

## AGENDA ITEM

### REPORT TO CLEVELAND POLICE AND CRIME PANEL

3 JULY 2018

### REPORT OF ....

## APPOINTMENT PROCESS FOR NON-POLITICAL INDEPENDENT MEMBERS

### SUMMARY

To agree a process for the appointment of a non-political independent member, in light of the resignation of one of the existing two non-political independent members.

### RECOMMENDATION

1. That the Panel agree the arrangements for the appointment of a replacement non-political independent member as detailed at paragraph 5.
2. That delegated authority be given to the.....(Stockton-on-Tees Borough Council), in consultation with the Chairman and Vice Chairman to amend and finalise the arrangements and associated documents, detailed in the **Appendix** and paragraph 4, should it be considered necessary to do so.

### DETAIL

1. Schedule 6 of the Police Reform and Social Responsibility Act 2011 requires that each Police and Crime Panel appoints two non-political independent members.
2. The two independent members should be appointed in the context of ensuring that the panel has the necessary skills, knowledge and experience to discharge its functions effectively.
3. One of the existing two non-political independent members, Andrew Dyne, has resigned. A replacement member is therefore required.
4. Attached, as an **Appendix** are draft documents associated with the appointment of independent members. These are updated versions of the documents previously agreed. The Panel is asked to consider and provide comments and views on these latest documents.
5. Subject to the Panels discussions, it is suggested that:-
  - As before, the advertising process utilises all available free opportunities, including press release, website and existing mailings and partnerships;
  - The term of office of the new member should coincide with the terms of office agreed for the two Independent Members i.e. 1<sup>st</sup> February 2021.

- Again, as previously, that a politically balanced selection sub panel of 5 drawn from the full panel is appointed to conduct short listings and interviews to determine the most suitable candidate to be the replacement non-political independent member, with the full panel endorsing the decision prior to the candidate being formally appointed.
6. If the Panel agree to appoint a selection sub panel of 5, then the political balance would be Labour 3, Conservatives 1, Liberal Democrats 1. With a view to reflecting the number of members within political groups, in each constituent authority, whilst providing each authority the opportunity to be represented on the Panel, the following is suggested:-

	Labour	Conservatives	Liberal Democrats
Hartlepool	1	-	
Middlesbrough	1	-	-
Redcar & Cleveland	-	-	1
Stockton	1	1	
<b>Total</b>	<b>3</b>	<b>1</b>	<b>1</b>

**Name of Contact Officer:**

**Telephone No: 01642 52**

**Email:**

**Cleveland Police and Crime Panel  
Information Pack for Candidates**

<b>Information pack for candidates to be members of the Cleveland police and crime panel</b>	
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## ANNEX 1

My Ref:  
Your Ref:

Municipal Buildings  
Church Road  
Stockton-on-Tees  
TS18 1LD  
SAT NAV code: TS19 1UE

website: [www.stockton.gov.uk](http://www.stockton.gov.uk)

Tel: 01642 52....

Email:

Date: 00/00/00

Dear Applicant

### **Cleveland Police and Crime Panel**

Thank you for your interest in becoming a non-political, independent member of Cleveland Police and Crime Panel.

The Panel is part of the governance and accountability arrangements for policing in the Cleveland force area. The Panel's role is to maintain a regular check and balance on the performance of the directly elected police and crime commissioner, Mr Barry Coppinger.

Due to a vacancy the Panel is looking for a committed and energetic person to serve as a non-political independent member until February 2021. It is an exciting opportunity to be involved with these arrangements.

The role of a panel member is an important and demanding one. In considering your application you should be aware that the typical commitment required from a member of the panel averages one day every two months or so, including preparation time. Meetings are mostly held during

Customer address  
Address line one  
Address line two  
Address line three  
Postcode



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## ANNEX 1

normal office hours, or in the early evenings, and usually at the Municipal Buildings, Church Road, Stockton-on-Tees.

All Panel members can claim reasonable travelling and subsistence expenses. All Panel members will receive induction and other appropriate training.

Further information is attached:-

- Background to the post
- Eligibility criteria
- Person specification
- Roles and responsibilities
- Application form

The closing date for applications is \_\_\_\_\_ 2018 after which local authority panel members will consider and assess all applications received. It is expected that short listed candidates will be invited for interview during \_\_\_\_\_, and that a formal appointment will be made in \_\_\_\_\_ 2018.

