

Annex A

Section 21 Notice to Kit Malthouse – 20 January 2012

No.	Question	Paragraph No:		
		Catherine Crawford	Kit Malthouse	Julie Norgrove
<i>Your witness statement should cover at least the following matters or issues:</i>				
1.	Who you are and a brief summary of your career history.	Paras 4 – 9	Paras 4 – 8	Paras 1 – 2 and 7 – 11
2.	What are (or were) your responsibilities as Chair of the Metropolitan Police Authority?		Para 12	
3.	What role did the MPA play in relation to oversight of the MPS's relations and communications with the media? Do you consider that it would be in the public interest for there to be changes to this role, which will be carried out by the MOPC? If so, what changes? Please explain when answering this question what you consider to be "in the public interest".	Para 96		
4.	What level of contact, oversight or knowledge was there from the MPA in relation to the MPS's relations and communications with the media?	Para 84 – 89 and 96	Para 22 and 67	
5.	What level of contact, oversight or knowledge was there from the MPA in relation to the MPS's policing of offences committed, or suspected as having been committed, but the media?	Para 71		
6.	What role do you consider that the MOPC and the Police and the Crime Commissioners should have in ensuring that relationship and communications between the police and the media, both locally and	Para 78 – 79 and 139	Para 88	

No.	Question	Paragraph No:		
		Catherine Crawford	Kit Malthouse	Julie Norgrove
	nationally, are appropriate? Please explain when answering this question what you consider to be "appropriate" contact with the media.			
7.	Did you, or to your knowledge any other member of the MPA or politician, discuss with (a) the former Assistant Commissioner John Yates; and/or (b) the former Commissioner Sir Paul Stephenson his intention to resign before he resigned? If so, please identify the parties to the discussion and summarise the gist of the conversation/communication.	Para 124 - 136	(a) Para 62 and 66 (b) Para 60 - 61 and 66	
8.	Did you, or to your knowledge any other member of the MPA or politician, encourage or advise: (a) former Assistant Commissioner John Yates; and/or (b) the former Commissioner Sir Paul Stephenson to resign (whether explicitly or implicitly)? if so, please give full particulars. The Inquiry would be particularly interested, if this was the case, to know whether there was any hint of the press having influenced the member of the MPA's or politician's conduct.	Para 124 - 136	(a) Para 62 and 66 (b) Para 61 & 66	
9.	Please describe the volume, frequency and nature of the contact that you have (or had), about MPS matters, or matters relating to MPS, with: (a) The Mayor of London; (b) Conservative Party Central Office; and (c) other politicians whilst service on the MPA.		Para 22	
10.	In relation to the contact referred to above, what sort of information do (or did) other politicians seek from you in relation to the MPS whilst you served on the MPA?		Para 22	
11.	How did you obtain information about the MPS? Did you, for instance, have access to any of the MPS' IT systems? To what extent, and with what frequency, are (or were) you briefed by the MPS in relation to MPS matters whilst you served on the MPA?	Para 57		

No.	Question	Paragraph No:		
		Catherine Crawford	Kit Malthouse	Julie Norgrove
<i>Relations between the MPA and the Media</i>				
12.	What is your impression of the culture within the MPA in relation to its dealings with the media (the media in all its forms)?	Para 66 - 68	Para 18	
13.	Describe the personal contact which you had with the media during your tenure at the MPA. The Inquiry would like an overall picture of the type, frequency, duration and content of your contact with the media.	Para 73 - 74	Para 31 and 37	
14.	Describe what you were seeking to gain for the MPA through your personal contacts with the media.	Para 74		
15.	Describe in general terms and using illustrative examples what you consider to the media has been seeking from you in your personal dealing with them during your career.	Para 74		
16.	Have you ever had "off the record" conversations with the media? If so, please explain why and give examples.	Para 73	Para 32	
17.	To what extent did you accept hospitality from the media?	Para 98	Para 36 - 37	
18.	Insofar as you accepted hospitality from the media, what was the nature of the hospitality that you accepted?	Para 98	Para 36 - 37	
19.	To what extent did you provide hospitality for the media on behalf of the MPA?	Para 98	Para 38	
20.	Insofar as you provided hospitality to the media, what was the nature of the hospitality that you provided?	Para 98	Para 38	

