

**Report of the Chief Executive to the Chair and Members
Of the Standards Committee
2nd June 2011**

Executive & Presenting Officer: Kath Allaway, 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 That in future the Chair of Standards and three other Members meet prior to the main meeting to inspect the Registers and any findings and recommendations be included in the Monitoring Officers Report to the Standards Committee.
- 2.3 Note that there have been no confidential reporting issues reported to the Police Authority during 2010/2011.
- 2.4 Note that the Cleveland Police Authority Publication Scheme is accessible through its website and that the Police Authority has received 24 Freedom of Information requests over the past year.

- 2.5 Note that 21 documents were signed and sealed in accordance with procedure over the period 2010/11.
- 2.6 Note that no complaints were received against Members during 2010/11.
- 2.7 That this report be agreed and submitted to the next Police Authority Executive meeting to be held following the AGM.

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 in March 2010.

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 .

Members of this Standards Committee inspected the Register of Interests on 10th May 2011 and found that:

All Members and co-opted Members of the Police Authority have completed a register of Financial Interests and these are included on the register inspected. In March 2010 a letter was sent to all members to ensure that the register remained up-to date. Four Police Authority Members and three co-opted Members had not responded to the request. It is noted that a letter will be sent following the AGM and the monitoring Officer would collate responses and remind as necessary to ensure that all Members respond.

It is recommended that the inspection of the Registers takes place at a meeting to be arranged on a date prior to the main Standards

Committee meeting in future by the Chair and three other members of the Standards Committee.

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. Members of this Standards Committee also inspected the Register of gifts and hospitality on 10th May 2011 and found that eight Members of the Police Authority had declared the receipt of hospitality in accordance with the Code of Corporate Governance.

The Register of Gifts and Hospitality is accessible through our website as detailed above or upon request.

Code of Conduct and Official Secrets declaration

As part of the inspection of the register it was also noted that all members of the Police Authority had signed an undertaking to follow the Code of Conduct and also signed a declaration to follow the official Secrets Act. The Co-opted Members had also signed the documents with the exception of two members. The Monitoring Officer would ensure that they were asked to do so.

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 24 freedom of information requests during 2010. (please note that this is separate to the scheme ran by the Force).

Complaints Against Members

No complaints against members have been received during 2010/11.

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 2010/11 the Police Authority has signed and sealed 21 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 to the Police Authority.

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.

4. Implications

4.1 Financial Implications

There are no 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. The Authority is also committed to ensuring that its members are trained in Governance. The members training plan continues to be linked to the annual appraisal system which sets objectives and monitors developmental needs for all members.

Julie Leng
A/Chief Executive