

CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No. 7
18th October 2012	Public Report

Report of the Head of Neighbourhoods, Peterborough City Council

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CO-OPTED MEMBERS - UPDATE

1. PURPOSE

- 1.1 This report provides an update on the progress made towards recruiting two independent co-opted members of the Police and Crime Panel.

2. RECOMMENDATIONS

- 2.1 To note the content of this report.

3. TERMS OF REFERENCE

- 3.1 The legislation which defines the role and purpose of Police and Crime Panels requires that each Panel co-opts two independent members in order for it to properly fulfil its responsibilities.

4. BACKGROUND

- 4.1 Two independent co-opted members are required to complete the composition of Cambridgeshire's Police and Crime Panel. At its September meeting, Panel members agreed the broad approach to be taken to seek these additional members and this report provides an update on progress so far, as well as information that forms the application pack for reference.

5. KEY ISSUES

- 5.1 Included at Appendix 1 to this report is the advert and application pack for independent members of the Panel. This is based on the guidance produced by the Local Government Association which was discussed with the Panel at its September meeting, and examples of good practice from other areas.
- 5.2 The advert has been circulated to a wide and diverse range of organisations across the whole of Cambridgeshire. These include public sector agencies, private sector organisations, voluntary and community sector organisations and faith groups.
- 5.3 In addition to the circulation of the advert through existing networks, press releases have been prepared and issued to help generate further interest in the role.

6. IMPLICATIONS

- 6.1 The recruitment of the independent members will complete the composition of the Panel and will enable it to fulfil its full roles and responsibilities.

7. CONSULTATION

- 7.1 The advert and application pack have been developed, discussed and approved by the Police and Crime Partnership Transition Working Group.

8. NEXT STEPS

8.1 The closing date for receipt of applications has been set for 26th October. Soon after this date the recruitment panel which was agreed at the September meeting will meet to consider all applications received.

8.2 The agreed recruitment panel comprises Councillors Elsey, West and Wilkins.

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: Advert and Application Pack

APPENDIX 1



The way that Policing and Community Safety is managed in Cambridgeshire is changing....could you be part of it?

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

Expenses paid up to a maximum of £920 per annum

As part of national reforms, Cambridgeshire is getting ready to elect a new Police and Crime Commissioner who will drive the strategic direction of policing and community safety in our neighbourhoods.

We are also creating a new Police and Crime Panel that will oversee and scrutinise the work of the Commissioner.

If you are passionate about Cambridgeshire, want to make a real difference to our communities and are interested in keeping our county safe, you might be the person we need!

The Panel is looking for two independent members to join who may have knowledge and skills in issues associated with policing and crime reduction, preventing crime and ASB, and working in partnership to tackle complex issues.

The two new independent members will join a panel which consists of 11 Councillors representing all of the councils and areas across Cambridgeshire.

This is an important and challenging role which offers you the chance to review the key strategic actions and decisions taken by the Police and Crime Commissioner.

For full details and a copy of the application pack please contact Sarah Swift at sarah.swift@peterborough.gov.uk or telephone 01733 863891

The closing date for applications is 26th October 2012.



RECRUITMENT OF TWO INDEPENDENT MEMBERS TO THE CAMBRIDGESHIRE POLICE AND CRIME PANEL

Thank you for your interest in becoming an Independent member of Cambridgeshire's new Police and Crime Panel.

The Panel will be part of the new governance and accountability arrangements for policing in Cambridgeshire. The Panel's role will be to maintain a regular check and balance on the work of the Police and Crime Commissioner (who will be elected on 15th November 2012).

For the Panel to be complete we are now seeking to appoint two committed and energetic people to serve as Independent co-opted members for a four year term. This is an exciting opportunity to be involved from the start of new and very different arrangements for reducing and preventing crime and disorder and for helping to keep Cambridgeshire's communities safe.