You will note that the application form asks for details of two referees. We intend to take up references for short-listed candidates, prior to interview. If you would not wish us to contact your referees at that stage then please indicate with your application.

The panel wishes to reflect the breadth of communities in the Cleveland police area and welcomes application forms from all eligible people – irrespective of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex (ie gender), sexual orientation, marriage and civil partnership.

If you wish to discuss any aspect in more detail please contact \_\_\_\_\_ on 01642 52\_\_\_\_\_.

Yours faithfully

Director .....



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**ANNEX 2**

## **Cleveland Police and Crime Panel**

### **Background to the Post of Non-Political Independent Member of Cleveland Police and Crime Panel**

The panel is part of the governance and accountability arrangements for policing in the Cleveland Force area. The panel's role is to maintain a regular check and balance on the performance of the directly elected police and crime commissioner, Mr Barry Coppinger.

The panel requires an energetic person to serve as a panel member from summer 2018 until February 2021. It is an exciting opportunity to be involved with these arrangements.

The role of a panel member is an important and demanding one. In considering your application you should be aware that the typical commitment required from a member of the panel is on average one day every two months, including preparation time.

Meetings are generally held during normal office hours or in the early evening at the Municipal Buildings, Church Road, Stockton-on-Tees.

All panel members can claim reasonable travelling and subsistence expenses. All panel members will receive induction and other appropriate training.



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## ANNEX 3

### Cleveland Police and Crime Panel

#### Eligibility Criteria for Non-Political Independent Panel Members

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

- anyone under 18 years old
- the Police and Crime Commissioner or a member of his staff
- MPs
- members of the National Assembly for Wales or the Scottish Parliament
- members of the European Parliament
- police officers<sup>1</sup>
- Employees of Hartlepool Borough Council, Middlesbrough Council, Redcar and Cleveland Borough Council or Stockton-on-Tees Borough Council<sup>2</sup>
- persons who do not live or work in the police force area
- civil servants engaged in political activity

Please also note:

Independent non-councillor co-optees (either those required and any optional independent co-optees added later) must not be local authority councillors.

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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 Police and Crime Commissioner 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 Police and Crime Commissioner, as taking an active part in politics, and accordingly, as being prohibited for police officers

<sup>2</sup> A person disqualified from membership of a local authority under Section 80 of the Local Government Act 1972 cannot be a member of a committee or Sub-Committee of that authority. Nor can he represent that authority on any joint committee of that authority and another local authority or authorities. Local authority employees are therefore prevented from being co-opted on, or appointed to their local authority's committees or joint Committees. This includes the Cleveland Police and Crime Panel as it is a formally constituted joint committee of the four Teesside Local Authorities. Section 104 of the Local Government Act 1972 refers.



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## ANNEX 4

### Cleveland Police and Crime Panel

#### Person Specification for Panel Members

For the appointment of panel members, including independent and councillor co-optees, on interview the assessors will consider potential candidates against the following criteria:

#### Abilities/Skills

As well as being of good character, candidates will need to possess most, if not all, of 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 Police and Crime Commissioner and the other members of the panel in delivering their duties.

**The ability to scrutinise and challenge:** To be able to scrutinise rigorously 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 Police and Crime Commissioner and the public.

#### Other Requirements and Considerations

- Candidates must be able to attend meetings in the late afternoons or early evenings at varying locations throughout the Cleveland Force area at least four times a year, as well as attend any appropriate training sessions.





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#### ANNEX 4

- Candidates should have the time, energy and commitment to prepare for and attend regular meetings. We suggest that they would need to allocate a minimum of one day every two months 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).

The following personal skills and qualities are also very important:-

**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.

It is also important for candidates to:

**be able to:-**

- Recognise and 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 also be useful if candidates:



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##### **have experience of:-**

- working with other people on issues of mutual interest over a period of time (eg 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 under-represented groups
- engaging with and representing local people and/or specialists within their field of expertise



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## ANNEX 5

### Cleveland Police and Crime Panel

#### Roles and Responsibilities of Independent Co-optees on the Panel

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

#### Generally

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 to ensure that the Police and Crime Commissioner 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 Police and Crime Commissioner and that this challenge is constructive to support the Police and Crime Commissioner in carrying out their role
- act as a non-party-political voice for those who live and/or work in the force area

#### Responsibilities of co-optees

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

- attend formal meetings of the panel (approx 4 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



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- abide by the panel arrangements and rules of procedure which set out how the police and crime panel will operate in the Cleveland 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 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<sup>1 2</sup>

**Preamble:** The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

**Selflessness:** Holders of public office should act solely in terms of the public interest.

**Integrity:** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**Objectivity:** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**Accountability:** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**Openness:** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

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<sup>1</sup> Nolan Committee's First Report on Standards in Public life from the First Report of the Committee on Standards in Public Life (1995)

<sup>2</sup> Amended as a result of the Fourteenth Report of the Committee on Standards in Public Life – Standards Matter – A review of best practice in promoting good behaviour in public life (2013)



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**Honesty:** Holders of public office should be truthful.

