson@centralbedfordshire.gov.uk

BACKGROUND PAPERS:

None

ADDITIONAL PAPERS:

None

1 SERVICE AND FINANCIAL IMPLICATIONS

1.1 None.

2 OTHER IMPLICATIONS

2.1 Equality and Diversity

Treating others with respect and is a key aspect of the Code of Conduct.

2.2 Procurement

None.

2.3 Legal Implications

None.

2.4 Human Resources

None.

2.5 Corporate Governance

The Standards Committee's Annual Report contributes to the Authority's governance framework.

2.6 Human Rights

None.

2.7 Policy and Strategic Aims

2.8 Welfare of Children and vulnerable adults

2.9 Reducing Carbon footprint / waste

2.10 Confidence

The Vision of the Police Authority is to be an organisation that inspires trust and confidence, that listens, responds and meets the needs of individuals and communities. The work undertaken by the Standards Committee should provide the public with assurance that there are appropriate mechanisms in place and that ethical governance issues are deemed important to our organisation. The annual report of the Standards Committee is a means of reporting on the conduct of the Authority.

3 RISK

None.



Bedfordshire Police Authority

COMMITTEE AND MEETING DATE	STANDARDS COMMITTEE 16/03/2010
AGENDA ITEM No:	6
TITLE:	REVIEW OF TERMS OF REFERENCE
DATE OF REPORT:	05/03/2010
REPORT OF:	BEDFORDSHIRE POLICE AUTHORITY
AUTHOR:	STEPHANIE MCMENAMY

EXECUTIVE SUMMARY:

To review the terms of reference of the Standards Committee.

RECOMMENDATIONS:

Recommendation 1

That the Committee assesses whether any changes are required to the Committee's terms of reference and that any such revisions are reported to the Annual General Meeting.

Originators: Stephanie McMenamy

Date: 05/03/2010

Telephone No: 01234 842066

E-mail: stephanie.mcmenamy@bedfordshire.pnn.police.uk

BACKGROUND PAPERS:

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ADDITIONAL PAPERS:

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1 INTRODUCTION

- 1.1 It has been agreed by the Police Authority that each Committee review its terms of reference and its specific role with regard to value for money to ensure they remain fit for purpose.

2 STATUTORY REQUIREMENTS, ADDITIONAL INFORMATION, TERMS OF REFERENCE AND RESPONSIBILITIES OF THE COMMITTEE / GROUP / INDIVIDUAL CREATING THIS REPORT

- 2.1 The current terms of reference for this Committee are attached in Appendix A. In addition it is incumbent on every Committee and Panel to embed risk management, equality, diversity and human rights and value for money within their decision making processes.

3 REVIEW

3.1 Business Plan

The Authority's 2009/2010 Business Plan included a general responsibility, for all Committees to raise the profile of the Police Authority.

3.2 Use of Resources Evaluation (URE) 2008/09

The Committee were informed at the last meeting of the recommendation arising from the Audit Commission's URE for 2008/09;

- Review the operation of the Standards Committee to make it more outward focussed and ensure there is an on-going discussion between the Chief Executive and the Standards Committee about governance issues. The Committee should also carry out a self assessment and report back in an annual report.

The Committee considered the development of its role informed by a presentation from the Chief Executive and agreed that the Chair of the Standards would take forward a number of proposals that could both raise the profile of the Authority and address the recommendation above.

The assessment and production of an annual report from the Standards Committee to the full Police Authority as reported earlier on the agenda will address both the Authority's objective and Audit Commission's recommendation.

4 OTHER IMPLICATIONS

4.1 Equality, Diversity and Human Rights

Although the Committee has undertaken Equality and Diversity monitoring through numerous reports in the year it may benefit from the implementation of the Authority's Single Equality Scheme and the resulting action plan (impact assessments).

4.2 Procurement

There are no direct implications within the report.

4.3 Legal Implications

These are no direct implications within the report.

4.4 Human Resources

There are no direct implications within the report.

4.5 Corporate Governance

The review of the Committee's terms of reference to ensure they remain fit for purpose will inform the Annual Governance Statement.

4.6 Policy/Strategic Aims

There are no direct implications within the report.

4.7 Welfare of Children and vulnerable adults

There are no direct implications within the report.

4.8 Reducing Carbon footprint/waste

There are no direct implications within the report.

4.9 Confidence

The work of the Standards Committee does have implications on public confidence.

5 RISK

5.1 There are no direct implications within the report.

6 CONCLUSION

7.1 The assessment of the Committee's work reported earlier in the agenda has identified the additional contribution this Committee has made to the overall work of the Police Authority thereby adding value.

7.2 By raising the profile of the work that can be undertaken through this Committee the Authority will support its vision to be an organisation that inspires trust and confidence, that listens, responds and meets the needs of individuals and communities. It is therefore important that the terms of reference of the Committee reflect its purpose.

7 RECOMMENDATIONS

Recommendation 1

That the Committee assesses whether any changes are required to the Committee's terms of reference and that any such revisions are reported to the Annual General Meeting.

Standards Committee –Terms of Reference

- 1 To promote and maintain high standards of conduct by Members of the Authority.
- 2 To assist Members of the Authority to observe the Code of Conduct and the Ethical Governance Policy
- 3 To advise the Authority on the adoption or revision of the Code of Conduct.
4. To monitor and advise the Authority on the operation of the Code of Conduct
- 5 To advise, train or arrange to train Members on matters relating to the Code of Conduct.
- 6 To grant dispensations to Members from requirements relating to interests set out in the Code of Conduct, as appropriate.
- 7 To grant exemptions for politically restricted posts.
- 8 To assess and review complaints about Members.
- 9 To conduct determinations' hearings.
- 10 To deal with any reports from a case tribunal or interim case tribunal and any report from the Monitoring Officer on any matter which has been referred to him/her by an ethical Standards Officers, as appropriate.
- 11 To advise the Authority of liaison arrangements with the Standards Board for England
12. To scrutinise the allowances paid to Members under the Authority's Members Allowance Scheme
13. To deal with matters of conduct and probity that the Authority may wish to refer to it for determination

