



Annual Return form - 2010

Authority name Peterborough City Council
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PART 1: COMMUNICATION

Annual Report

Does the standards committee produce an annual report?

Yes

What does the report contain?

- | | |
|--|---|
| <input 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 type="checkbox"/> Information about the Code of Conduct | <input checked="" type="checkbox"/> Statistical information about complaints that have been received |
| <input checked="" 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 type="checkbox"/> Other | |

How is the standards committee annual report circulated?

- | | |
|--|--|
| <input type="checkbox"/> Sent to all senior officers | <input type="checkbox"/> Sent to all members |
| <input checked="" type="checkbox"/> Sent to parish/town councils | <input type="checkbox"/> Available on the authority intranet |
| <input 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 checked="" type="checkbox"/> Included as a full authority meeting agenda item | <input type="checkbox"/> Publicised in local press |
| <input type="checkbox"/> Distributed to households | <input checked="" type="checkbox"/> Available at authority offices |
| <input type="checkbox"/> Not circulated outside of the standards committee | <input type="checkbox"/> Other |

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

www.peterborough.gov.uk

Publicising Complaints

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

- | | |
|---|--|
| <input type="checkbox"/> Through a 'compliments and complaints' type section of the council website | <input checked="" 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"/> Advertised through parish councils | <input type="checkbox"/> Information is not available to the public |
| <input type="checkbox"/> Other | |

The information is on "standards committee section of the website", please provide the web address.

[http://democracy.peterborough.gov.uk/ecSDDisplay.aspx?](http://democracy.peterborough.gov.uk/ecSDDisplay.aspx?NAME=SD275&ID=275&RPID=119714&sch=doc&cat=13036&path=12871,13036)

[NAME=SD275&ID=275&RPID=119714&sch=doc&cat=13036&path=12871,13036](http://democracy.peterborough.gov.uk/ecSDDisplay.aspx?NAME=SD275&ID=275&RPID=119714&sch=doc&cat=13036&path=12871,13036)

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 checked="" type="checkbox"/> Hearings are open to the public | <input type="checkbox"/> All investigation outcomes are publicised in the local press |
| <input checked="" 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 checked="" 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 checked="" type="checkbox"/> Standards committee independent members contribute to other authority meetings |
| <input type="checkbox"/> Other | |

Please give further details of the contributions made to other authority meetings.

Standards Committee members have an open invite to attend full Council meetings. This year the independent members also attended all of the Neighbourhood Council meetings to do a presentation. The Independent Chair is also a member of the Strategic Governance Board and reports on the work of the Standards Committee.

How can the public access information about your standards committee?

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

Please provide the web address for the standards committee section on the authority website.

<http://democracy.peterborough.gov.uk/mgCommitteeDetails.aspx?ID=288>

What else does the authority do to promote the work of the standards committee and standards generally to the public and other partners?

The Neighbourhood Councils each received a presentation on the work of the Standards Committee which was well attended by members of the public. Leaflets were made available detailing the main points of the ethical regime. An invitation has been issued by the Parish Council Liaison Committee to also receive the same presentation. The Standards Committee also intends to take part in Local Democracy Week which is a youth event to increase awareness of what the Council does.

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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Senior figure(s) makes personal commitment to standards in statements to public/employees |
| <input checked="" type="checkbox"/> Through any other method | |

Describe the "Other" ways that this is achieved.

At full Council this year members referred the matter to Standards Committee of whether they ought to include the register of interests on the website. Standards Committee agreed this and also to extend the website declarations to the register of gifts and hospitalities. This was agreed by full Council and is currently being implemented.

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 checked="" type="checkbox"/> Chair of standards committee mediation | <input type="checkbox"/> Senior figure mediation (e.g. Chief Executive) |
| <input 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 checked="" type="checkbox"/> Introduction to the Code of Conduct | <input checked="" type="checkbox"/> Elements of the Code of Conduct |
| <input checked="" type="checkbox"/> The role and responsibilities of the standards committee | <input checked="" type="checkbox"/> Ethical governance/behaviour |
| <input type="checkbox"/> None | <input checked="" type="checkbox"/> Other |

Describe the "Other" needs that were identified.

Advice and training on pre-determination and bias. Although not a code of conduct issue it is so closely related to ethical conduct in meetings that it is considered hand in hand with Code issues. For this coming year it is becoming apparent that advice and training is needed in ethical conduct during the pre-election period so that this does not result in a breach of the code.

What training/support was provided during the period 1 April 2009 to 31 March 2010?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Introduction to the Code of Conduct | <input checked="" type="checkbox"/> Elements of the Code of Conduct |
| <input checked="" type="checkbox"/> Role and responsibilities of the standards committee | <input checked="" type="checkbox"/> Ethical governance/behaviour |
| <input type="checkbox"/> None | <input type="checkbox"/> Other |

Who received training/support?