No.	Question	Paragraph No:		
		Catherine Crawford	Kit Malthouse	Julie Norgrove
21.	Have you ever accepted gifts from the media? If so, please give full details (including who gave you the gift, what the gift was, and why you believe they gave you the gift.	Para 98	Para 36 – 37	
22.	What mechanisms were in place to monitor and record hospitality as between the MPA (including you) and the media?	Para 97 – 102	Para 35	
23.	What mechanisms were in place to monitor and record meetings/contact with the media generally?	Para 61		
24.	Did you ever discuss the media, or media coverage, with politicians? If so, how important is such communication and why?			
25.	Did you ever know, or sense, that a politician has put pressure on you to take a particular course of action as a result of lobbying or influence exerted on that politician by the media? If so, please explain (although you need not identify the politician at this stage if you do not wish to do so).			
26.	Set out your understanding of the type of contact which MPA personnel have had with the media covering nature, extent and (in general terms) topics/content.	Para 59		
27.	Were contacts with the media restricted to certain staff or were all staff able to deal with the media?	Para 60 - 65		
28.	What did you expect the MPA to gain from such contacts with the media?	Para 66		
29.	What did the media seek from such contacts with MPA personnel?	Para 67		

No.	Question	Paragraph No:		
		Catherine Crawford	Kit Malthouse	Julie Norgrove
30.	What hospitality were MPA personnel permitted to accept from the media? Inter alia, were they entitled to accept a meal or a drink from a journalist?	Para 75 and 99 - 101		
31.	What hospitality were personnel permitted to afford to the media?	Para 75 and 99 - 101		
32.	How (if at all) was hospitality between the MPA (including you) and the media controlled and/or regulated?	Para 97 - 102		Para 23 & 43
33.	Were the hospitality rules governing contact between the MPA personnel (including you) and the media different from those covering contact with other third parties? if so, what were the differences?	Para 75 and 99	Para 35	Para 29
34.	Were records of hospitality and other contact with the media audited and/or policed and, if so, how and by whom?	Para 98 - 111		Para 29 - 50
35.	Were you satisfied that the policies and procedures described above were sufficient and worked effectively? Did you consider that they were capable of improvement? If so, in what ways?	Para 103		Para 46 - 51, 57 - 59 and 78 - 79
36.	What systems, policies and procedures were in place in the MPA to ensure that all members of staff knew what was and what was not appropriate contact with the media?	Para 62 - 64		
37.	Were you satisfied that the policies and procedures described above were sufficient and worked effectively? Did you consider that they were capable of improvement? If so, in what ways?	Para 103		

No.	Question	Paragraph No:		
		Catherine Crawford	Kit Malthouse	Julie Norgrove
38.	What training was in place in the MPA to ensure that all members of staff knew what was and what was not appropriate contact with the media?	Para 62 - 64		
39.	To what extent were leaks from the MPA to the media a problem for the MPA?	Para 90 - 91	Para 23	
40.	What systems and procedures were in place to identify, respond to and detect the source of leaks?	Para 90 - 91		
41.	Insofar as applicable, what do you consider were the driving forces behind, or the main causes of, leaks from the MPA?	Para 92		
42.	In the last 5 years, how many investigations were conducted into actual or suspected leaks from the MPA and how many led to the successful identification of the source of the leak? What was the outcome of the other investigations?	Para 91		
43.	What payments (if any) were considered to be legitimate financial transactions between MPA personnel and the media?	Para 93		
44.	What policies and/or guidance were in place in relation to financial transactions between MPA personnel and the media?	Para 93 - 94		
45.	To what extent do you believe bribery of personnel by the media was a problem for the MPA (if at all)?	Para 93 - 94	Para 23	
46.	What steps were taken: (a) to educate your personnel about bribery; (b) otherwise to prevent the bribery of your personnel; (c) pro-actively to detect bribery; (d) retrospectively to investigate bribery; and (e) to discipline personnel (if any) who were found to have accepted bribers from	Para 91 - 94		

