

## SHADOW DEVON AND CORNWALL POLICE AND CRIME PANEL

**Subject:** Recruitment of Independent Members  
**Date:** 25 July 2012  
**Cabinet Member:** Councillor Chris Penberthy  
**Author:** Sarah Hopkins  
**Organisation:** Plymouth City Council  
**Contact:** tel. (01752) 305542 e-mail sarah.hopkins@plymouth.gov.uk  
**Ref:** PCP/SH/110712

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### **Executive Summary:**

To agree the recruitment process for two Independent Members of the Police and Crime Panel to take office from October 2012 in accordance with the requirements of the Police and Social Reform Act 2011.

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### **Implications: Police and Crime Plan, Annual Report, Peninsula Partnership Strategic Assessment, Panel Functions, Panel Arrangements and Rules of Procedure:**

The recruitment of the independent members is in line with the requirements of the above Act and of the rules of procedure.

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### **Implications: resources including finance, human and IT:**

The advertising and processing of applications will incur the use of staffing resource however, by using existing networks, in particular all Local Authority websites in Devon & Cornwall, Devon & Cornwall Police website, and one press release for the whole of Devon & Cornwall coordinated by the Host Authority to advertise the posts, it is anticipated that advertising the role should incur no cost.

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### **Recommendations & Reasons for recommended action:**

It is recommended that the Shadow Devon and Cornwall Police and Crime Panel:

1. Agree that the attached 'Appendices 1-3' are deemed a suitable framework on which to base the initial selection of independent members for short listing and interview;
  2. Agree the attached advert, Appendix 4, is deemed a suitable advert for recruitment of the independent members.
  3. Subject to recommendations 1 and 2 being agreed, delegates to the Host Authority, in liaison with the Chair and Deputy Chair of the Panel, the arrangements for advertising and short-listing of Independent Members.
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### **Alternative options considered, and reasons for recommended action:**

An alternative would be for the interviews to be delegated to a task group, this would require a change to the panel arrangements and terms of reference.

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## **Background Papers:**

Appendix 1 - Process Timeline

Appendix 2 - Eligibility Criteria

Appendix 3 - Roles and Responsibilities of Members

Appendix 4 – Advertisement

### **1 Introduction**

- 1.1 The Police Reform and Social Responsibility Act 2011 introduced significant changes in police governance and accountability.
- 1.2 The introduction of a Police and Crime Panel (the Panel) provides checks and balances in relation to the performance of the new Police and Crime Commissioner (PCC) and scrutinises the exercise of their statutory functions. The Panel will have wide ranging powers including those to scrutinise the PCC's annual report, police and crime plan and will hold power of veto over the PCC's proposed local precepts and the selection of a Chief Constable.
- 1.3 Provisions detailed in the Act require that two independent members sit on the Panel. Due to the nature of the work required of an independent member, a rigorous selection process will need to take place to ensure that independent members have the skills and knowledge to understand and act upon information presented to them.
- 1.4 Individuals must be carefully selected to compliment the councillors nominated to the panel and fill gaps in experience on the panel in order to satisfy the 'balanced appointment objective'.
- 1.5 This report details the recruitment process for two independent members of the Panel to take office from October 2012 in accordance with the requirements of the Police and Social Reform Act 2011.

### **2 Framework**

- 2.1 The shadow Panel is recommended to seek applications from independent members using the framework attached at Appendices 1 – 3. These have largely been derived from Local Government Association Guidance to be used for this purpose.
- 2.2 In the absence of a knowledge/experience gap analysis, and taking into consideration that many nominated councillors have relevant experience, the shadow Panel is recommended to note the eligibility criteria and agree that the attached person specification, role and responsibilities as a suitable framework on which to base the initial selection of independent members for short listing and interview.