The role offers an opportunity to:

- Support the Police and Crime Commissioner in their role in helping tackle crime and disorder
- Support public accountability and transparency through the work of the Panel
- Gain experience working with a wide range of stakeholders – senior councillors from different local authorities as well as the Police and Crime Commissioner, Police and other agencies
- Gain a strategic understanding of policing and community safety
- Experience working on a committee and of effective scrutiny processes

In the attached information pack you will find more information about the work of the new Panel and about the role of the Panel members. You will also find an application form which you should complete if you wish to apply for the role.

The closing date for applications is 26th October, after which a working group of the existing Shadow Panel will consider and assess all applications received.

The Panel wishes to reflect the breadth of communities in Cambridgeshire and welcomes applications from all eligible people – irrespective of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender, sexual orientation, marriage and civil partnership status.

For more information or if you have any questions, please contact Sarah Swift at sarah.swift@peterborough.gov.uk or by telephone on 01733 863891



Cambridgeshire Police and Crime Panel

Policy Context: The new arrangements for police governance and accountability in England

1. Introduction

- 1.1. The Police Reform and Social Responsibility Act 2011 introduces significant changes in police governance and accountability, in particular replacing Police Authorities with directly elected Police and Crime Commissioners (PCCs). This note summarises the new arrangements and the respective roles of key players in England (slightly different arrangements apply in London).
- 1.2. In summary, the public accountability for the delivery and performance of the police service within each force area is placed into the hands of the PCC on behalf of their electorate. The PCC draws on their mandate to set and shape the strategic objectives of their force area in consultation with the Chief Constable. They are accountable to the electorate; the Chief Constable is accountable to their PCC. The Police and Crime Panel (the Panel) within each force area is empowered to maintain a regular check and balance on the performance of the PCC in that context.

2. The Police and Crime Commissioner (PCC)

- 2.1. The PCC within each force area has a statutory duty and electoral mandate to hold the police to account on behalf of the public.
- 2.2. The PCC is the recipient of all funding, including the government grant and precept and other sources of income, related to policing and crime reduction and all funding for a force must come via the PCC. How this money is allocated is a matter for the PCC in consultation with the Chief Constable, or in accordance with any grant terms. The Chief Constable will provide professional advice and recommendations.
- 2.3. The PCC has the legal power and duty to:
 - (a) set the strategic direction and objectives of the force through the Police and Crime Plan, which must have regard to the Strategic Policing Requirement set by the Home Secretary
 - (b) scrutinise, support and challenge the overall performance of the force including against the priorities agreed within the Plan
 - (c) hold the Chief Constable to account for the performance of the force's officers and staff
 - (d) decide the budget, allocating assets and funds to the Chief Constable; and set the precept for the force area
 - (e) appoint the Chief Constable
 - (f) remove the Chief Constable subject to following the process set out in Part 2 of Schedule 8 to the 2011 Act and regulations made under section 50 of the Police Act 1996(a)
 - (g) maintain an efficient and effective police force for the police area
 - (h) enter into collaboration agreements with other PCCs, other policing bodies and partners that improve the efficiency or effectiveness of policing for one or more policing bodies or police forces in consultation with the Chief Constable (where this relates to the functions of the police force, then it must be with the agreement of the Chief Constable)
 - (i) provide the local link between the police and communities, working to translate the legitimate desires and aspirations of the public into action

- (j) hold the Chief Constable to account for the exercise of the functions of the office of Chief Constable and the functions of the persons under the direction and control of the Chief Constable
 - (k) publish information specified by the Home Secretary and information that the PCC considers necessary to enable the people who live in the force area to assess the performance of the PCC and Chief Constable
 - (l) comply with all reasonable formal requests from the Panel to attend their meetings
 - (m) prepare and issue an annual report to the Panel on the PCC's delivery against the objectives set within the Plan
 - (n) monitor all complaints made against officers and staff, whilst having responsibility for complaints against the Chief Constable
- 2.4 The PCC must not fetter the operational independence of the police force and the Chief Constable who leads it.
- 2.5 In order to enable the PCC to exercise the functions of their office effectively, they will need access to information and officers and staff within their force area. Such access to any information must not be unreasonably withheld or obstructed by the Chief Constable and/or fetter the Chief Constable's direction and control of the force.
- 2.6 A PCC has wider responsibilities than those relating solely to the police force, including a specific responsibility for the delivery of community safety and crime reduction.
- 2.7 The first PCCs will be elected on 15th November 2012, take office seven days later (on 22nd November 2012) and serve until May 2016; thereafter PCCs will normally hold office for four years.