No.	Question	Paragraph No:		
		Catherine Crawford	Kit Malthouse	Julie Norgrove
	the media?			
47.	Did the MPA have a Press Office or similar PR outlet? If so, please give particulars setting out how it operated and what its function was. In particular, did it have a gatekeeper function for controlling the flow of information out of the MPA to the media? Please also give your view as to its utility and role?	Para 58 - 61	Para 18	
48.	In the last 5 years, how many people worked in the Press Office at any one time?	Para 58		
49.	In the last 5 years how many of the personnel who worked in the Press Office had previously worked for the News of the World? Insofar as you are able to please name them.	Para 58		
50.	In the last 5 years, how many of the personnel who worked in the Press Office had previously worked for a title owned by Rupert Murdoch? Insofar as you are able to please name them.	Para 58		
51.	In the last 5 years what proportion of personnel in the Press Office or similar PR outlet had come from a media background?	Para 58		
52.	What was the media's attitude towards the MPA's Press Office or other similar PR outlet? In particular, were they satisfied by the provision of information and the routing of communications through your Press Office or did they prefer direct contact with individual personnel within the MPA?	Para 68		
<i>Relations between the MPS and the Media</i>				
53.	What is your impression of the culture within the MPS in relation to its dealings with the media (the media in all its forms)?	Para 82 - 89	Para 25 - 28	

No.	Question	Paragraph No:		
		Catherine Crawford	Kit Malthouse	Julie Norgrove
54.	To what extent do you believe bribery of personnel by the media is a problem for the MPS (if at all)?	Para 95		
55.	To what extent do you believe leaks from the MPS to the media are a problem for the MPS (if at all)?	Para 95		
56.	What do you consider are the driving forces behind, or the main causes of, leaks from the MPS?	Para 95		
57.	What do you know about the level of hospitality accepted by the MPS from the media? Do you consider the level to be appropriate now and to have been appropriate in the past? In addressing this issue please give your reasons and set out what you consider to be an appropriate level of hospitality for a police officer to accept from the media (if any).	Para 104 - 116	Para 67 - 71	
<i>General Matters</i>				
58.	Is it necessary for police forces to have a press office, and what is your view of the utility and role of police press officers?	Para 83		
59.	What is your view of the practice of police officers and/or police staff having "off-the-record" conversations with the media?		Para 33	
60.	What limitations, if any, do you consider there should be on police officers and police staff leaving the police service to work for the media and vice versa?	Para 119 - 125	Para 29	
61.	What is your view of the recommendations contained in the HMIC's recent report " <i>Without Fear or Favour</i> " insofar as they concern relations between the media and the police?		Para 93	Para 56 - 77

No.	Question	Paragraph No:		
		Catherine Crawford	Kit Malthouse	Julie Norgrove
62.	What is your view of the recommendations contained in Elizabeth Filkin's report " <i>The Ethical Issues Arising from the Relationship between Police and Media</i> "?		Para 94	Para 52 - 55
63.	Do you consider that there are different or further steps which could and/or should be taken to ensure that relationships between the police and the media are and remain appropriate?	Para 138 - 139		Para 80 - 84

Section 21 Notice to Catherine Crawford – 7 February 2012

No.	Question	Paragraph No:		
		Catherine Crawford	Kit Malthouse	Julie Norgrove
<i>Your witness statement should cover at least the following matters or issues:</i>				
1.	Who you are and a brief summary of your career history.	Para 4 – 9	Para 4 – 8	Para 1 – 2 and 7 – 11
2.	Please describe the role and remit of the press office within the MPA. Will the role and remit be different under the MOPC? If so, in what ways?	Para 59 – 61 and 76 - 81		
3.	Please describe your role and responsibilities within the MOPC's press office. To whom do you report?	N/A		
4.	Did the MPA press office have a gatekeeper function for controlling the flow of information to the media? Will there be any changes under the MOPC?	Para 61 and 80		
5.	Did the MPA press office have a gatekeeper function for controlling access to MPA personnel? Will there be any changes under the MOPC?	Para 60, 65 and 80		
6.	What was your impression of the culture within the MPA in relation to its dealings with the media (the media in all its forms)? What changes, if any should the MOPC make to this culture?	Para 60 – 68 and 76 - 81	Para 18	
7.	Describe your impression of the culture of dealings between the MPA press office specifically and the media (the media in all its forms)? Did you consider the relationship between the MPA press office and the media to be a successful one? What changes, if any, should the MOPC make to the	Para 60 – 68, 76 and 79 - 80		

