

## Appendix C

### Role Profile – Deputy Police and Crime Commissioner

<b>Job Title:</b>	Deputy Police and Crime Commissioner for Devon, Cornwall and the Isles of Scilly (DPCC)
<b>Salary:</b>	£58,476 per annum (2/3rds of PCC salary - spot point salary, not subject to annual review)
<b>Term:</b>	Fixed term contract for one year from 22 <sup>nd</sup> July 2024 to 22 <sup>nd</sup> July 2025 with an option to extend up to the end of the current electoral term (currently May 2028)
<b>Responsible to:</b>	Police and Crime Commissioner (PCC)
<b>Hours:</b>	37 hours (daily working hours may vary including evening and weekend work)
<b>Location:</b>	Devon and Cornwall Police Headquarters, Middlemoor, Exeter, EX2 7HQ
<b>Travel:</b>	Extensive travel in through Devon, Cornwall and Isles of Scilly therefore a driving licence is essential
<b>Security Vetting:</b>	You will be required to pass a vetting check prior to appointment and meet all the requirements of the Deputy PCC within the Police Reform and Social Responsibility Act.

#### Job Summary

The appointment of a Deputy Police and Crime Commissioner is critical to the effectiveness of the Police and Crime Commissioner. The main responsibilities will focus on:

- Supporting the Commissioner in delivery of her police and crime plan and wider criminal justice and community safety responsibilities.
- Supporting the Commissioner through regular communication with Local Authorities and their leaders
- Supporting community engagement on behalf of the Commissioner and adopting a strategic approach to mapping and understanding the concerns of the diverse communities in Devon, Cornwall and the Isles of Scilly
- Supporting partnership working on behalf of the Commissioner, specifically championing the Commissioners responsibilities for victims, and leading on reducing anti-social behaviour.
- Communicating these views to the Commissioner and the OPCC to ensure they are reflected in the work of the Office of the Police and Crime Commissioner

## Overview of the role

The Police Reform and Social Responsibility Act 2011 enables the Police and Crime Commissioner to appoint a Deputy Police and Crime Commissioner and to delegate certain functions and responsibilities to that person. The Act also outlines certain functions which cannot be delegated.

The role of the Deputy, whilst working with the Commissioners other staff, is to deputise and support the Commissioner in carrying out their functions including: -

- a. Acting as a senior local link between communities and the police
- b. Acting as a trusted, impartial, objective and balanced representative of the Police and Crime Commissioner across the diverse communities and range of political landscapes in the Devon and Cornwall Police force area
- c. Assisting in the development of the Police and Crime Plan
- d. Holding the chief constable to account
- e. Working co-operatively with community safety and criminal justice partners

The Deputy Police and Crime Commissioner may not: -

- a. Issue a Police and Crime Plan
- b. Determine police objectives
- c. Prepare the Annual Report
- d. Appoint or suspend the chief constable or call upon the chief constable to retire or resign
- e. Set the precept

The Deputy Police and Crime Commissioner also plays a key role in the business continuity arrangements should the Police and Crime Commissioner be unable for any circumstances to continue in the role or be available to undertake their statutory roles and responsibilities.

**The role is not politically restricted and as a result the Deputy Police and Crime Commissioner can carry out political activity on behalf of the Police and Crime Commissioner. However a Deputy PCC is employed as a member of staff within the OPCC and is therefore accountable to the Chief Executive in accordance with HR policies and procedures.**

## Key responsibilities

1. Support the Commissioner in engaging communities throughout Devon, Cornwall and the Isles of Scilly, regularly seeking the views of the public and any concerns they may have about crime.
2. To assist the Commissioner in engaging with the diverse partners.
3. To proactively enhance relationships with a wide range of stakeholders in the community safety and criminal justice sectors, to identify blockages or identify opportunities to improve the delivery of programmes that secure improved outcomes for local people.
4. Support the Commissioner in leading collaborative initiatives with local partners and stakeholders to reduce crime, reduce re-offending and enhance community policing.
5. To act as an ambassador for the Commissioner and engage with relevant community groups, public bodies, elected representatives and organisations to better understand the policing needs of the community.
6. To support the Commissioner in ensuring that the needs of the community are represented in policing and where appropriate translate the community needs into legitimate actions and outcomes.
7. Help to brief senior local stakeholders including: MPs, councillors, government officials and other voluntary and criminal justice partners on the PCC's policy.
8. Represent the authorised views of the Commissioner to the media where appropriate.
9. On behalf of the Commissioner, help to generate policy proposals and respond to national policy developments. This will include engaging with other Police and Crime Commissioners.
10. Assist the Commissioner to work with organisations and individuals at regional and national levels.

