

CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No. 14
29 JUNE 2016	Public Report

Report of: Paulina Ford, Peterborough City Council, Police and Crime Panel Secretariat

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VACANCY FOR CO-OPTED MEMBER

1. PURPOSE

1.1 To update the Cambridgeshire Police and Crime Panel on the vacancy for an Independent Co-opted Member of the Panel following the resignation of Francesca Anderson.

2. RECOMMENDATIONS

The Panel is asked to:

- 2.1 note that there is now a vacancy for one Independent Co-opted Member of the Panel and to agree that the vacancy should be advertised
- 2.2 review and agree the job advertisement attached at appendix 1
- 2.3 review and agree the role description and person specification attached at appendix 2
- 2.4 nominate up to 3 people from the Panel membership who would then form the interview Panel.

3. TERMS OF REFERENCE

3.1 Under the Panel's arrangements the Panel is required to have two Independent Co-opted Members as part of its membership.

4. BACKGROUND

4.1 On 16 June 2016 the secretariat received notification from Francesca Anderson that due to ongoing work commitments elsewhere, she could no longer fulfil her duties to the Panel to the best of her abilities and therefore it was with regret that she would have to tender her resignation.

5. KEY ISSUES

5.1 In accordance with the Panel's arrangements there is a requirement to have two Independent Co-opted Members as part of its membership. It is therefore necessary to advertise the vacant position and to go out to recruitment. A generic advertisement which was used to advertise the post in May 2015 is attached at appendix 1. Also attached at appendix 2 is a Role Description.

6. IMPLICATIONS

6.1 None

7. CONSULTATION

7.1 None

8. NEXT STEPS

- 8.1 Subject to the Panel's agreement, the role will shortly be advertised throughout Cambridgeshire on council websites, partner networks and social media. A press notice will also be distributed to media outlets in the County to alert them to the position.
- 8.2 The application process will be handled by Peterborough City Council.

9. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

- 9.1 None

10. APPENDICES

- 10.1
- Appendix 1 - Panel advert
 - Appendix 2 – Role Description



Appointment of a Co-opted Independent Members to the Cambridgeshire Police and Crime Panel

Expenses paid up to a maximum of £920 per annum

The Cambridgeshire Police and Crime Panel is looking for a committed and energetic person from Cambridgeshire or Peterborough to help oversee and scrutinise the work of the Police and Crime Commissioner.

The Police and Crime Commissioner is required to consult with the Panel on his plans and budget for policing, the level of Council Tax, and the appointment of certain staff, including the Chief Constable.

The role of a panel member is important and challenging one and offers the chance to review the strategy, decisions and actions of the Police and Crime Commissioner. The full panel comprises eleven Councillors from the county, city and district councils of Cambridgeshire and Peterborough, plus two independent members.

The Panel is looking for an independent member to join who has a track record in community involvement, can represent a cross section of views and concerns of the public and has a keen interest in policing, crime prevention, victim support, and community partnerships.

The applicant should be willing and able to scrutinise reports, papers and budgets; attend five half-day public meetings with the Police and Crime Commissioner, plus occasional extraordinary meetings, briefings, planning meetings and conferences each year; and contribute to setting the work agenda of the Panel.

Meetings will take place throughout Cambridgeshire and Peterborough for which travel expenses will be provided. The term of appointment will be four years.

For full details and a copy of the application pack please contact.....

The closing date for applications is....



ROLE DESCRIPTION

INDEPENDENT POLICE AND CRIME PANEL MEMBERS

All Independent members of the Cambridgeshire Police and Crime Panel are full voting members and will have access to the same level of support and information as elected councillors on the Panel. The core role of both elected and independent members on the Panel is to:

- Scrutinise the work of the PCC to ensure that the PCC is discharging their 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.

Responsibilities

Independent members of the Police and Crime Panel are expected to:

- Attend all formal meetings of the Panel, including any sub-committees they are assigned to
- 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 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
- At the meetings you will need to listen carefully, 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 Cambridgeshire 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 Cambridgeshire area

Person Specification

This is a voluntary role (although reasonable travel expenses will be paid) and no specific professional knowledge or experience is required. Applicants might have a professional background in an area such as community safety, criminal justice or victim support. Alternatively, a strong track record of community work or business skills would be just as valuable. An interest in policing/community safety issues is expected.

Candidates will be assessed against the following competencies and personal qualities.

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 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

Personal 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

Other Requirements and Considerations:

- Candidates must be able to attend meetings at varying locations throughout the Cambridgeshire area
- Candidates should have the time, energy and commitment to prepare for and attend regular meetings. We suggest that they would need to allocate around one day per month to devote to this role
- Candidates should have a willingness to learn
- Candidates must be eligible for the role (*see eligibility criteria in the Information Booklet*)

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