**Leadership:** Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



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**ANNEX 6**

## Cleveland Police and Crime Panel

### APPLICATION FORM

**Confidential**

**Application form to be a Co-opted Independent Member of Cleveland Police and Crime Panel**

Please write in black ink or type. Do not include a CV or other information.

Please return this completed application form by \_\_\_\_\_ 2018 either:-

- by post to the....., Stockton-on-Tees Borough Council, PO Box 11, Municipal Buildings, Church Road, Stockton-on-Tees, TS18 1LD; or
- by email as an attachment in word format

Further information about Cleveland Police and Crime Panel is available on [www.stockton.gov.uk](http://www.stockton.gov.uk)

### 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)	
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)	
Daytime telephone number	Evening telephone number



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Mobile telephone number		Email address	
Date of Birth			
Please say whether there is any special provision, equipment or assistance we can provide 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. It would be helpful if one referee was familiar with your community activities. 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 .....



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**2. Equality Monitoring Questions**

The information in this section will not form part of the recruitment process and will be separated from your application form upon receipt. The information provided will be used for monitoring purposes and to help us to develop our policies and practice. The information provided will be treated confidentially and be subject to the provisions under current equality and data protection legislation. You do not have to answer these questions. However, by answering the questions you will help us to make sure that our recruitment is fair and accessible to everyone.

**Gender**  
 What is your gender  Male  Female

**Age**  
 What age category are you in?

18-19  20-29  30-39  40-49  
 50-64  65-74  75-84  85+

**Disability**  
 Do you consider yourself to be a disabled person or to have a long-term, limiting condition?

Yes  No

**Ethnicity**  
 What is your ethnic group? Please choose one section from A-E, and then tick one box to best describe your ethnic group or background.

**A White**

English/Welsh/Scottish/Northern Irish/British  
 Irish  
 Gypsy or Irish Traveller  
 Any other White background, please write in

**B Mixed/multiple ethnic groups**

White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any other Mixed/multiple ethnic background please write in

**C Asian**

Pakistani  
 Bangladeshi  
 Indian  
 Chinese  
 Any other Asian background, please write in

**D Black/African/Caribbean/Black British**

African  
 Caribbean  
 Any other Black/African/Caribbean background, please write in





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E Other ethnic group

Arab

Any other ethnic group, please write in

### 3. 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 the administrative areas of Hartlepool, Middlesbrough, Redcar and Cleveland or Stockton On Tees 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 employer's address.

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



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

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Please list any academic, professional and/or vocational qualifications	Date obtained



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#### **4. Required competencies, personal skills and qualities**

Please give brief examples to demonstrate how you meet the following competencies	
<p><b>1. The ability to think strategically</b> 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><b>2. The ability to make good judgements</b> 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><b>3. The ability to be open to change</b> To be able to challenge accepted views constructively without becoming confrontational, and to recognise and respond positively to the need for change.</p>	
<p><b>4. The ability to scrutinise and challenge</b> To be able to rigorously scrutinise and challenge constructively, using appropriate data, evidence and resources.</p>	
<p><b>5. The ability to be analytical</b> 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><b>6. The ability to communicate effectively</b> 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>	



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

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



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**5. Why do you want to be a co-opted independent member?**

Please say why you are interested in becoming a co-opted independent member of the Cleveland Police and Crime Panel

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**6. Other information**

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

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

- The police and crime commissioner for Cleveland
- A member of the staff of the police and crime commissioner for Cleveland
- A member of the civilian staff of Cleveland police force
- A Member of Parliament, the National Assembly for Wales, the Scottish Parliament or the European Parliament
- A member of Hartlepool Borough Council, Middlesbrough Council, Redcar and Cleveland Borough Council, Stockton On Tees Borough Council
- A police officer

If yes, please give details.

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 Cleveland Police and Crime Panel into disrepute, or call into question your integrity, authority or standing as a member of the Panel? If yes, please give details.





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