3. The Chief Constable

- 3.1 The Chief Constable is responsible for maintaining the Queen's Peace, and has direction and control over the force's officers and staff. The Chief Constable holds office under the Crown, but is appointed by the PCC.
- 3.2 The Chief Constable is accountable to the law for the exercise of police powers, and to the PCC for the delivery of efficient and effective policing, management of resources and expenditure by the police force. At all times the Chief Constable, their constables and staff, remain operationally independent in the service of the communities that they serve.
- 3.3 The Chief Constable is responsible to the public and accountable to the PCC for:
- (a) leading the force in a way that is consistent with the attestation made by all constables on appointment and ensuring that it acts with impartiality
 - (b) appointing the force's officers and staff (after consultation with the PCC, in the case of officers above the rank of Chief Superintendent and police staff equivalents)
 - (c) supporting the PCC in the delivery of the strategy and objectives set out in the Police and Crime Plan
 - (d) assisting the PCC in planning the force's budget
 - (e) providing the PCC with access to information, officers and staff as required
 - (f) having regard to the Strategic Policing Requirement when exercising and planning their policing functions in respect of their force's national and international policing responsibilities
 - (g) notifying and briefing the PCC of any matter or investigation on which the PCC may need to provide public assurance either alone or in company with the Chief Constable (PCCs will be subject to the same duties in relation to sensitive material as Government Ministers)
 - (h) being the operational voice of policing in the force area and regularly explaining to the public the operational actions of officers and staff under their command
 - (i) entering into collaboration agreements with other Chief Constables, other policing bodies and partners that improve the efficiency or effectiveness of policing
 - (j) remaining politically independent of their PCC

- (k) managing all complaints against the force, its officers and staff, except in relation to the Chief Constable, and ensuring that the PCC is kept informed in such a way as to enable the PCC to discharge their statutory obligations in relation to complaints in a regular, meaningful and timely fashion. Serious complaints and conduct matters must be passed to the Independent Police Complaints Commission (IPCC) in line with legislation
- (l) exercising the power of direction and control in such a way as is reasonable to enable their PCC to have access to all necessary information and staff within the force
- (m) having day to day responsibility for financial management of the force within the framework of the agreed budget allocation and levels of authorisation issued by the PCC.

4. The Police and Crime Panel (the Panel)

4.1 The Panel provides checks and balances in relation to the performance of the PCC. The Panel does not scrutinise the Chief Constable - it scrutinises the PCC's exercise of their statutory functions. While the Panel is there to challenge the PCC, it must also exercise its functions with a view to supporting the effective exercise of the PCC's functions. This includes:

- (a) the power of veto, by a two-thirds majority of the total Panel membership, over the level of the PCC's proposed precept
- (b) the power of veto, by a two-thirds majority of the total Panel membership, over the PCC's proposed candidate for Chief Constable
- (c) the power to ask Her Majesty's Inspectors of Constabulary (HMIC) for a professional view when the PCC intends to dismiss a Chief Constable
- (d) the power to review the draft Police and Crime Plan and make recommendations to the PCC who must have regard to them
- (e) the power to review the PCC's Annual Report and make reports and recommendations at a public meeting, which the PCC must attend
- (f) the power to require relevant reports and information in the PCC's possession (except those which are operationally sensitive) to enable them to fulfil their statutory obligations
- (g) the power to require the PCC to attend the Panel to answer questions
- (h) the power to appoint an acting PCC where the incumbent PCC is incapacitated, resigns or is disqualified; and
- (i) responsibility for complaints about a PCC, although serious complaints and conduct matters must be passed to the Independent Police Complaints Commission (IPCC) in line with legislation.