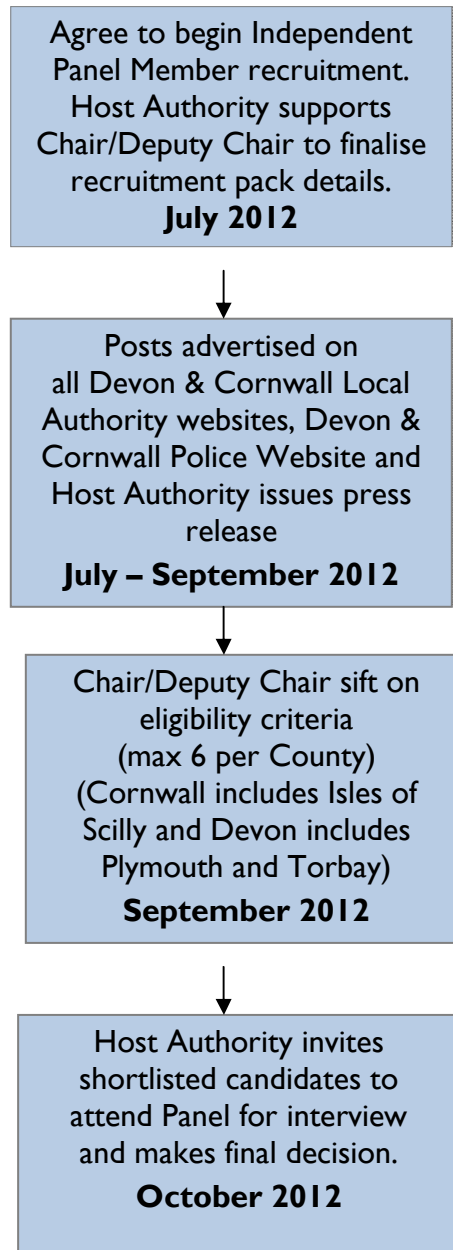
### **3 Recruitment Process**

- 3.1 In order to expedite the recruitment process, the panel is recommended to delegate the recruitment process to the Sarah Hopkins, in consultation with the Chair and Deputy Chair of the Panel.
- 3.2 Subject to the documents attached at appendices 1 – 3 being agreed, the panel is

recommended to authorise the placing of an advert as detailed at Appendix 5. This will be done through existing networks, in particular all Local Authority websites in Devon & Cornwall, Devon & Cornwall Police Website, and one press release for the whole of Devon & Cornwall coordinated by the Host Authority. It is anticipated that the advertisement for the role of independent panel members will incur no cost.

- 3.3 The Chair and Deputy Chair of the Panel, supported by officers of the Host Authority, will shortlist applicants against the criteria. The shortlist will comprise no more than 6 candidates per County (Devon to include Plymouth and Torbay, and Cornwall to include the Isles of Scilly).
- 3.4 Interviews of shortlisted candidates will take place at the first meeting of the Police and Crime Panel in October 2012.

**Independent Panel Member Recruitment Process Timeline**



### **Eligibility Criteria for Initial Officer Sift**

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

- Anyone under 18 years old
- The police and crime commissioner or any member of their staff
- Members of parliament
- Members of the national assembly for wale and the Scottish parliament
- Members of the European parliament
- Police officers<sup>1</sup>
- Persons who do not live or work in the police force area
- Civil servants engaged in political activity
- Local authority councillors

Independent Members must comprise of one resident of, or person who works in Devon (includes Torbay and Plymouth) and one resident of, or person who works in Cornwall (includes Isle of Scilly).

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<sup>1</sup> Police officers are not covered by the restrictions on membership of the panel in Section 22 in Schedule 6. Also police officers do not fall within Section 22 (a) as members of staff of the PCC as this category covers people appointed under Section 6 of Schedule 1. However, under section 1(2)(a) of Schedule 1 to the Police Regulations 2003 (S.I. 2003/527) a member of a police force may not "take any active part in politics". The Home Office would regard co-option to a panel, for the purpose of scrutinising an elected PCC, as taking an active part in politics, and accordingly as being prohibited for police officers.

### Roles and Responsibilities of Co-opted Independent Panel Members

#### Role

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 Police and Crime Commissioner (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 Devon and Cornwall area.

#### Responsibilities

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

- attend all formal meetings of the panel (approx four per year);
- establish good relations with other members, officers and co-optees;
- attend additional meetings e.g. working groups or evidence gathering sessions, as required;
- prepare for each meeting by reading the agenda, papers and additional information to familiarise with the issues to be covered during the meeting. Prior to the meeting consider the questions 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 sub groups;
- 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 Devon and Cornwall 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 Devon and Cornwall area.

Panel members are 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.

**Appointment of Independent Members of the Devon and Cornwall Police and Crime Panel**  
**Building Safer Communities Together**

If you want to make a real difference in your community and influence local policing and community safety issues, you could be the right person to serve as an independent member of the new Devon and Cornwall Police and Crime Panel.

The Panel is part of the new accountability arrangements for policing in Devon, Cornwall and the Isles of Scilly. The panel will maintain a 'check and balance' on the performance of the directly elected Police and Crime Commissioner (to be elected on 15 November 2012).

The Panel is looking for two people who have knowledge and skills to contribute as independent members from November 2012.

The role will require attendance at, at least 4 meetings a year and a commitment of around 3 to 5 hours per month, with meetings held during the day at locations across Devon and Cornwall. The role is unpaid but will a fixed allowance of £920 per year will be paid.

This is an important and challenging role which offers you the chance to provide independent and constructive challenge to support the Police Commissioner.

We would particularly welcome applicants from the business, voluntary and community sector, organisations supporting black and minority ethnic groups or victims of crime as well as representatives of the community safety or the criminal justice system.

For a copy of the application pack please contact Gemma Pearce on 01752 307990. The closing date for applications is Friday 7 September 2012 and interviews will be held in late October.