



**PRESENT:**

**Members:** Mr D Bambridge (Chairman), Miss S Skelton (Vice Chairman), Mrs A Crowe JP, Mr D Lomas, Mr R Palmer, Mr R Sellars, Dr B Wookey, Mr J Walker

**Officers:** Mr J Davidson (Monitoring Officer), Mr J King (Committee and Administration Officer), Mrs C Horton (Support Services Officer)

**Apologies:** Mr R Davies

**14/09. DECLARATIONS OF PERSONAL AND/OR PREJUDICIAL INTERESTS**

None.

**15/09. MINUTES – 4<sup>TH</sup> SEPTEMBER 2009**

<b>Resolved:</b>	<b>Responsible Officer:</b>
1. That the minutes of the meeting held on the 4 <sup>th</sup> September 2009 be taken as read and signed by the Chairman as a correct record.	-

**16/09. ACTION SUMMARY**

The Monitoring Officer advised that he had produced a first draft of the dual hatted Member protocol, which would be circulated for comment.

<b>Resolved:</b>	<b>Responsible Officer:</b>
1. That the Action Summary be noted.	-

[Dr B Wookey joined the meeting at 2.05pm]

**17/08. POLICE AUTHORITY RISK MANAGEMENT REGISTER**

<b>Resolved:</b>	<b>Responsible Officer:</b>
1. That the report be noted.	-

## 18/09. COMMITTEE WORKPLAN

Members questioned the wording provided under the “task” heading for items (46) and (48), which suggested that the Committee was responsible for considering and approving revised versions of the Members Allowance Scheme and Standing Orders. Members agreed that the role of the Committee was to ensure that both documents were reviewed - not to be responsible for the review.

<b>Resolved:</b>	<b>Responsible Officer:</b>
That:-  <ol style="list-style-type: none"><li>1. progress made with the 2009/2010 Work Plan be noted;</li><li>2. the wording under the “task” heading for items (46) and (48) be amended as per the Committee’s discussions;</li><li>3. items (46) and (47) be discharged.</li></ol>	- CAO -

## 19/09. STANDARDS INDICATORS – JULY TO SEPTEMBER 2009

Members noted that 2 Members had failed to record entries in the Register of Member Interests within 28 days of being appointed to the Authority. It was confirmed that action was being taken to address the issue with the Members concerned. Referring to the reminder sent out to Members twice a year about keeping their entries up to date, the Committee recommended that Members make a return even if no changes were required. This would assist with monitoring.

In noting performance for the period, Members were unsure whether the figures provided were positive or negative as there was no comparative data available. The Committee and Administration officer acknowledged the dilemma for the Committee, and stated that whilst the revised indicators had only been introduced for 2009/10, this meant that comparative data would be available for 2010/11.

<b>Resolved:</b>	<b>Responsible Officer:</b>
That  <ol style="list-style-type: none"><li>1. the report be noted;</li><li>2. reminders issued to Members about updating their entries in the Register of Member Interests require Members to make a return even if no changes are required;</li><li>3. comparative data be provided for standards indicators during 2010/11.</li></ol>	- CAO CAO

## 20/09. FREEDOM OF INFORMATION DISCLOSURE LOG 2009/2010

Members noted that a significant proportion of information requests detailed in the Authority’s Freedom of Information (FOI) disclosure log were referred to the Force to action. Members discussed whether it would be appropriate for the Committee to review the Force FOI disclosure log as a way of ensuring that requests referred on by the Authority were being dealt with appropriately.

<p><b>Resolved:</b></p> <p>That</p> <ol style="list-style-type: none"> <li>1. the Authority's FOI Disclosure Log be noted;</li> <li>2. Strategic Planning Committee be recommended to consider whether the Authority should monitor the Force FOI Disclosure Log.</li> </ol>	<p><b>Responsible Officer:</b></p> <p>- DCE/Members of Strategic Planning Committee</p>
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**21/09. STANDARDS FOR ENGLAND – SEVENTH ANNUAL ASSEMBLY OF STANDARDS COMMITTEES – 12<sup>TH</sup>/13<sup>TH</sup> OCTOBER 2009**

The Chairman announced that the 7<sup>th</sup> Annual Assembly of Standards Committees could be the last such event given that the Conservative Party was committed to abolishing Standards for England should it be elected next year.

A number of key points from the conference were highlighted including:

- an average of 1 complaint was made for every 30 Members
- the average cost of a complaint case was £6,000
- surprisingly few complaints were recorded as vexatious
- the majority of complaints were not upheld
- a revised Code of Conduct was expected by April 2010

<p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>1. That the oral update be noted.</li> </ol>	<p><b>Responsible Officer:</b></p> <p>-</p>
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**22/09 REVIEW OF THE AIDE MEMOIRE ON THE DUTIES AND RESPONSIBILITIES OF THE POLICE AUTHORITY**

The Committee was invited to consider an alternative approach to the planned review of the Aide Memoire on the duties and responsibilities of the Police Authority. It was recommended that a formal Constitution be developed, setting out the roles, functions and responsibilities of its Members and statutory officers with more detailed procedures and codes of practice provided as a series of appendices. A summary document would also be developed to complement the Constitution, which would be more “public facing” and visually appealing for use on the Authority’s website and in promotional/recruitment literature.

<p><b>Resolved:</b></p> <p>That</p> <ol style="list-style-type: none"> <li>1. the alternative approach to reviewing the Aide memoire as set out in the report be approved;</li> <li>2. the draft Constitution and “public facing” summary document be developed by 31<sup>st</sup> March 2010.</li> </ol>	<p><b>Responsible Officer:</b></p> <p>CAO CAO</p>
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## 23/09. ETHICAL GOVERNANCE QUESTIONNAIRE

The Committee was invited to approve a proposed Ethical Governance questionnaire developed by the Committee and Administration Officer to ascertain both Member and Officer perceptions of conduct/behaviour and ethical governance in the Authority.

In approving the questionnaire, Members expected that all Members and Officers would complete and return the document without exception.

<b>Resolved:</b>	<b>Responsible Officer:</b>
That:-  1. the Ethical Governance Questionnaire attached at Appendix B to the report be approved: 2. the Questionnaire be circulated to Members and Officers of the Authority via email; 3. any outstanding Questionnaire's be collated from Members/Officers at the Police Authority meeting scheduled for 29 <sup>th</sup> January 2010.	-  CAO  CAO

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**CHAIRMAN**