4.2 The Chief Constable retains responsibility for operational matters. If the Panel seek to scrutinise the PCC on an operational matter, the Chief Constable may be invited to attend alongside the PCC to offer factual accounts and clarity (if needed) of the Chief Constable's actions and decisions. The accountability of the Chief Constable remains firmly to the PCC and not to the Panel.

5. The Home Secretary

5.1 The Home Secretary is accountable to Parliament and charged with ensuring the maintenance of the Queen's Peace within all force areas, safeguarding the public and protecting our national borders and security. The Home Secretary has reserved powers and legislative tools that enable intervention and direction to all parties, if it is determined by the Home Secretary that such action is necessary in order to prevent or mitigate risk to the public or national security. Such powers and tools should be used only as a last resort, and not to interfere with the democratic will of the electorate within a force area, nor seek to interfere with the office of constable, unless the Home Secretary is satisfied on the advice of Her Majesty's Inspectorate of Constabulary (HMIC) that not to do so would result in a police force failing or national security being compromised.

5.2 The Home Secretary retains the legal accountability for national security and the role that the police service plays within the delivery of any national response. The Home Secretary has a duty to issue a Strategic Policing Requirement that sets out what are, in her view, the national threats at the time and the appropriate national policing capabilities that are required to counter them.

6. Operational Matters

- 6.1 The operational independence of the police is a fundamental principle of British policing. It is expected by the Home Secretary that the professional discretion of the police service and oath of office give surety to the public that this shall not be compromised.
- 6.2 The police force, and the civilian staff of a police force, is under the direction and control of the Chief Constable of the force.
- 6.3 The direction and control of a Chief Constable includes:
- (a) the ability to issue a warrant to an attested officer with which that officer may exercise their police powers
 - (b) decisions in relation to the appointment and dismissal of officers and staff
 - (c) decisions concerning the configuration and organisation of policing resources including whether, or whether not, to deploy police officers and staff
 - (d) total discretion to investigate or require an investigation into crimes and individuals as he or she sees fit
 - (e) decisions taken with the purpose of balancing competing operational needs within the framework of priorities and objectives set by the PCC
 - (f) operational decisions to reallocate resource to meet immediate demand; and
 - (g) the allocation of officers' specific duties and responsibilities within the force area to meet the strategic objectives set by the PCC.
- 6.4 The Chief Constable is expected to ensure that their PCC is regularly informed of their decisions and operational activity in a timely manner so that the PCC can hold the Chief Constable to account for the totality of policing within their force area, including the operational delivery of the police service. The direction and control of the Chief Constable does not just remain under the scrutiny of the PCC but is open to investigation and scrutiny by the Independent Police Complaints Commission (IPCC) within the parameters of their terms of reference.
- 6.5 The PCC and Chief Constable must work together to safeguard the principle of operational independence, while ensuring that the PCC is not fettered in fulfilling their statutory role.

7. Financial Responsibilities

- 7.1 The PCC is ultimately accountable to the public for the management of the police fund. The PCC and Chief Constable share a responsibility to provide effective management of the policing budget and to secure value for money on behalf of the public that they both serve.
- 7.2 The Chief Constable has day to day responsibility for managing their allocated budgets after they have been approved by the PCC. The Chief Constable must ensure that the financial management of their allocated budget remains consistent with the objectives and conditions set by the PCC.



RECRUITMENT OF INDEPENDENT MEMBERS TO THE CAMBRIDGESHIRE POLICE AND CRIME PANEL

Questions and Answers

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1. What is a Police and Crime Panel?

