

➤ ***Letter to potential applicants***

Dear Applicant,

Thank you for your interest in becoming a co-opted independent member of the Surrey Police and Crime Panel, which will form part of the new governance and accountability arrangements for policing in Surrey. The panel's role will be to maintain a regular check and balance on the performance of the directly elected Police and Crime Commissioner (PCC) – the new PCC will be elected in **May 2020**.

The panel is looking for two committed and energetic people to serve for a four year term as co-opted independent members, whose role will be vital to the panel's success. In considering your application, you should be aware that the typical commitment required from a member of the panel is expected to average six times a year, including preparation time and there may be additional external visits. Meetings will generally be held during normal office hours (Monday to Friday, 9am to 5pm) at County Hall, Kingston-upon-Thames, although it is possible that the panel will meet at other venues around the county.

An annual honorarium payment may be paid (subject to the panel's approval) together with travel costs and expenses. All panel members will receive induction and other appropriate training. Further information is attached:

- eligibility criteria
- person specification
- roles and responsibilities
- other useful information

The closing date for applications is **midday 5th January 2020**, after which the local authority panel members will consider and assess all applications received. It is expected that short-listed candidates will be invited for interview in **late January 2020**, and that formal appointment of one position will be made at the Police & Crime Panel's public meeting on **7th February 2020**. The other position will be appointed from at the next meeting of the Panel on **30th June 2020** after the election of the Police and Crime Commissioner in May 2020.

Please ensure that your CV provides 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 state that on your CV.

The panel wishes to reflect the breadth of communities in Surrey and welcomes applications from all eligible people – irrespective of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex (i.e. gender), sexual orientation, marriage and civil partnership.

If you wish to discuss the role in more detail, please contact Amelia Christopher at Surrey County Council on 020 8213 2838.

Closing date for applications: **midday 5th January 2020**

Interviews are due to be held during the week beginning: **20th January 2020**

➤ ***Eligibility criteria for independent panel members***

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

- anyone under 18 years old
- the PCC or a member of their staff
- MPs
- members of the National Assembly for Wales
- members of the Scottish Parliament
- members of the European Parliament
- police officers
- persons who do not live or work in the police force area
- civil servants engaged in political activity
- members of Surrey County Council or any Borough or District Council in Surrey

Person specification for panel members

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

Abilities/skills

As well as being of good character, candidates will need to possess most, if not all, of the following competencies:

- **Strategic thinking:** 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.
- **Sound judgement:** to take a balanced, open-minded and objective approach, for example, in evaluating the priorities of the PCC, assessing candidates for top-level appointments or considering complaints against the PCC.
- **Supportive:** to be able to support the PCC and the other members of the panel in delivering their duties.
- **Scrutiny and challenge:** to be able to rigorously scrutinise and challenge constructively without becoming confrontational, using appropriate data, evidence and resources.
- **Analytical skills:** to interpret and question complex written material, including financial and statistical information and other data such as performance measures and identify the salient points.
- **Effective communication:** 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.
- **Team-work:** 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.

Other requirements and considerations

- Candidates must be able to attend meetings during normal office hours (Monday to Friday, 9am to 5pm), and any appropriate training sessions.
- 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 per month to devote to this role.
- Candidates should have a willingness to learn.
- Candidates must be eligible for the role (see eligibility criteria separately listed in this job information pack).

It is important for candidates to be able to:

- 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 be useful for candidates to have experience of:

- working in a legal and/or financial setting
- working with other people on issues of mutual interest over a period of time (e.g. 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

Candidates may 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

➤ ***Roles and responsibilities of independent co-optees on the panel***

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

Responsibilities of co-optees

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

- attend all formal meetings of the panel (approx. 6 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 yourself with the issues to be covered during the meeting
- prior to the meeting consider the questions you may wish to put to the PCC 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
- abide by the panel arrangements and rules of procedure which set out how the police and crime panel will operate in Surrey
- keep abreast of the key issues in relation to the responsibilities of the PCC 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 Surrey

Note: all panel members would also be expected to adhere to the 'seven principles of public life' (Nolan principles) which are listed below:

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.

➤ ***Other Useful information***

You can find out more information on the following websites:

- Home Office webpages – for more information regarding PCCs
<https://www.gov.uk/government/collections/police-and-crime-commissioners-publications>
- The Association of Police and Crime Commissioners (APCC)
<https://www.apccs.police.uk/>
- Office of the Police and Crime Commissioner for Surrey
<https://www.surrey-pcc.gov.uk/>
- Surrey Police webpages
<http://www.surrey.police.uk/>