

# Police and Crime Commissioner

for Hertfordshire

Members of the Hertfordshire  
Police and Crime Panel

12 June 2013

Dear Colleague

## **DEPUTY COMMISSIONER – RECRUITMENT PROCESS**

I am writing to inform members of the Police and Crime Panel that I am intending to recruit a Deputy Police and Crime Commissioner for Hertfordshire.

I attach details of the Job Description together with the process I am proposing to adopt and would welcome the Panel's comments. As you will see from the proposed timescale, I should be in a position to make a submission to the Panel on my intended appointment for the July Panel meeting.

I would be grateful if any comments could be returned by 24<sup>th</sup> June, addressed for the attention of my Deputy Chief Executive at [commissioner@herts.pnn.police.uk](mailto:commissioner@herts.pnn.police.uk).

Best wishes



**David Lloyd**  
**Police and Crime Commissioner**

## **PROPOSED PROCESS FOR THE RECRUITMENT OF DEPUTY POLICE AND CRIME COMMISSIONER FOR HERTFORDSHIRE.**

### **Context**

The Police Reform and Social Responsibility Act 2011 enables the Commissioner to appoint a person as the Deputy Police and Crime Commissioner for Hertfordshire and arrange for that person to exercise any function of the Commissioner except:

- Issue a police and crime plan,
- Appoint, suspend or call on the Chief Constable to retire or resign,
- Calculate a budget requirement (S43 Local Government Finance Act 1992).

The Act states specific disqualifications that apply to this appointment. These include:

- A person who has not attained the age of 18 on the day of the appointment,
- A person disqualified from being elected as, or being a police and crime commissioner under S65(1) (police officers, police related employment etc) other than paragraph (e)(ii).
- A person disqualified under S66 (1), (3)(a)(iii) or (iv), 3(c) or 3(d) (citizenship, bankruptcy, criminal convictions (imprisonable offence), corrupt or illegal election practices.
- A member of the House of Commons, European Parliament, National Assembly for Wales, Scottish Parliament or Northern Ireland Assembly.

The Deputy Police and Crime Commissioner is a member of the Commissioner's staff. Section 7 of the Local Government and Housing Act 1989 (Appointment of staff on merit) does not apply to this appointment.

### **The Role**

This is a high profile role which will support and share the activities of the Commissioner in all aspects of his work. There will be regular contact with the public, senior officers, executives and politicians, external stakeholders, community partners and national bodies.

Key responsibilities and essential experience are described in the attached job description.

This appointment will end no later than the day when the term of office of the appointing Police and Crime Commissioner ends.

### **Proposed recruitment process**

The Commissioner will advertise for expressions of interest via the Commissioner's website. Attention will be drawn to the advert via media releases and social media comment. Candidates will be asked to submit a statement to evidence their ability to undertake the key responsibilities (max 250 words for each category) and a general statement (max 500 words) on what skills, experience and qualities they could bring to the role. This will remain confidential between the candidate and the Commissioner's office.

Shortlisting will be against the role requirements, with candidates who pass the shortlisting process being invited for interview with the Commissioner and Chief Executive (or Deputy). The details of all unsuccessful candidates and the results of both shortlisting and interview processes will also remain confidential between individual candidates and the Commissioner's office. The Commissioner's office will provide administrative support to the recruitment process.

Following the interview process, the Panel will be informed of the details of the Commissioner's intended appointment by letter and hold a confirmation hearing. The Commissioner will consider the recommendations of the Panel in relation to the appointment.

### **Proposed timescale**

Notification to Panel of intention to appoint a Deputy	13 <sup>th</sup> June
Panel meeting	20 <sup>th</sup> June
Receipt of comments from Panel	24 <sup>th</sup> June
Advertisement seeking expressions of interest	26 <sup>th</sup> June
Advertisement closing date	8 <sup>th</sup> July
Shortlisting	9 <sup>th</sup> July
Interviews	12 <sup>th</sup> July
Submission to Panel re proposed candidate	16 <sup>th</sup> July
Panel confirmation hearing	25 <sup>th</sup> July
Panel to report to the Commissioner by	5 <sup>th</sup> August
Appointment	To follow Panel

## **DEPUTY POLICE AND CRIME COMMISSIONER FOR HERTFORDSHIRE**

### **JOB DESCRIPTION**

#### **Purpose of the role**

To share and assist in the further development of the innovative vision of the Police and Crime Commissioner for Hertfordshire and support and share the responsibilities in the delivery of the Police and Crime Plan and in the exercise of statutory functions.

#### **Key responsibilities**

1. Support the Commissioner with the development and shape of future strategy, particularly in relation to the key themes of the Commissioner's Police and Crime Plan and in the exercise of statutory functions.
2. Develop an enhanced understanding of the political landscape, regionally, nationally and within Hertfordshire, engaging and influencing political stakeholders in support of the Police and Crime Plan and providing support and challenge to the Commissioner's thinking.
3. To represent the views of the Commissioner to, and engage with, all relevant stakeholders, including the public, media, government, national bodies etc. This will also involve attendance at external events and meetings, providing intelligent analysis of issues and summarised feedback and advice to the Commissioner.
4. To provide advice and briefing to the Commissioner on emerging issues and risks and take the strategic lead on specific projects or themes as delegated by the Commissioner.

#### **Essential skills and experience**

The Deputy Police and Crime Commissioner for Hertfordshire will have:

- Senior management level experience and a sound understanding of complex, sensitive political environments.
- Experience and proven ability in working at the strategic level and also in analysing complex issues and policy and providing objective advice.
- Experience of working in the public eye and able to operate effectively in a high profile, fast moving role.
- Highly developed interpersonal skills and a proven ability to develop and maintain relationships with key stakeholders.