Police and Crime Panels (P&CPs) are being introduced to support and scrutinise the work of the directly elected Police and Crime Commissioner (P&CC). They will both scrutinise the actions and decisions of the P&CC and support and challenge P&CCs in the exercise of their functions.

2. What is an independent member?

P&CPs have two types of member:

- Local councillors – appointed to the Panel by local councils, and
- Independent members – local people who are not councillors, chosen through an open recruitment process.

3. How many members will Cambridgeshire's Police and Crime Panel have?

The Cambridgeshire P&CP will have 13 members. 11 will be local councillors and 2 will be independent members. The councillor members who have already been appointed are as follows:

- Cambridgeshire County Council: Cllr Mac Maguire (Conservative)
Cllr Richard West (Conservative)
Cllr Kevin Wilkins (LD)
- Peterborough City Council: Cllr Irene Walsh (Conservative)
Cllr Gavin Elsey (Conservative)
Cllr Nazim Khan (Lab)
- Cambridge City Council: Cllr Tim Bick (LD)
- East Cambridgeshire District Council: Cllr James Palmer (Conservative)
- Fenland District Council: Cllr Martin Curtis (Conservative)
- Huntingdonshire District Council: Cllr J D Ablewhite (Conservative)
- South Cambridgeshire District Council: Cllr Ben Shelton (Conservative)

4. Why be an independent member?

As a member of the P&CP you can play a key role in helping to keep local communities safe by supporting and scrutinising the work of the directly elected P&CC. It is an important and challenging role which offers you the chance to review the key strategic actions and decisions taken by the P&CC, including whether they have achieved the objectives set out in their Police and Crime Plan and Annual Report, considered the priorities of community safety partners and consulted appropriately with the public.

5. How will Police and Crime Panels work?

P&CPs will meet regularly in public to carry out their main responsibilities. There will be at least four meetings per year, but this is likely to increase to cope with the amount of business required to be covered by the P&CP. The P&CP may also need to set up some sub-committees to consider specific aspects of business.

6. What will I be expected to do?

You will be expected to attend and participate in all meetings of the P&CP and any of its sub-committees that you may be assigned to. You will need to be prepared to read papers, reports and background information in advance of meetings and keep up-to-date with national and local crime and disorder issues and maintain a good working knowledge of P&CC roles and responsibilities.

7. How much time is involved?

The typical commitment required from a P&CP member is expected to average around one day a month, including preparation time. Meetings will generally be held during normal office hours at varying locations throughout Cambridgeshire.

All P&CP members will receive an induction and other appropriate training to support them in their role and you will be expected to participate in this.

8. Are there any rules about conduct or standards?

The role of a member of the P&CP is a public one, and so at all times members must maintain the highest standards of conduct and ethics. You will be expected to abide by the same rules as local councillors. To help you understand this your full induction will include details of these and other requirements.

9. Will I receive any payment?

Members of the P&CP will receive expenses of up to £920 per year.

10. How long will I be a member?

Independent members will initially be appointed for a four year term.

11. What qualities do I need?

The P&CP is an important committee, and as such we need people with the right skills, abilities and experiences. These include:

- The ability to think strategically
- The ability to make good judgements
- The ability to be open to change
- The ability to scrutinise and challenge
- The ability to be analytical
- The ability to communicate effectively
- The ability to manage time effectively
- Experience of team working
- Self confidence
- Enthusiasm and drive
- Respect for others
- Integrity
- Leadership
- Decisiveness

Please refer to the P&CP Member Role Profile, which is included in the application pack.

12. Who can be an independent member?

Age - You must be at least 18 years old.

