



Annual Return form - 2010

Authority name Metropolitan Police Authority
Primary contact Jane Harwood
Primary contact email jane.harwood@mpa.gov.uk

PART 1: COMMUNICATION

Annual Report

Does the standards committee produce an annual report?

Yes

What does the report contain?

- | | |
|--|---|
| <input checked="" type="checkbox"/> A personal statement by the standards committee chairman | <input checked="" type="checkbox"/> Information about the members of the standards committee |
| <input checked="" type="checkbox"/> The role of the standards committee | <input checked="" type="checkbox"/> The standards committee terms of reference |
| <input checked="" type="checkbox"/> Information about the Code of Conduct | <input checked="" type="checkbox"/> Statistical information about complaints that have been received |
| <input type="checkbox"/> Information about the length of time taken dealing with complaints | <input checked="" type="checkbox"/> A summary of complaints which have led to investigation, sanction or other action |
| <input checked="" type="checkbox"/> Details about training/events provided | <input checked="" type="checkbox"/> The forward work plan of the standards committee |
| <input checked="" type="checkbox"/> Other | |

Please describe what "Other" contents are in the report.

Information about the Monitoring Officer

How is the standards committee annual report circulated?

- | | |
|--|---|
| <input type="checkbox"/> Sent to all senior officers | <input checked="" type="checkbox"/> Sent to all members |
| <input checked="" type="checkbox"/> Available on the authority intranet | <input checked="" 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 as a specific item on the authority website", please provide the web address.

<http://www.mpa.gov.uk/downloads/committees/s/100319-07-appendix01.pdf>

The report is "Available in the standards committee papers published on the authority website", please provide the web address.

<http://www.mpa.gov.uk/downloads/committees/s/100319-07-appendix01.pdf>

Publicising Complaints

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Through a 'compliments and complaints' type section of the council website | <input 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 the "'compliments and complaints' type section of the

council website", please provide the web address.

<http://www.mpa.gov.uk/yourviews/member/>

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

- | | |
|--|---|
| <input 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 checked="" 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 checked="" 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 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.

The Authority has a corporate governance committee which is responsible for enhancing public trust and confidence in the governance of the MPA and MPS, and therefore considers matters

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?

The Authority publishes the agenda and reports for meetings on its website. It also publishes on its website the gifts and hospitality and register of interests for all its members as well as the expenses and allowances scheme and actual expenses and allowances for all members. It reports to the full Authority after each of its meetings on the issues it has considered.

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 type="checkbox"/> Formal meetings between standards committee members and senior figures specifically set up to discuss standards | <input checked="" 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 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 type="checkbox"/> Through a strongly promoted whistle-blowing policy | <input 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 checked="" 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 checked="" type="checkbox"/> Advice from Human Resources department | <input checked="" type="checkbox"/> Solicitor / legal adviser consulted |
| <input type="checkbox"/> Informal hearing | <input 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 type="checkbox"/> Introduction to the Code of Conduct | <input checked="" 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 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 checked="" type="checkbox"/> Other |

Describe the "Other" training/support provided.

The Chair of the Standards Committee and an Independent Member of the Standards Committee attended a seminar of London Standard Committee's held at City Hall.

Who received training/support?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Standards committee chair | <input checked="" type="checkbox"/> Independent members |
| <input type="checkbox"/> Other standards committee members | <input 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 type="checkbox"/> External trainer/speaker |
| <input type="checkbox"/> One on one training | <input checked="" 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 | |

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

- | | |
|--|--|
| <input type="checkbox"/> Chairing 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 checked="" type="checkbox"/> None | <input type="checkbox"/> Other |

In general, how well attended was the training provided?

75% or more of those invited

Please give a brief overview of how standards issues are covered in your induction process for new members of the authority?

We have had one new member of the authority in the last year, but he is a member of the GLA's Standards Committee and will have received training on these topics in this

regard. The Authority is currently recruiting new Independent Members and is reviewing its induction programme for new members in this regard.

PART 4: INVESTIGATIONS

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

End of form