



Durham Police and Crime Panel

24 June 2014

Appointment of Independent Co-opted Members

Report of Colette Longbottom, Monitoring Officer

Purpose of the Report

1. The purpose of the report is for the Panel to agree the selection criteria for the appointment of the two independent co-opted Members to the Panel, the advertising arrangements, and the membership of the appointment Panel.

Background

2. On 12 October 2012 the Panel agreed to the appointment of the two independent co-opted Members to the Panel.
3. Their appointment accorded with the requirement under the Police Reform and Social Responsibility Act 2011 for the Panel to have two non-political independent members. The appointment of the two independent members provided the opportunity for the Panel, by carefully selecting individuals to complement the councillors nominated to the Panel, to satisfy the 'balanced appointment objective'. This requires the panel to have a membership, which when considered collectively, would be geographically and politically representative, would include the necessary experience, knowledge and skills to be effective.
4. Independent co-optees are full voting members of the Panel, and therefore have the same responsibilities and duties, and access to the same level of support as elected members on the Panel.
5. Following an advert in the press inviting applications, prospective candidates were interviewed, and the two co-opted Members were appointed for a two year period. Constituent authorities had agreed that the independent members would be appointed for a two year term, which would expire on 31 October 2014.
6. A recruitment process for appointing to the two positions is to be undertaken, in preparation for their appointments to be effective from 1 November 2014. There is nothing in the Panel arrangements or in guidance to indicate that existing members could not be re-appointed.

7. The process would need to meet the following requirements which are set out in the panel arrangements:-
- The selection process should include a reasonable period of advertising for the positions, with a closing date of at least 2 weeks' notice from date the advert was first placed.
 - Information packs be prepared and sent to those requesting application forms.
 - The applications will be considered against agreed eligibility criteria written to achieve the balanced appointment objective.
 - Any Appointment Panel agreed by the Panel to make the appointment would comprise at least one member of each of the constituent authorities.
 - Following the interviews, the Chairman and Vice-Chairman will make recommendations to the Panel about membership.

Selection Criteria

8. Guidance for the Local Government Association has been used to draft the application pack attached at Appendix 1, which includes for the Panel's consideration, the advert, the eligibility criteria, person specification, roles and responsibilities, and an application form.
9. 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.
10. The person specification sets out the requirements for the appointee, however in summary the Panel would be looking for someone of good character, and possess all of the competencies of the ability to think strategically, to make good judgements, to be supportive, to scrutinise, to challenge, to be analytical, and to communicate effectively.
11. The skills and qualities of team building, self confidence, enthusiasm and drive, respect for others, integrity, and decisiveness, are also required. It would be preferable for candidates to have experience of working in a similar role, eg public or advisory body, or to have worked in the community or voluntary work.
12. LGA guidance also advises that gaps in panel membership, where possible should reflect the diversity of the community they serve, for example in terms of age, gender, faith, ethnicity, sexuality, and disability.

Advertising

13. The first step is to advertise and seek nominations for the independent co-optees.
14. It is proposed that in order for the advert to reach as many people as possible in County Durham and Darlington, a press release be issued, together with the advert being published on the websites of the Durham Police and Crime Panel, and both local authorities.
15. It is proposed that once agreement has been reached by the Panel on the selection criteria, the advertisement is placed as soon as possible, allowing a minimum of two weeks for applications to be made.

Appointment Panel

16. The Police and Crime Panel will oversee the appointment process, with an appointment panel agreed by the Panel to make the appointment, will comprise of at least one member of each of the constituent authorities.
17. The Panel may wish to have an appointment panel made up of 3 or 5 members, and appoint a reserve member.
18. Following the interviews the Chairman and Vice-Chairman will make recommendations to the Police and Crime Panel about membership.
19. It is proposed that the Appointment Panel would meet mid September, and the Police and Crime Panel consider recommendations on 28 October, with the positions being offered to the successful candidates commencing on 1 November.

Term of Office

20. The panel arrangements provided for the co-option of two independent members onto the panel for a term of 2 years commencing October 2012, however did not stipulate the length of office for future appointments. The Panel may wish to consider whether for the reasons of continuity, and experience gained, a longer term may be suitable, and if so for how long.

Recommendation

21. The Panel is asked to consider and approve the selection criteria for advertising the positions of the two independent members.
22. Agree to the advertising arrangements.
23. Agree the length of the term of office of the members.
24. Agree the membership of the appointment Panel, that comprises at least one representative from each of the constituent authorities, and consider whether to appoint a reserve.