Other rules - There are some rules about who cannot be an independent member. The following may not be co-opted independent members of the P&CP:

- a) the P&CC for the Cambridgeshire Police Area
- b) a member of staff of the Cambridgeshire Police and Crime Commissioner
- c) a member of the civilian staff of the Cambridgeshire Constabulary
- d) a police officer
- e) a councillor of Cambridgeshire County Council, Peterborough City Council, Cambridge City Council, East Cambridgeshire District Council, Fenland District Council, Huntingdonshire District Council or South Cambridgeshire District Council
- f) a Member of Parliament, a Member of the National Assembly for Wales, a Member of the Scottish Parliament or a Member of the European Parliament

13. How do I apply?

Complete the application form explaining fully why you wish to become an independent member, what you would bring to the P&CP and your relevant skills and experience. Please then e-mail your completed application to sarah.swift@peterborough.gov.uk. If you're unable to email your form, please post it to the following address:

Sarah Swift
Neighbourhoods Department
Peterborough City Council
4th Floor
Bayard Place
Peterborough
PE1 1HZ

Applications should be received by 5pm on Friday 26th October 2012.

14. What happens next?

The P&CP will appoint a selection panel to consider all applications. Its job will be to shortlist, interview and agree candidates to recommend to the P&CP. The P&CP will then be asked to approve the recommended candidates.

15. How can I find out more?

If you have any questions or would like further information please contact Sarah Swift using the details shown on the advert.



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 P&CC to ensure that the P&CC 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 P&CC and that this challenge is constructive to support the P&CC 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 an annual allowance 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 P&CC 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 Q&A document*)



Application form

Independent Member of the Cambridgeshire Police and Crime Panel

Please write in black ink or type.

Please do not include a CV or other information.

Please return this completed application form by 5pm on Friday 26th October 2012 either:

- *by email to sarah.swift@peterborough.gov.uk, or*
- *by post to:*

*Sarah Swift
Neighbourhoods Department
Peterborough City Council
4th Floor
Bayard Place
Peterborough
PE1 1HZ*

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.

<i>Title (Mr/Mrs/Ms etc)</i>

<i>Name in full (please also give any other names by which you have been known)</i>

<i>Permanent home address</i>

<i>How long have you lived at this address?</i>

<i>If less than five years at this address, please give details of your previous address(es)</i>

<i>Daytime telephone number</i>	<i>Evening telephone number</i>

<i>Mobile telephone number</i>	<i>Email address</i>

<i>Date of birth</i>

Please say whether there is any special provision, equipment or assistance we can provide to help you attend an interview

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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.

<i>Name</i>		<i>Name</i>	
<i>Address</i>		<i>Address</i>	
<i>Tel No:</i>		<i>Tel No:</i>	
<i>Email:</i>		<i>Email:</i>	
<i>Position:</i>		<i>Position:</i>	

Please sign and date this form

I declare that the information I have given is true and complete.

<p><i>Signed</i> <i>Date</i></p>

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

Which 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

E Other ethnic group

- Arab
 Any other ethnic group, please write in

3. **Personal history**

<i>What is your current employment status and occupation, if any?</i>

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 Cambridgeshire 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.

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

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

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

4. Required competencies, personal skills and qualities

<i>Please give brief examples to demonstrate how you meet the following competencies</i>	
<p>1. The ability to think strategically <i>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.</i></p>	
<p>2. The ability to make good judgements <i>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.</i></p>	
<p>3. The ability to be open to change <i>To be able to challenge accepted views constructively without becoming confrontational, and to recognise and respond positively to the need for change.</i></p>	
<p>4. The ability to scrutinise and challenge <i>To be able to rigorously scrutinise and challenge constructively, using appropriate data, evidence and resources.</i></p>	
<p>5. The ability to be analytical <i>To interpret and question complex written material – including financial and statistical information and other data such as performance measures – and identify the salient points.</i></p>	
<p>6. The ability to communicate effectively <i>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.</i></p>	

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

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

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 Cambridgeshire Police and Crime Panel

6. Other information

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

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

- *A member of the civilian staff of the Cambridgeshire police force*
- *A Member of Parliament, the National Assembly for Wales, the Scottish Parliament or the European Parliament*
- *A Member of any of the County, District or Unitary councils in Cambridgeshire*
- *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 Cambridgeshire 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.