No.	Question	Paragraph No:		
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	relationship?			
8.	Set out your understanding of the type of contact which staff working in the MPA's press office had with the local and national media covering nature, extent, frequency and (in general terms) topics/content. What changes, if any, should the MOPC make?	Para 59 - 60 and 76 - 80		
9.	Were contacts with the media restricted to certain staff or were all personnel within the MPA able to deal with the media? Will the position be different under the MOPC? If so, how?	Para 60 - 61, 64 - 65 and 80		
10.	Did the MPA's press office prioritise some sections of the media over others? For instance, did it prioritise communications and relations with the national media over those with the local media? If so, please give details and explain why. What changes, if any, do you consider the MOPC should make?	Para 60 and 80		
11.	Were there mechanisms in place to ensure that the MPA disseminated information widely to the media rather than only to select journalists or titles? If so, please specify. If not, do you consider the MOPC should put such mechanisms in place? If so, please specify.	Para 60 and 80		
12.	What was the media's attitude towards the MPA's press office? In particular, were they satisfied by the provision of information and the routing of communications through the press office or did they prefer direct contact with individual personnel within the MPA?	Para 67 - 68		
13.	Did you or, to your knowledge, staff working for the MPA's press office ever give "off-the-record" briefings or have "off-the-record" conversations with the media (both local and national)? If so, please give full details and illustrative examples. Please also explain why they took place and what	Para 60		

No.	Question	Paragraph No:		
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	you consider to be the benefits of such communications.			
14.	Insofar as applicable, what records were kept of information shared on an "off-the-record" basis? Were records kept of all "off-the-record" briefings and the information provided at them? Will the position be different under the MOPC?	Para 60		
15.	Describe in general terms and with illustrative examples, the personal contact which you have had with the local and national media. The Inquiry would like an overall picture of the type, frequency, duration and content of your contact with the media.	Para 73 - 74	Para 31 and 37	
16.	Describe what you were seeking to gain for the MPA through your personal contact with the media.	Para 74		
17.	Describe in general terms and using illustrative examples what you consider the local and national media have been seeking from you in your personal dealings them?	Para 74		
18.	To what extent have you accepted hospitality from the media whilst working for the MPA/MOPC?	Para 75	Para 36 - 37	
19.	Insofar as you have accepted hospitality from the media, what has been the nature of the hospitality that you have accepted? What records have you kept of that hospitality?	Para 75 and 98	Para 36 - 37	
20.	To what extent have you provided hospitality for the media?	Para 75 and 98	Para 38	

No.	Question	Paragraph No:		
		Catherine Crawford	Klt Malthouse	Julie Norgrove
21.	Insofar as you have provided hospitality to the media, what has been the nature of that hospitality? What records have you kept of that hospitality?	Para 75 and 97 - 99	Para 38	
22.	Have you ever accepted gifts from the media? If so, please give full details (including who gave you the gift, when, what the gift was, and why you believe they gave you the gift).	Para 75 and 98		
23.	What do you know about the level of hospitality accepted by MPA personnel? Did you consider the level to be appropriate? In addressing this issue, please give your reasons and set out what you consider to be an appropriate level of hospitality for MPA/MOPC personnel to accept from the media (if any). Are records kept of such hospitality?	Para 75, 97 - 99 and 102		
24.	Do you consider that you have been adequately trained and/or given sufficient guidance on the appropriate handling of the media?	Para 58 and 62 - 65		
25.	Do you consider that you have been adequately trained and/or given sufficient guidance to enable you to give sound advice and/or leadership on handling the media to your staff?	Para 58 and 62 - 65		
26.	Do you provide training or guidance to your staff on (i) conducting and maintaining appropriate relationships with the media; (ii) accepting/offering hospitality; (iii) bribery and (iv) requests for "off-the-record" comments? If so, please specify. Does that training/guidance in any way mirror ACPO's guidance to police forces?	Para 64 and 93 - 94		
27.	Do you consider that your staff feel confident that they understand what is, and what is not, appropriate contact with the media? When answering this question, please explain what you consider to be "appropriate contact" with the media.	Para 60 - 65		

