

MINUTES OF THE MEETING OF THE ETHICAL STANDARDS COMMITTEE
HELD ON TUESDAY 22 SEPTEMBER 2009

Present:

Mrs B Everitt (Chair)
Mrs V Jenkins
Mrs F Anthony
Mr D Reeve
Mr S Revell
Mr R Middleton

In attendance

Mr C Harding	Chief Executive, Norfolk Police Authority
Miss K Hudson	Executive Assistant, Norfolk Police Authority

1. Election of Chair

Following consideration of guidance received from the Standards Board for England in respect of the election of independent members to the role of Committee Chair, Mr Revell nominated Mrs Everitt, duly seconded by Mr Reeve. There being no other nominations, it was

RESOLVED:

That Mrs Everitt be appointed as Chair of the Committee for the ensuing year.

2. Election of Deputy Chair

Mr Reeve proposed that Mr Revell be elected as Deputy Chair, seconded by Mrs Jenkins. There being no other nominations, it was

RESOLVED:

That Mr Revell be appointed Deputy Chair of the Committee for the ensuing year.

3. To note any apologies for absence

Apologies for absence were received from Mr Hannah.

Mrs Everitt welcomed Mr Middleton to his first meeting as an Independent Member and congratulated Mr Revell for his re-election to the Ethical Standards Committee.

4. To note any declarations of interest

There were none.

5. To confirm the minutes of the meeting held on 23 April 2009

The minutes of the meeting held on 23 April 2009 were agreed as a correct record and signed by the Chair.

Matters of Update:

Item 6 – Places had now booked for Mrs Anthony, Mr Middleton, Mrs Everitt and Mr Revell to attend the Standards Board Conference on 12 and 13 October.

Item 8 – Members were continuing to update their Members Declarations on a six monthly basis.

Item 9 – It was noted that the Gifts and Hospitality forms were now being issued, in addition to Members, to Senior Officers within the Norfolk Police Authority.

Item 11 – It was noted to include Mr Middleton in the review of the scheme next time.

6. **To note whether any items have been proposed as matters of Urgent Business**

The Chief Executive was able to update members on future training event for ESC members.

7. **Appointment of Lay Independent Members to the Ethical Standards Committee**

The Chief Executive outlined the recent appointment process for Lay Independent Member to the Ethical Standards Committee. Mr Harding expressed his appreciation to Mr Revell for re-applying and to the Selection Panel for their work in undertaking the selection process. Given the high calibre of candidates it was decided to appoint Mr Middleton in addition to Mr Revell, with Mr Revell's term of appointment expiring in 2011 and Mr Middleton's in 2012. This would give the Committee more depth and resilience and a "rolling" pattern of retirement of the Lay Independent Members. The decision was ratified by Police Authority Members at the Police Authority meeting on the 25 August.

RESOLVED:

To endorse the appointment of the additional Lay Independent Members to the Ethical Standards Committee.

8. **Review of Committee Programme of Business**

The Committee noted Appendix A showing the Ethical Standards Work Programme of Business. Members welcomed this. Whilst an annual document, it would be kept updated as the role and functions of the Committee evolved.

The Chief Executive outlined the updated Police Authority Members Annual Review process. The Chair(man) was very pleased that had taken place and hoped the improvements would be implemented. The Chief Executive would circulate the new Annual Review Process to the Committee members following approval at the Police Authority Meeting on 13 October.

RESOLVED:

To note and endorse the programme of business in Appendix A of this report.

9. **Norfolk Constabulary and Norfolk Police Authority Expenses**

The Chief Executive gave an oversight as to the Norfolk Constabulary and Norfolk Police Authority Expenses and bonus packages in the light of recent high-profile media attention to the Parliamentary equivalents. Mr Harding advised that Norfolk Constabulary ACPO Officers expenses were now being published on the website. It was noted that the Chief Executive's expenses will be published on the website in the next month.

Thereafter, it is hoped to publish the salaries and pay packages of the ACPO Team and the PA Chief Executive, alongside the rest of the pay grades and numbers of staff in each grade, in due course. Mr Harding advised the Committee that he will circulate a draft of that document in due course.

10. **Norfolk Police Authority Scheme of Delegation**

The Committee reviewed the Scheme of Delegation (Revised April 2009) showing track changes. Further amendments were noted. The Chief Executive welcomed further comments to be made to him, should they be noted after the meeting. Mrs Everitt thanked all involved for their work on this.

RESOLVED:

To note and endorse the contents of the report and the changes to the Scheme of Delegation.

11. **Ethical Standards Committee Annual Report 2008/09**

The Chief Executive advised the Committee that the Annual Report would be presented to the Full Authority. Mrs Everitt asked the Committee whether all issues arising from 2008/09 had been documented. The Committee agreed. Mr Harding invited Mrs Everitt to attend the Full Authority to present the Annual Report and then be available for questions. Mr Harding advised that should Mr Revell, Mr Middleton and Mrs Everitt wish to attend any of the Police Authority Meetings they are able to.

RESOLVED:

To note and endorse the contents of the report, prior to its presentation to the next full Authority Meeting by the Committee Chairman.

12. **Standards Board Online Annual Return 2008/09**

The Chief Executive reported to the Committee that the Annual Report 2008/09 had now been completed. Mr Harding also advised that on a quarterly basis the Standards Board requests information on case handling figures. Mrs Anthony highlighted that an abbreviation had been used but not made known on page 42 of the Annual Report.

13. **Action taken by the Chief Executive under Delegated Powers:**

There were none.

14 **Any other Items of Business**

The Chief Executive discussed the need for possible refresher training in dealing with Complaints. It was suggested that Jonathan Goolden undertakes this training over a half day, with case studies given. The training session will involve Ethical Standards Committee Members and the Monitoring and Deputy Monitoring Officer. It was decided that dates following the Standards Conference in October would be circulated to Members to indicate their availability.

15. **Date of next meeting**

It was noted by the Committee that the date for the next meeting is to be confirmed, probably in March 2010.

(The meeting closed at 11.10 a.m.)

CHAIRMAN