

Appendix 2: Application Pack

Advert

On 15th November 2012, County Durham and Darlington will be electing its first Police and Crime Commissioner who will be responsible for setting the priorities and resources for Durham Constabulary, as well as supporting broader community safety activities across the region.

In addition to this a Police and Crime Panel will also be established to scrutinise the work of the PCC. The purpose of this role is to assist the Commissioner through providing independent challenge.

The Panel will be made up of seven representatives from Durham County Council and three representatives of Darlington Borough Council, and two independent co-opted members.

The Commissioner will be required to consult with the Panel on his plans and budget for policing, as well as the level of council tax and the appointment of a Chief Constable.

The Panel is looking for two people, one for the area of the Borough of Darlington, and one from County Durham to serve as independent co-opted members from autumn 2012 for a two-year term. This is an exciting opportunity to be involved from the start with new and very different arrangements for reducing crime and disorder.

The role of a Panel member will be an important and demanding one. The typical commitment required from a member of the Panel is expected to average one day a month, including preparation time.

Meetings will generally be held during normal working hours at locations in Durham and Darlington.

All Panel members will be able to claim reasonable travelling expenses, and receive induction and other appropriate training.

For a copy of the application pack see www.durham.gov.uk or telephone Ros Layfield, Committee Services Manager, Legal and Democratic Services, County Hall, Durham DH1 5UL (Tel No 0191 383 4205) or email ros.layfield@durham.gov.uk

The closing date for applications is ?? September 2012.

The Panel wishes to reflect the breadth of communities in the Durham and Darlington area and welcomes applications from all eligible people irrespective of gender, ethnic origin, religious belief, sexual orientation, disability or any other characteristic.

Eligibility criteria for Independent Panel Members

The following cannot be considered for a position on the Panel, namely:

- anyone under 18 years old
- the PCC or a member of their staff
- MPs
- members of the National Assembly for Wales the Scottish Parliament
- members of the European Parliament
- police officers
- persons who do not live or work in the police force area
- civil servants engaged in political activity.
- local authority councillors.

Personal Specification for Panel Members

Abilities/skills

As well as being of good character, candidates will need to possess the following competencies:

- **The ability to think strategically:** To have breadth of vision, to rise above detail, and to see problems and issues from a wider, forward-looking perspective and to make appropriate linkages.
- **The ability to make good judgements:** To take a balanced, open-minded and objective approach, for example, in evaluating the priorities of the police and crime commissioner, assessing candidates for top-level appointments or considering complaints against the police and crime commissioner.
- **The ability to be supportive:** To be able to support the PCC and the other members of the Panel in delivering their duties.
- **The ability to scrutinise and challenge:** To be able to rigorously scrutinise and challenge constructively without becoming confrontational, using appropriate data, evidence and resources.
- **The ability to be analytical:** To interpret and question complex written material, including financial and statistical information and other data such as performance measures and identify the salient points.
- **The ability to communicate effectively:** To be able to communicate effectively both verbally and in writing – and to interact positively with other members of the Panel, the PCC and the public.

Other requirements and considerations

- Candidates must be able to attend meetings during normal working hours at varying locations throughout the County Durham and Darlington at least six times a year, as well as attend any appropriate training sessions.
- Candidates should have the time, and commitment to prepare for and attend regular meetings. We suggest that they would need to allocate a minimum of one day per month to devote to this role.
- Candidates should have a willingness to learn.

Note: Candidates must be eligible for the role (see eligibility criteria separately listed in this job information pack).

Candidates will need to possess the following personal skills and qualities:

- **Team working:** The ability to play an effective role in meetings through listening, persuading and showing respect for the views of others.
- **Self-confidence:** The skill to challenge accepted views constructively without becoming confrontational.
- **Enthusiasm and drive:** The ability to be proactive in seeking out learning and developmental opportunities to enhance knowledge and understanding (for example, on financial matters and statutory requirements).
- **Respect for others:** The capacity to treat all people fairly and with respect, to value diversity and respond sensitively to difference.
- **Integrity:** The necessity to embrace high standards of conduct and ethics and be committed to upholding human rights and equality of opportunity for all.
- **Decisiveness:** The ability to show resilience even in challenging circumstances, remaining calm and confident and able to make difficult decisions.

Other requirements

Candidates will need to be able to:

- consider their own biases and prejudices
- work with people from all areas within the police force area
- work with people from diverse backgrounds
- work with people with and without disabilities
- work with people from a variety of faiths and cultures
- work with people who may be gay, lesbian, bisexual or transgender.

It would be desirable if candidates:

have experience of:

- working in a similar role (eg public or advisory body)
- worked in the community or undertaken voluntary work
- situations where they needed to compromise
- interacting or working with people of all ages
- interacting or working with people who have different political views and/or religious beliefs
- interacting or working with people who are physically and/or mentally impaired.

have an interest in:

- policing issues and current affairs, specifically in respect of the ways in which they affect people locally
- challenging and combating institutional discrimination
- the issues associated with recruiting, promoting and retaining staff from underrepresented groups
- engaging with and representing local people and/or specialists within their field of expertise.

Roles and responsibilities of Independent Co-optees on the Panel

Note: independent co-optees will be treated equally as other elected members on the Panel and therefore have the same responsibilities and duties.

All co-optees are full voting members and will have access to the same level of support and information as elected members on the Panel. The core role of both elected members and independent co-optees on the Panel is to:

- scrutinise the work of the PCC to ensure that the PCC is discharging its functions effectively
- bring any specialist knowledge, skills, experience and expertise they may have to the scrutiny work of the Panel
- ensure that there is an effective independent challenge to the PCC and that this challenge is constructive to support the PCC in carrying out their role
- act as a non-party-political voice for those who live and/or work in the Durham Police force area.

Responsibilities of co-optees

A co-opted member of the police and crime Panel is expected to:

- attend all formal meetings of the Panel (approx 4-6 per year)
- establish good relations with other members, officers and co-optees
- attend additional meetings eg working groups or evidence gathering sessions, as required
- prepare for each meeting by reading the agenda, papers and additional information to familiarise yourself with the issues to be covered during the meeting. Prior to the meeting consider the questions you may wish to put to the police and crime commissioner and other expert witnesses
- listen carefully at the meetings, ask questions in a way which is non-judgmental, respect confidentiality and help the Panel to make practical suggestions for improvements in services
- assist in the preparation of reports and the formulation of recommendations; this may involve volunteering to participate in a task group to conduct a scrutiny review
- attend training and development events as needed
- abide by the Panel arrangements and rules of procedure which set out how the police and crime Panel will operate in the Durham police force area
- keep abreast of the key issues in relation to the responsibilities of the police and crime commissioner and the priorities within the police and crime plan
- contribute to achieving an open, accountable and transparent decision-making process in relation to policing and community safety issues in the Durham police force area.

Note: all Panel members would also be expected to adhere to the 'seven principles of public life' which are listed below:

Nolan principles³

Selflessness: Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership: Holders of public office should promote and support these principles by leadership and example. Nolan Committee's First Report on Standards in Public Life from the First Report of the Committee on Standards in Public Life (1995).