

NORTHUMBRIA POLICE AUTHORITY**STANDARDS COMMITTEE – 14 OCTOBER**

REQUIREMENTS OF THE AUTHORITY'S CODE OF CONDUCT: UPDATE

Report of the Deputy Clerk and Solicitor

Purpose of the Report

1. This report updates the Committee on the implementation of a number of requirements of the Authority's code of conduct.

Introduction

2. Members will be aware that the Authority's new code of conduct came into force on 1 May 2002 and placed a number of significant new requirements on members and, specifically, required them to:
 - Sign, by 30 June 2002, a written undertaking to observe the new code of conduct. Were a member to fail to do so, they would cease to be a member of the Authority.
 - Notify the Monitoring Officer of their financial and other interests by 29 May 2002. Where they did not do so, members would be in breach of the code of conduct and could be the subject of an allegation to the Standards Board for England, which deals with complaints against members under the new code.
3. To ensure that all members were able to meet these requirements, officers issued appropriate forms and notified members of deadlines and possible sanctions.
4. Appendix 1 updates the Committee on progress made on meeting the requirements of the code of conduct with regard to members and makes proposals for improving the register of interests in future.

Recommendation

5. The Committee is asked to note the progress made and to agree the proposals outlined in Appendix 1, subject to any comments members may wish to make.

Requirements of the Authority's Code of Conduct: Update

Undertaking to Observe the Code of Conduct

1. All members of the Authority have now signed a form agreeing to act in accordance with the code of conduct.

Register of Interests

2. All members of the Authority have now submitted a form giving details of their financial and other interests. In completing these forms, a number of points of clarification were sought. As all members must now notify changes to their registered interests within 28 days, it would seem appropriate to take action to improve the system now.
3. The issues are outlined below:
 - The wording of the form, which was taken directly from the code of conduct, was not sufficiently clear to be a helpful guide as to what needed to be registered by members.
 - The scope of the register is much wider than was initially apparent, and the working of the code of conduct is difficult to interpret. In particular, a number of complex issues have arisen regarding which bodies need to be registered.

It is proposed that a new form is designed, providing a clearer framework to guide members in registering their interests.

REGISTER OF FINANCIAL AND OTHER INTERESTS

You should complete this form as fully as possible. The notes and examples provided are intended to give general guidance, but are not necessarily comprehensive. In completing the form you should refer to the specific requirements contained in the Authority's Code of Conduct and seek advice from the Monitoring Officer if you have queries about what to register. Please enter 'none' where appropriate.

BOX 1	I, (insert name), a member of Northumbria Police Authority, give notice of the following financial and other interests.
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PART 1 – FINANCIAL INTERESTS

Your employment

Box 2: *You should provide a brief description of any employment or office from which you receive an income, and of any trade, profession or vocation carried on for profit or gain. You do not need to give details of the income you receive or to declare your membership of the Authority.*

BOX 2	<hr/> <hr/> <hr/> <hr/>
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Box 3: *You should give the name of your employer or the person that appointed you.*

BOX 3	<hr/> <hr/> <hr/> <hr/>
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Box 4: *You should list any firm of which you are a partner.*

BOX 4	<hr/> <hr/> <hr/> <hr/>
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Box 5: *You should list any companies of which you are a paid director.*

BOX 5	<hr/> <hr/> <hr/> <hr/>
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Payments in connection with your election or your duties as a member

Box 6: You should provide the name of any person, organisation or body which has paid you in connection with either:

- Your appointment or nomination as a member of the Authority
- Expenses incurred by you in conducting the duties of a member of the Authority.

This includes payments by a political party, or any person or organisation which has made a financial contribution directly to you or for something connected to your duties (such as publicity material). Where you receive any such payment after completing this form, you must inform the Monitoring Officer within 28 days. You do not need to register payments received from a local authority, police authority or other, similar, body.

BOX 6	

Shares and securities

Box 7: You need only enter shares in this section if:

- the company they relate to has land or a place of business in the Authority's area, **and**,
- the nominal value of your shares in the company is more than £25,000 or 1/100th of the total issued share capital of the company. The nominal value of any shares you own will be recorded on the share certificate. You do not need to refer to the market price.

You are only required to register shareholdings which are known to you. You need not investigate the investment portfolios of, for example, your unit trusts or pension schemes.

BOX 7	

Contracts with the Authority

Box 8: You should give a brief description of the nature and length of any contracts which you have with the Authority.

BOX 8	

Box 9: You should enter contracts for goods or services between the Authority and a company or body of which you are a shareholder or director. You must also register contracts where the Authority meets the cost of works for third parties such as voluntary organisations where you are a member of them or hold a position of control or management.

BOX 9	

Land

Box 10: You should register any land in which you have a beneficial interest, including interests held jointly with other people. You need to include your **home address** in this section, and must provide an address or description sufficient to identify any other land. You do **not** need to register land of which you are a trustee, or land which is part of the estate of someone deceased and for which you are an executor or administrator but in which you have no interest.

BOX 10	

Box 11: You should enter details of any land which a company you listed in boxes 4, 5 or 7 (above) rents from the Authority.

BOX 11	

Box 12: You should register any licence or permissions you have to occupy land in the Authority's area where the licence will last for more than 28 days. This could be, for example, land where you hold an allotment. Again, you should provide either an address or a description of the land.

BOX 12	

Companies, industrial and provident societies, charities or bodies directed to charitable purposes

Box 15: You do not need to register every company in which you hold one share, or building society accounts. However, the requirement to register charities is wide ranging, and means you need to include organisations such as the National Trust or the RSPB to which you belong.

BOX 15	

Bodies whose principal purpose includes the influence of public opinion or policy

Box 16: You should register membership of political parties and other organisations which are primarily campaigning organisations.

BOX 16	

Trade unions or professional associations

Box 17: You should include any union of which you are a member, and any body which represents the interests of your profession (such as the Law Society or the British Medical Association).

BOX 17	

Signed **Date**