- | | |
|---|--|
| <input type="checkbox"/> Standards committee chair | <input type="checkbox"/> Independent members |
| <input checked="" type="checkbox"/> Other standards committee members | <input type="checkbox"/> All authority members |
| <input checked="" 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 checked="" type="checkbox"/> One on one training | <input type="checkbox"/> Joint/regional training event |
| <input type="checkbox"/> Online learning | <input type="checkbox"/> Guidance notes/briefing materials |
| <input checked="" type="checkbox"/> Standards for England materials | <input type="checkbox"/> Ethical governance toolkit |
| <input type="checkbox"/> Other | |

In which areas of the Code of Conduct has training/support been provided?

- | | |
|--|--|
| <input checked="" type="checkbox"/> Respect | <input checked="" type="checkbox"/> Personal/Prejudicial Interests |
| <input checked="" type="checkbox"/> Use of resources | <input type="checkbox"/> Bullying |
| <input checked="" type="checkbox"/> Disrepute | <input checked="" type="checkbox"/> Predisposition, Pre-determination and bias |
| <input type="checkbox"/> Equality | <input type="checkbox"/> Confidentiality |
| <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 checked="" type="checkbox"/> Predetermination, Predisposition and bias | <input type="checkbox"/> Blogging and/or the use of social media |

Electioneering

None

Freedom of Information (FOI)

Other

In general, how well attended was the training provided?

25-50%

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

Members receive a one to one training with the Monitoring officer and deputy monitoring officer. Review of the induction process forms part of the work programme for the standards committee for the coming year

In which areas of the role and responsibilities of the standards committee has training/support been provided for standards committee members? Please tick all that apply.

Initial assessments

Reviews

Hearings

Other

Other action/mediation

Investigations

Sanctions

PART 4: INVESTIGATIONS

Have any investigations been completed during the period 1 April 2009 - 31 March 2010? Yes

How many investigations have been completed during this period?

2

Have any of the investigations used external investigators? No

Of the investigations completed during the period, for how many have external investigators been used?

Nothing selected

Please provide a brief overview of the processes you have in place to ensure the quality of local investigations.

There is an internal investigations team who conduct all the local investigations on behalf of Peterborough City Council and offer similar services to South and East Cambs Councils. The team is headed up by a manager holding an MA in Fraud Investigation, who acts as the quality control person for all investigation reports to the Standards Committee. She has over 11 years experience in investigations within local government. The investigations are primarily undertaken by an investigator with over 30 years experience in the police force who was an experienced Detective Sargeant.

PART 5: RELATIONSHIPS WITH PARISH AND TOWN COUNCILS

Has your authority provided training for parish councillors during the period 1 April 2009 to 31 March 2010?

No

Has your authority provided training for parish clerks during the period 1 April 2009 – 31 March 2010?

No

Does your council have a COMPACT (a formal agreement with your county Association of Local Councils about supporting standards for parish and town councils in the area)?

Yes

Describe the relationship between your authority and your County Association of Local Councils in relation to standards. For example, how regularly do you interact with them? Are you involved in delivering joint training?

We are in regular contact with Ian Dewar who heads up the Cambridgeshire and Peterborough Associations of Local Councils. Peterborough Association of Local Councils select parish members for the Standards Committee. There is a current ongoing selection process to select an additional parish member.

The Council provides rooms for all PALC meetings.

PALC provide all training on Code of Conduct and we update them on any changes to legislation, procedures and practice.

The Monitoring Officer took a report to the Parish Council Liaison Committee in March in support of the proposed standing orders from the parish council toolkit which had been issued to the parishes by CPALC with a request that they implement those. The standing orders were in relation to notification of complaints and decisions under the Code of Conduct made against parish members.

Standards for England and Teesside University are currently researching the role of the Parish Liaison Officer. Teesside University have created a brief questionnaire to assess the organisational background, functions and skills needed to carry out the Parish Liaison role. Does your authority have a Parish Liaison Officer?

Yes

Does the Parish Liaison Officer (or the person who fulfils the same functions) consent for the University of Teesside to contact them to complete a brief questionnaire about their role?

No

What steps have you taken when dealing with parishes which have had problems with standards issues? For example, what preventative or capacity building work have you done with parishes?

There have been no particular issues to date. This might be attributed to the Parish Council Liaison Committee. The Parish Council Liaison Officer is new to the role and therefore cannot give any examples of parish council issues over this past year (and also the reason why he cannot offer any assistance with the questionnaire.

Which of the following areas would you like Standards for England to produce additional guidance on to support your work with parishes?

Lobbying

Predetermination and bias

Planning and interests

Dual-hatted members

Other

End of form

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