No.	Question	Paragraph No:		
		Catherine Crawford	Kit Malthouse	Julie Norgrove
28.	Do you consider that your staff generally feel comfortable briefing the media and responding to media requests?	Para 60 - 65		
29.	Do incidents that attract national media interest present particular challenges? If so, what are those challenges and do you consider that the MOPC's press office is adequately equipped to respond effectively and appropriately to such media interest?	Para 80		
30.	What improvements, if any, do you think could or should be made to the systems, policies and/or training in the MOPC's press office to ensure that its staff conduct and maintain appropriate relationships with the media?	Para 81		
31.	Insofar as you are able to say, to what extent were leaks from the MPA's press office to the media and/or private detectives a problem?	Para 90 - 91	Para 23	
32.	What systems and procedures do you have in place in the press office, if any, to identify, respond to and detect the source of leaks? Do you consider that they are effective? What changes, if any, do you consider should be made?	Para 90 - 91		
33.	In the last 5 years, how many investigations have been conducted into actual or suspected leaks from the MPA's press office and how many have led to the successful identification of the source of the leak? What was the outcome of the other investigations?	Para 91		
34.	In the last 5 years has disciplinary action been taken against any member of staff working for the MPA's press office for leaking information to the media and/or private detectives? If so, please identify the number of cases and their outcome. There is no need to identify the person or persons the subject of the disciplinary process.	Para 91		

No.	Question	Paragraph No:		
		Catherine Crawford	Kit Malthouse	Julie Norgrove
35.	Insofar as you are able to say, in general, to what extent were leaks from MPA personnel to the media and/or private detectives a problem for the MPA?	Para 90 – 91	Para 23	
36.	Insofar as applicable, what do you consider are the driving forces behind, or the main causes of, leaks from (i) the MPA/MOPC press office; (ii) the MPA/MOPC and other police authorities and (iii) the police service in general?	Para 92		
37.	To what extent do you believe bribery of MPA personnel by the media was a problem for the MPA (if at all)?	Para 93	Para 23	
38.	Describe the culture of relations between the MPA press office on the one hand and other MPA personnel on the other. Do you consider that there was a relationship of trust and confidence? What changes, if any, should be made to the relationship under the MOPC, and why?	Para 60 – 65 and 80 – 81		
39.	What limitations, if any, do you consider there should be on police officers and police staff leaving the police service to work for the media and vice versa?	Para 119 - 125	Para 29	
40.	What limitations, if any, do you consider there should be on police authority personnel leaving to work for the media and vice versa?	Para 119 - 125		
41.	What is your view of the practice of police officers and police staffing having "off-the-record" communications with the media?		Para 33	
42.	In relation to dealing with the media in general, do you consider that there is a basis for applying different standards and rules to police staff from those that apply to police officers (the latter having the powers of the office of constable). If so, (i) do you consider that different standards and			

No.	Question	Paragraph No:		
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	rules should apply and (ii) please specify what you consider the differences should be.			
43.	The Inquiry would be interested to know whether there was any hint of the media influencing, whether directly or indirectly, the decisions to resign of (a) former Assistant Commissioner John Yates; and/or (b) the former Commissioner Sir Paul Stephenson. Please therefore describe the media interest received by the MPA/MPA's press office in relation to their status, at the respective times. Did you perceive or believe that the media were applying any pressure, whether direct or indirect, express or implied, on the MPA to encourage or advise either officer to resign? If so, please give full details of what led you to this perception or belief.	Para 134		
44.	What is your view of the recommendations contained in the HMIC's recent report " <i>Without Fear or Favour</i> " insofar as they concern relations between the media and the police?		Para 93	Para 56 - 77
45.	What is your view of the recommendations contained in Elizabeth Filkin's report " <i>The Ethical Issues Arising from the Relationship between Police and Media</i> "?		Para 94	Para 52 - 55
46.	Do you consider that there are different or further steps which could and/or should be taken to ensure that relationships between the police and the media are and remain appropriate?	Para 138 - 139		Para 80 - 84