

**CLEVELAND POLICE AND CRIME PANEL**

**CONFIRMATION HEARING PURPOSE AND PROCEDURE**

**Purpose**

1. The Panel must hold a confirmation hearing before making a report and recommendation to the Police and Crime Commissioner (“the Commissioner”) in relation to a senior appointment. The hearing is a meeting of the Panel, held in public, at which the Candidate is requested to appear for the purpose of answering questions relating to the appointment.

**Procedure**

2. The candidate will be given the opportunity to ask any procedural questions that they might have, before the process begins and any questions are asked by Panel members.
3. Members of the Panel will then be able to ask questions.
4. When all questions by the members of the Panel have been asked, the Candidate will be given the opportunity to clarify any answers that they have given, and to ask any questions of the Panel.
5. Subject to this, when the hearing has finished, the next steps will be clarified, so that all present are clear about the decision making process. This process will be as follows.
6. The Panel will go into closed session, and all present other than Panel members and Panel advisors will be asked to leave the room.

**Decision-making**

7. The Panel will consider and agree its report and recommendations to the Commissioner regarding the appointment.
8. The Panel’s decision will be communicated to the Commissioner in writing by the next working day following the hearing. A copy of the communication will be provided to the Candidate.
9. The Panel will not normally make its decision public until a period of five days has elapsed following the hearing. The Commissioner and the Candidate will also be asked not to release details of the decision during the same period.