25. Agree to give delegated authority to the Assistant Chief Executive, and Head of Legal and Democratic Services in consultation with the Chair and Vice Chair of the Panel to draw up a short-list of candidates.

Contact: Colette Longbottom

Tel: 03000 269 732

Appendix 1: Implications

Finance – Reasonable travel costs be paid to the two independent co-opted members.

Staffing – None specific in this report

Risk – None specific in this report

Equality and Diversity / Public Sector Equality Duty – Recruitment process to be carried out in accordance with the Council's recruitment procedure.

Accommodation - None specific in this report

Crime and Disorder - None specific in this report

Human Rights - None specific in this report

Consultation – None specific in this report

Procurement - None specific in this report

Disability Issues – Recruitment process to be carried out in accordance with the Council's recruitment procedure.

Legal Implications – None specific in this report

Appendix 2: Application Pack

Advert

On 15th November 2012, County Durham and Darlington elected its first Police and Crime Commissioner (PCC) who is 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 was established to scrutinise the work of the PCC. The purpose of this role is to assist the Commissioner through providing independent challenge.

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

The Commissioner is 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 who are from the areas of the Borough of Darlington, and County Durham to serve as independent co-opted members from 1 November 2014, for a ??? year term.

The role of a Panel member is 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 03000 269 708) or email ros.layfield@durham.gov.uk

The closing date for applications is ?? September 2014.

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 the 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 principles

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.



**Application Form to be a Independent Co-opted Member
of Durham Police and Crime Panel**

1. Personal Details

The information in this section will not form part of the shortlisting process and will be separated from your application form upon receipt

Title (Mr/Mrs/Ms etc)		
Name in Full (please also give any other names by which you have been known)		
Date of birth		
Permanent Home Address		
How long have you lived at this address		
If less than five years at this address, please give details of your previous address(es), and dates occupied		
Telephone number	Home	Work
Mobile:		
e-mail address		

Please say whether there are any reasonable adjustments we could try to make to help you attend an interview

--

REFERENCES: Please give details of two people, not related to you, who have agreed to be contacted by us about your application. We intend to take up references for shortlisted candidates prior to interview. If you do not wish us to contact your referees at that stage then please indicate this clearly.

Name		Name	
Address		Address	
Tel. No.		Tel. No.	
Email:		Email:	
Position		Position	

Please sign and date this form

I declare that the information I have given is true and complete

Signed..... Date.....

2. Personal history

What is your current employment status and occupation, if any?

Please give details of part-time and full-time employment, voluntary work, career breaks and any other work you do or have done in the local community. If you do not live in County Durham or Darlington and/or have not done so during the past 12 months please include the main location of your work if this is different from your employers address.

Name and address of organisation	Dates position held (from/to)	Positions held and nature of responsibility

Please give details of any involvement in local community activities not already mentioned above

--

Please list any academic, professional and/or vocational qualifications

Date obtained

--	--

3. Required competencies, personal skills and qualities

Please give brief examples to demonstrate how you meet the following competencies	
<p>1. The ability to think strategically</p> <p>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.</p>	
<p>2. The ability to make good judgements</p> <p>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.</p>	
<p>3. The ability to be supportive</p> <p>To be able to support the police and crime commissioner and the other members of the Panel in delivering their duties.</p>	
<p>4. The ability to scrutinise and challenge</p> <p>To be able to rigorously scrutinise and challenge constructively without becoming confrontational, using appropriate data, evidence and resources.</p>	
<p>5. The ability to be analytical</p> <p>To interpret and question complex written material, including financial and statistical information and other data such as performance measures and identify the salient points.</p>	
<p>6. The ability to communicate effectively</p> <p>To be able to communicate effectively both verbally and in writing – and to interact positively with other members of the Panel, the police and crime commissioner and the public.</p>	

Please give brief examples to demonstrate the extent to which you possess the following personal skills and qualities	
<p>1. Team working</p> <p>The ability to play an effective role in meetings through listening, persuading and showing respect for the views of others.</p>	
<p>2. Self-confidence</p> <p>The skill to challenge accepted views constructively without becoming confrontational.</p>	
<p>3. Enthusiasm and drive</p> <p>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)</p>	
<p>4. Respect for others</p> <p>The capacity to treat all people fairly and with respect, to value diversity and respond sensitively to difference.</p>	
<p>5. Integrity</p> <p>The necessity to embrace high standards of conduct and ethics and be committed to upholding human rights and equality of opportunity for all.</p>	
<p>6. Decisiveness</p> <p>The ability to show resilience even in challenging circumstances, remaining calm and confident and able to make difficult decisions.</p>	

Please provide any further information on how you meet the other requirements

Please give details of your experience (in a paid or unpaid role) in community safety, victim support, criminal justice and related issues.