The post holder must be prepared to undertake additional duties arising from changing circumstances but which do not change the general character or level of responsibility of the post.

## Person Specification

### Personal qualities – *'the views of the Commissioner'*

I am looking for someone I have the utmost confidence in, someone I can depend on, trust and who has relevant experience, integrity, and good judgement:

- A genuine passion for wanting to reduce crime and protect communities with a particular interest in reducing anti-social behaviour
- Able to propose solutions to complex issues, with the best interests of local people and vulnerable people always a priority

- Understand the importance of good governance and accountability in a public sector context
- Able to engage successfully and form effective working relationships with equally senior leaders
- Able to listen to a diverse range of people and provide reassurance that their views will be heard
- Is politically astute and aware
- Vision and an ability to think strategically and laterally
- Able to manage change and initiate innovation
- Able to give media interviews and presentations
- Strong understanding and knowledge of police and crime risks and issues and opportunities

### **Experience & qualifications**

- Experience of policing and crime issues
- Track record of governance in a complex public sector environment
- An excellent understanding and experience of the diverse geographic, social and economic nature of the area
- Sound experience of working with diverse communities and working to secure improved outcomes for local people
- Have experience which demonstrates their intellectual capacity to operate within a complex role
- A good understanding and experience of the organisational challenges of managing change
- Experience of organisational governance and scrutiny, with a sound understanding of accountability
- Experience of working across different agencies at strategic and operational levels
- Experience in translating strategic objectives into action

### **Skills - Essential**

- High-level communication and presentation skills
- Ability to engage, listen and understand communities with differing needs
- Ability to deliver on strategic goals and vision
- Ability to take a co-operative approach to achieving priorities, including developing effective collaboration proposals with relevant organisations
- Ability to think and operate at a strategic level, identifying issues and setting priorities at an organisation-wide level and/or over a lengthy time period
- Ability to maintain good working relationships with partner organisations
- Ability to build senior level relationships, influence and negotiate with high ranking officials
- A flexible approach to working during weekends and evenings should this be necessary

- Evidence of an understanding political structures, procedures and policies at both a local and national level
- Full Driving licence

### **Qualities**

- Is able to secure credibility, respect and recognition from peers and stakeholders
- Shares the Commissioners' aspirations, values and commitments
- Is able and confident to take personal responsibility for decisions made and to be able to communicate these effectively
- Is committed to the seven Nolan principles in public life (Appendix A)

### **Summary of Main Terms and Conditions**

The main terms and conditions of appointment are:

1. The Deputy Police and Crime Commissioner will be required as a condition of appointment to make a declaration of eligibility that the appointment is held subject to the requirements of the Act and is not subject to a relevant disqualification.
2. The Deputy Police and Crime Commissioner is a member of staff of the Office of Police and Crime Commissioner. The post is subject to a confirmation hearing by the Devon and Cornwall Police and Crime Panel. A Deputy Police and Crime Commissioner is not politically restricted.
3. Allowances – travelling and subsistence allowance will be paid at the rates applicable to the OPCC staff. Allowances paid will be disclosed under the Elected Local Policing Bodies (Specified Information) Order 2012 (as amended);
4. Hours of work and salary – Annualised hours contract equivalent to 37 hours per week, and attendance on days and at times reasonable required by the Commissioner, which will involve regular work outside normal office hours. No overtime will be paid. Salary reviews will only be in line with those made to the Commissioners salary which is set by the Home Secretary.
5. Holiday entitlement – 28 days annual leave pro rata plus public and bank holidays
6. Sickness absence – as per OPCC sickness absence policy
7. Pension – entitlement to join the LGPS
8. Termination of contract – the appointment as Deputy Police and Crime Commissioner may be terminated at any time by the Commissioner and will terminate in any event upon the current Police and Crime Commissioner ceasing to hold office for any reason, including reaching the end of the terms of office under which the appointment is made. Three-months' notice is required by either party to terminate the contract of employment. The appointment will end immediately of the appointee becomes disqualified under the Act and automatically at the end of the electoral period in which they are appointed.

9. Conduct – Any OPCC code of conduct will apply and in addition the Deputy Police and Crime Commissioner will be subject to the complaints process under the elected Local Policing Bodies (Complaints and Misconduct) Regulations 2021.
10. Performance and Development Appraisals – the Commissioner will conduct regular performance review and appraisal.
11. The role is subject to satisfactory police vetting and the office holder is a Crown Servant for the purposes of The Official Secrets Act. Other aspects of the role, including eligibility requirements, are set out in the Police Reform and Social Responsibility Act 2011 and associated legislation.

