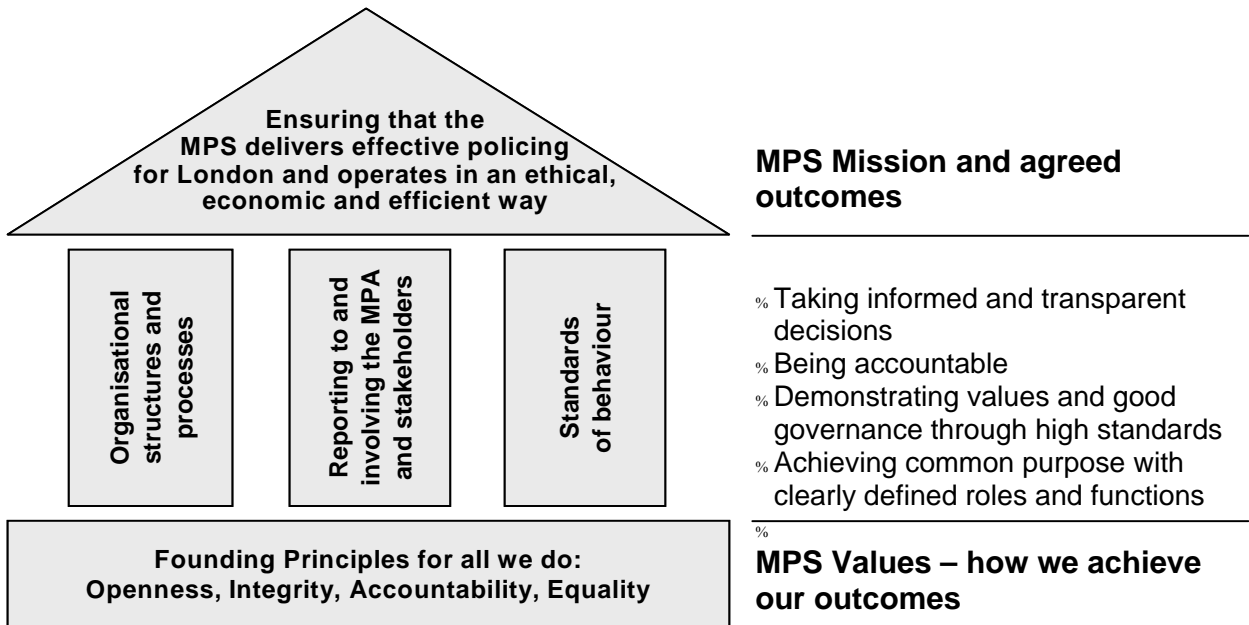


## Appendix 1 - THE MPS CORPORATE GOVERNANCE MODEL



## Appendix 2 - MPS CORPORATE GOVERNANCE WORK STREAMS

Work stream	Lead
<b>Pillar One: Organisational structures &amp; processes</b>	
Embedding risk management *	Director of Business Performance
Implementation of Developing Resource Management Programme *	Director of Resources
Partnerships *	Director of Resources
Provision of detailed information on emerging market hotspots, especially around specialisms and specialist professionals *	Director of Human Resources
Review of expenses policy	Director of Human Resources
Management Board operating framework & scheme of delegation *	Director of Business Strategy
Performance against business group business plans *	Director of Business Performance
Organisational learning *	All Management Board members
Compliance framework *	Director of Resources
Review of MPS Environment Strategy and development of Corporate Social Responsibility / Sustainable Development Strategy for 2010-13 *	Director of Resources
Service Improvement Plan *	Director of Resources
Business charge card	Director of Exchequer Services
<b>Pillar Two: Reporting to &amp; involving the MPA &amp; stakeholders</b>	
Review of all forms of public engagement and consultation	Deputy Assistant Commissioner Territorial Policing Capability and Review
Safer Neighbourhoods panel training and business / youth engagement	Assistant Commissioner Territorial Policing
<b>Pillar Three: Standards of behaviour</b>	
Enhanced MPA/MPS Fraud and Corruption Awareness Strategy *	Director of Finance Services
Introducing the Equality Standard	Director, Diversity and Citizen Focus

\* Part of 2009/10 MPS Annual Assurance Statement (AAS)

### Appendix 3 - Barclaycard Update

**Table 1 - Value of aged outstanding Barclaycard returns as at 11 January 2011**

Bus. Group	Current £	Overdue				Overdue Total £	Grand Total £
		1 - 30 Days Overdue £	31 - 60 Days Overdue £	61 - 90 Days Overdue £	90 Days + Overdue £		
SO	313,819	147,244	20,512	10,498	6,628	184,882	498,701
SCD	31,176	3,894	1,106	467	1,326	6,793	37,969
CO	4,168	16,509	9,869	1,473	1,377	29,228	33,396
TP	7,271	1,747	1,789	-	39	3,575	10,846
DOI	3,153	-	-	163	-	163	3,316
DCP	164	-	274	312	-	586	750
HR	-	-	102	0	-	102	102
DoR	-	-	0	0	-	0	0
Total	359,751	169,394	33,652	12,913	9,370	225,329	585,080
Under Inv	-	-	-	-	8,190	8,190	8,190
Grand Total	359,751	169,394	33,652	12,913	17,560	233,519	593,270

**Table 2 - Number of Cardholders with aged outstanding Barclaycard returns as at 11 January 2011**

Bus. Group	Current No.	Overdue				Overdue Total No.	Grand Total No.
		1 - 30 Days Overdue No.	31 - 60 Days Overdue No.	61 - 90 Days Overdue No.	90 Days + Overdue No.		
SO	435	122	28	13	10	149	483
SCD	92	20	11	3	3	32	110
CO	38	34	24	10	8	59	81
TP	22	9	2	0	1	12	27
DOI	12	0	0	2	0	2	13
DCP	2	0	2	1	1	4	5
HR	0	0	1	0	0	1	1
DoR	0	0	0	0	0	0	0
Total	601	185	68	29	23	259	720
Under Inv	0	0	0	0	2	2	2
Grand Total	601	185	68	29	25	261	722

**NB:** 140 Cardholders had outstanding returns in both current and overdue categories and 46 cardholders had outstanding returns in more than one category of overdue returns

The average age of the 643 returns processed in December 2010 was 50.7 days. Against this average 78% of claims were processed within 60 days of the statement date i.e. before the end of the one to 30 day overdue period. The increase in the average days figure since November's figure is not reflective of the 44 day average throughout the year and includes time taken by returns in transit and administration time for which we allow 15 days following the 30 days allowed to the officers to complete their reconciliations, giving a 45 day target.

The reasons for the delay in processing some reconciliations to completion include:

- officers outside the Metropolitan Police District (MPD) are unable to submit claims in a timely manner and
- the time taken to approve and process claims, for example time in transit, return of forms to cardholders to remedy errors, omissions and/or, provide fuller explanations to supervisors.

The automatic deduction from salary of returns that are 90+ days overdue commenced in January 2010 with deductions from four cardholders and is now conducted each month.

The procedures have now been revised and re-published in light of recommendations from the recent DARA review and promulgating good practice developed across the business.

Training in the revised procedures has been provided to over 100 local finance staff from across the Business and the revised procedures sent to every cardholder. This has promoted compliance and promulgated a more uniform approach to enforcement of the procedures across the business with a zero tolerance approach to non compliance being cascaded down through all Business Groups by Management Board members.