

**Report of the Chief Executive to the Chair and Members
Of the Audit & Internal Control Panel
25th March 2010**

Executive & Presenting Officer: Caroline Llewellyn, Monitoring Officer

Status: For Agreement

**Cleveland Police Authority
Monitoring Officer Report**

1. Purpose

1.1 The role of the Monitoring Officer is to promote the ethical standards of Members and Officers including maintaining the Register of Interests, Gifts and Hospitality. This report monitors compliance with current codes and procedures, and reports the findings and any action taken to the Authority.

2. Recommendations

That Members

2.1 Formally acknowledge the completion of the annual review of Members Register of Interests, Gifts and Hospitality in accordance with the Members Code of Conduct.

2.2 Note that there have been no confidential reporting issues during 2009/2010.

2.3 Note that Cleveland Police Authority Publication Scheme is accessible through its website and that the Police Authority has received 13 Freedom of Information requests over the past year.

2.4 Note that 20 documents were signed and sealed in accordance with procedure over the period 2009/10.

2.5 Note that no complaints were received against Members during 2009/10.

- 2.6 Agree that in future this annual review will be completed by the Standards Committee and reported to the Police Authority Executive.

3. Reasons

- 3.1 The Monitoring Officer, supported by the Deputy Monitoring Officer, is responsible for promoting the ethical standards of Members and Officers including maintaining the Register of Interests, Gifts and Hospitality. The Monitoring Officer is responsible for ensuring the implementation of good governance and associated policies and the monitoring of such.

3.2 Register of Interests

All Members are required to complete a form for inclusion in the Register on appointment and to formally review the entries annually and provide an update if appropriate or acknowledge that the information provided is still current and correct. Members have a responsibility to report any amendments to their register of interests within 28 days of such a change having effect.

A letter is issued annually to Members following the Police Authority Annual General Meeting requesting that they confirm that their register is up to date. This took place on 30 April 2009.

The Register of Interests is available for public inspection upon request and details of the register are accessible through the Police Authority website – www.clevelandpa.org.uk .

Register of Gifts and Hospitality

A Register of Gifts and Hospitality is maintained by the Deputy Monitoring Officer. Although the regulations state that receipts of gifts and hospitality over £25 should be declared, the Police Authority agreed that all gifts and hospitality would be declared to avoid confusion around determining the value of any such gift or hospitality. Members also have a responsibility to advise the Deputy Monitoring Officer of any offers of gifts and hospitality refused.

As with the Register of Interests Members are reminded annually in writing of their obligations to declare any gifts or hospitality.

No gifts or hospitality have been declared during 2009/10. The Register of Gifts and Hospitality is accessible through our website as detailed above or upon request.

Good Governance

Cleveland Police Authority's Code of Corporate Governance is updated and reported to the Policy & Resources Panel on an annual basis and Members are trained on the Code. The Code can be viewed under the Publications section of the Cleveland Police Authority website.

Freedom of Information

Cleveland Police Authority operates a publication scheme in accordance with legislation. Details of the publication scheme can be viewed on our website. Cleveland Police Authority adopts the policy of publishing as much information as possible.

In accordance with the scheme Cleveland Police Authority has received and responded to 13 freedom of information requests during 2009 (please note that this is separate to the scheme ran by the Force).

Complaints Against Members

No complaints against members have been received during 2009/10.

Official Signing and Sealing of Documents

The Deputy Monitoring Officer is responsible for overseeing the signing and sealing of official documents and maintains the register of such. During 2009/10 the Police Authority has signed and sealed 20 official documents.

Confidential Report Scheme (Whistleblowing)

The Police Authority's Confidential Reporting Scheme (i.e. Whistleblowing) is detailed at Appendix J of the Code of Corporate Governance and is accessible through the Cleveland Police Authority website. The whistleblowing scheme was also issued to all staff through an administrator message. To date no cases have been reported through this scheme.

Code of Practice for IT Resources

Members have been advised of the internal IT policy and receive written details on the Use of Electronic Mail which is incorporated into their induction procedure.

Standards for England

The Monitoring Officer is responsible for establishing and maintaining a working relationship with Standards for England (previously known as

The Standards Board for England). This includes completing quarterly statistical returns on any locally determined investigations into complaints against Members. There have been no cases during 2009/10.

4. Implications

4.1 Financial Implications

There are not financial implications.

4.2 Diversity and Equal Opportunities

The Monitoring Officer has the role of promoting the ethical standards of members and officers and ensures that Diversity and Equal Opportunities training is offered annually.

4.3 Human Rights

There are no human rights implications in this report.

4.4 Sustainability

There are no sustainability implications arising from this report.

4.5 Risk

Ensuring that the appropriate registers are kept up to date and compliant mitigates the level of risk to the Authority.

5. Conclusions

- 5.1 The Monitoring Officer and Deputy Monitoring Officer roles focus on maintaining high standards, encouraging ethical behaviour, increasing awareness and the implementation of good governance, as well as being involved in taking appropriate action to deal with any issues and potential problems as they arise. Cleveland Police Authority has systems in place to identify issues and to ensure that Members, Officers and the public are aware of how to raise concerns. The Authority is committed to high standards and to being proactive in providing as much information as possible on its website. This continues to evolve as the website is updated. The Authority is also committed to ensuring that its members are trained in Governance and the annual training programme will continue to be developed taking needs identified from annual appraisals, changes in legislations and expectations.

Joe McCarthy
Chief Executive