### **Specific Areas of Responsibility**

The Deputy Police and Crime Commissioner (DPCC) will have specific responsibilities for driving forward reductions in anti-social behaviour across Devon, Cornwall and the Isles of Scilly. The Deputy PCC will take responsibility for engaging with senior stakeholders to effect change specifically within policing and local authorities who share the legal responsibility for anti-social behaviour within communities. This will include, but is not limited to: understanding the legal powers and opportunities which can be deployed to assist communities; supporting local councillors in escalating issues and resolving ASB in their communities; scrutinising ASB performance within Devon and Cornwall Police; creating opportunities for innovative thinking to give communities relief from the ASB issues they are experiencing; identifying and suggesting policy changes to seek swifter resolutions to historic areas of concern.

## Code of Conduct

The Code of Conduct provides that the Police and Crime Commissioner and her Deputy will abide by the seven principles set out in Standards in Public Life: First Report of the Committee on Standards in Public Life known as — the Nolan Principles.

### **Selflessness:**

We will take decisions solely in terms of the public interest. We will not take decisions in order to gain financial or other material benefits for ourselves, our families, or friends.

### **Integrity:**

We will not place ourselves under any financial or other obligation to outside individuals or organisations that may influence our performance of our official duties.

### **Objectivity:**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, we will make choices on merit.

### **Accountability:**

We are accountable for our decisions and actions to the public and submit ourselves to whatever scrutiny is appropriate to our office.

### **Openness:**

We will be as open as possible about all decisions and action that we take. We will give reasons for our decisions and restrict information only when the wider public interest clearly demands.

### **Honesty:**

We have a duty to declare any private interests relating to our public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

### **Leadership:**

We will promote and support these principles through leadership and by our own example.

## **Statutory duties of the Police and Crime Commissioner**

The Police and Crime Commissioner primary duty is to secure an efficient and effective police force, which demonstrates value for money, meets the needs of the communities of the PCC's area and cuts crime.

By:

- holding the Chief Constable to account for the delivery of the police service
- setting and updating the Police and Crime Plan ("the Plan") and holding the Chief Constable to account for the Plan's delivery
- setting the force budget and precept
- regularly engaging with the public and communities

The PCC will set direction. This involves:

### **Setting the strategic direction and accountability for policing**

- setting strategic policing objectives
- holding the force to account through the Chief Constable
- consulting and involving the public
- being accountable to the electorate

### **Working with partners to prevent and tackle crime and re-offending**

- ensuring that the police respond effectively to public concerns and threats to public safety
- promoting and enabling joined up working on community safety and criminal justice
- increasing public confidence in how crime is cut and policing delivered

### **Invoking the voice of the public, the vulnerable and victims**

- ensuring that public priorities are acted upon, victims are consulted and that the most vulnerable individuals are not overlooked
- complying with the Equality Act
- contributing to resourcing of policing response to regional and national threats
- ensuring an effective policing contribution alongside other partners to national arrangements to protect the public from other cross-boundary threats in line with the strategic policing requirement

### **Ensuring value for money**

- responsible for the distribution of policing grants from central government and setting the precept raised through council tax
- holding the Chief Constable to account for the efficient use of funds and budgets delegated to the Constabulary to deliver the policing services



## Eligibility and Disqualification Criteria

### Extracts from the [Police Reform and Social Responsibility Act 2011](#)

#### **S8 Deputy Police and Crime Commissioner**

Relevant extracts from paragraph 8, Schedule 1, of the Police Reform and Social Responsibility Act 2011

- 8 (1) This paragraph applies to a person appointed under section 18 by a Police and Crime Commissioner to be the deputy police and crime Commissioner.
- (2) None of the following may be appointed as the deputy police and crime commissioner-
- a) a person who has not attained the age of 18 on the day of the appointment;
  - b) a person who is subject to a relevant disqualification;
  - c) a Member of the House of Commons
  - d) a Member of the European Parliament
  - e) a Member of the National Assembly for Wales
  - f) a Member of the Scottish Parliament
  - g) a Member of the Northern Ireland Assembly
- (3) The terms and conditions of a person who is appointed as the deputy police and crime commissioner must provide for the appointment to end not later than the day when the current term of Office of the appointing police and crime commissioner ends.
- (4) Section 7 of the Local Government and Housing Act 1989 (appointment of staff on merit) does not apply to the deputy police and crime commissioner.
- (5) In this paragraph “current term of office”, in relation to the appointment of a deputy police and crime commissioner by a police and crime commissioner, means the PCC’s term of office which is running at the time the appointment is made.
- (6) For the purposes of this paragraph, a person is subject to a relevant disqualification if the person is disqualified from being elected as, or being, a police and crime commissioner under-
- a) section 65(1) (police officers, police-related employment etc), other than paragraph (e)(ii); or
  - b) section 66(1), 3(a)(iii) or (iv), 3(c) or 3(d) (citizenship, bankruptcy, criminal convictions & corrupt or illegal election practices)