4. Why do you want to be an independent co-opted member?

Please say why you are interested in becoming an Independent co-opted member of the Durham Police and Crime Panel

5. Other information

If you are employed, is your employer willing to release you to carry out the duties of a independent co-opted member of the Durham Police and Crime Panel?

6. Other Positions

Do you hold, or have you recently held, any of the following positions?

- The police and crime commissioner for Durham
- A member of the staff of the police and crime commissioner for Durham
- A member of the civilian staff of the Durham police force
- A Member of Parliament, the National Assembly for Wales, the Scottish Parliament or the European Parliament
- A local authority councillor
- A civil servant engaged in political activity
- A police officer.

If yes, please give details including dates

7. Important Information

Is there anything in your private or working life, or in your past, or, to your knowledge, in that of any member of your family or close friends, which, if it became generally known, might bring you or the Durham Police and Crime Panel into disrepute, or call into question your integrity, authority or standing as a member of the Panel?

If you have any spent or unspent convictions to declare please declare them here. You must declare association with any person(s) including family member who have a criminal conviction (s) or is/ has been involved in criminal activities as well as any spent or unspent criminal convictions and cautions they as an individual may have. Are there any other circumstances and characteristics, which may impact upon vetting clearance.

If yes, please give details.

I declare that the information I have given is true in all respects. I understand that false information may render me liable for dismissal if I am appointed.

Signature..... Date.....

8. Equality Opportunities Monitoring Form

We are a equal opportunities employer and want to ensure that all applicants are considered solely on their merits. Therefore we need to check that decisions are not influenced by unfair or unlawful discrimination. To help us we should be grateful if you would complete this short questionnaire. You only need answer if you feel happy to do so. Your answers will be treated with the utmost confidence and will only be used for statistical purposes.

1. Are you:		<input type="checkbox"/> Male	<input type="checkbox"/> Female
2. How old are you: Which age category are you in?			
<input type="checkbox"/> 18-19	<input type="checkbox"/> 20-29	<input type="checkbox"/> 30-39	<input type="checkbox"/> 40-49
<input type="checkbox"/> 50-64	<input type="checkbox"/> 65-74	<input type="checkbox"/> 75-84	<input type="checkbox"/> 85 +
Do you consider yourself to be a person with a disability?			
This may include a physical or mental impairment which has substantial and long-term adverse effect on your ability to carry out normal day to day activities. Long-standing means that it has lasted, or is likely to last, for over a year.			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
4. What is your religion or belief?			
<input type="checkbox"/> Christianity	<input type="checkbox"/> Hinduism	<input type="checkbox"/> Islam	<input type="checkbox"/> Judaism
<input type="checkbox"/> Sikhism	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Baha'i	<input type="checkbox"/> No religion
<input type="checkbox"/> Other – eg Humanist, Atheist, etc (Please state)			<input type="checkbox"/> Prefer not to say
5. How would you describe your sexuality?			
<input type="checkbox"/> Heterosexual / Straight		<input type="checkbox"/> Bisexual	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Gay Man		<input type="checkbox"/> Gay Woman / Lesbian	
6. Please describe your ethnic origin?			
White		Black or Black British	
<input type="checkbox"/> British		<input type="checkbox"/> Caribbean	
<input type="checkbox"/> Irish		<input type="checkbox"/> African	
<input type="checkbox"/> Any other White background		<input type="checkbox"/> Any other Black background	
Arab or Middle Eastern		Travelling Community	
<input type="checkbox"/> Arab		<input type="checkbox"/> Gypsy/ Roma	
<input type="checkbox"/> North African		<input type="checkbox"/> Traveller of Irish Descent	
<input type="checkbox"/> Any other Arab or Middle Eastern background		<input type="checkbox"/> Other member of the Travelling Community	
Asian or Asian British		Mixed	
<input type="checkbox"/> Indian		<input type="checkbox"/> White and Black Caribbean	
<input type="checkbox"/> Pakistani		<input type="checkbox"/> White and Black African	
<input type="checkbox"/> Bangladeshi		<input type="checkbox"/> White and Asian	
<input type="checkbox"/> Chinese		<input type="checkbox"/> Any other Mixed Background	
<input type="checkbox"/> Any other Asian background			
Other Ethnic groups please state		Prefer not to say	
		<input type="checkbox"/> Prefer not to say	
7. What is your relationship status?			
<input type="checkbox"/> Married/ Civil Partnership		<input type="checkbox"/> Prefer not to say	