#### **S65 Disqualification from election or holding office as police and crime commissioner: police grounds**

Relevant extracts from Section 65(1) of the Police Reform and Social Responsibility Act 2011

- 65 (1) A person is disqualified from being elected as, or being, a Police and Crime Commissioner if the person-

- a) is disqualified from being a member of the House of Commons under section 1(1)(d) of the House of Commons Disqualification Act 1975 (members of police forces for police areas in the United Kingdom);
- b) is a member of-
  - (i) *the British Transport Police Force*
  - (ii) *the Civil Nuclear Constabulary*
- c) is a special constable appointed-
  - (i) *under section 27 of the Police Act 1996 for a police area or the City of London police area;*
  - (ii) *under section 25 of the Railways and Transport Safety Act 2003 (British Transport Police Force)*
- d) is a member of staff of the chief officer of police of any police force maintained for a police area;
- e) is a member of staff of-
  - (i) *a Police and Crime Commissioner;*
  - (ii) *the Mayor's Office for Policing and Crime;*
- f) is the Mayor of London;
- g) is a member of the Common Council of the City of London or a member of staff of that Council in its capacity as a police authority;
- h) is a member (including a member who is chairman or chief executive), or a member of staff, of-
  - (i) *the British Transport Police;*
  - (ii) *the Civil Nuclear Police Authority;*
  - (iii) *the Independent Police Complaints Commission;*
  - (iv) *the Serious Crime Agency;*
  - (v) *The National Policing Improvement Agency;*
- i) holds any employment in an entity which is under the control of-
  - (i) *a local policing body;*
  - (ii) *any body mentioned in paragraph (h);*
  - (iii) *the chief officer of police for any police force maintained for a police area or the City of London police area;*
  - (iv) *the chief officer of police for any police force mentioned in paragraph (b).*

**S66 Disqualification from election or holding office as police and crime commissioner: other grounds**

Relevant extracts from Section 66 of the Police Reform and Social Responsibility Act 2011

- 66 (1) A person is disqualified from being elected as, or being, a police and crime commissioner unless the person satisfies the citizenship condition (see section 68)
- (2) A person is disqualified from being elected as, or being, a police and crime commissioner if the person:
- (a) is disqualified from being a member of the House of Commons under section 1(1)(a) to (c) of the House of Commons Disqualification Act 1975 (judges, civil servants, members of the armed forces), or
  - (b) is a member of the legislature of any country or territory outside the United Kingdom.
- (3) A person is disqualified from being elected as, or being, a police and crime commissioner if: -
- (a) the person is the subject of-
    - (i) *a debt relief restrictions order under paragraph 1 of Schedule 4ZB to the Insolvency Act 1986;*

- (ii) *an interim debt relief restrictions order under paragraph 5 of that Schedule;*
- (iii) *a bankruptcy restrictions order under paragraph 1 of Schedule 4A to that Act;*
- (iv) *a bankruptcy restrictions interim order under paragraph 5 of that Schedule;*
- (c) the person has been convicted in the United Kingdom, the Channel Islands, or the Isle of Man, of any imprisonable offence (whether or not sentenced to a term of imprisonment in respect of the offence); or
- (d) the person is incapable of being elected as a member of the House of Commons, or is required to vacate a seat in the House of Commons, under Part 3 of the Representation of the People Act 1983 (consequences of corrupt or illegal practices).

### **S68 Citizenship condition**

Relevant extract from Section 68 Police Reform and Social Responsibility Act 2011

- 68
- (1) This section applies for the purposes of section 66.
  - (2) A person satisfies the citizenship condition if the person is—
    - (a) a qualifying Commonwealth citizen,
    - (b) a citizen of the Republic of Ireland, or
    - (c) a citizen of the Union.
  - (3) For the purposes of this section, a person is a qualifying Commonwealth citizen if the person is a Commonwealth citizen and—
    - (a) is not a person who requires leave under the Immigration Act 1971 to enter or remain in the United Kingdom, or
    - (b) is a person who requires such leave but for the time being has (or is, by virtue of any enactment, to be treated as having) indefinite leave to remain within the meaning of that Act.
  - (4) But a person who does not require leave to enter or remain in the United Kingdom by virtue only of section 8 of the Immigration Act 1971 (exceptions to requirement for leave in special cases) is not a qualifying Commonwealth citizen by virtue of subsection (3)(a).
  - (5) In this section the expression “citizen of the Union” is to be construed in accordance with Article 20(1) of the Treaty on the Functioning of the European Union.