



HERTFORDSHIRE POLICE AND CRIME PANEL

PROJECT PLANNING WORKING PAPER

APPOINTMENT OF INDEPENDENT CO-OPTED MEMBERS

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RECOMMENDATIONS

That the Panel:-

- 1 Considers the skills and experience sought from Independent co-optees.
- 2 Agrees to commence recruitment through an open application process.
- 3 Agrees to delegate the shortlisting and interviewing of candidates to a sub-group of members from the Shadow Panel to appoint at least two co-opted members.
- 4 Agree to co-opt one additional Labour nominee in the way set out above.

Purpose of Report

To provide the group with options for the appointment of the two co-opted independent (lay) members of the Police and Crime Panel (PCP) and to suggest the use of co-option (subject to the agreement of the Home Secretary) to achieve the balanced appointment objective from the political perspective.

Background

- 1 The PCP is a scrutiny body. It exists to scrutinise the Police and Crime Commissioner (PCC), to promote openness in the transaction of police business and also to support the PCC in the effective exercise of their functions.
- 2 In addition to the 11 elected members of the PCP, it must also have two independent members. More may be appointed if the Home Secretary agrees. Legislation sets out certain restrictions on who may be considered as an independent co-optee (details are set out in the draft Panel Arrangements Document). The legislation requires that the lay members should have the skills and knowledge to assist the PCP in discharging its functions effectively.

Eligibility

- 3 To be eligible for appointment a person must meet all of the following criteria.
 - Must be at least 18 years old.
 - Must live or work in the Hertfordshire police force area.
 - Must not be:
 - The Police and Crime commissioner for Hertfordshire.
 - A member of the staff of the Police and Crime commissioner.
 - A member of the civilian staff of the Hertfordshire police force.
 - A Member of Parliament, the National Assembly for Wales, the Scottish Parliament or the European Parliament
 - A Member of the local authorities in the region.
 - A police officer.
- 4 Further details on eligibility are set out in the draft Panel Arrangements Document. Whilst many civil servants or public officials participate in existing community safety partnership groups, they may not be eligible for this role if employees are in politically restricted positions.

Role of the Co-opted Independent Members

- 5 Legislation sets out the Independent Co-optees on the Panel will be full voting members and as such will have the same status as elected members on the Panel.
- 6 Whilst there is no prescription about how and who the PCP should appoint or make best use of its two lay members, it is clear that their appointment represents an opportunity for the PCP to strengthen its ability to support and scrutinise the work of the PCC. With this in mind, the Panel will need to consider the types of skills and experience that are needed to contribute effectively to the work of the Panel. Examples of these could include:
 - to bring in expertise from other bodies, for example, the voluntary and community sector or one of the other community safety 'responsible authorities' such as health or probation;
 - to provide particular skills, that may be absent with the PCP members – for example an individual who has particular community engagement experience and can help represent the views of the public and under-represented groups;

- to bring in the views and concerns of the public; and/or
- experience of challenging and scrutinising from other fields.

Proposed recruitment process for selecting the Co-opted Members

- 7 There is a requirement for the selection procedures to be fair and transparent for the appointment of Independent Co-optees. There is a precedent for the process to be an open application process, as this is the approach that has been taken in relation to Police Authorities. Within an open recruitment process, likely candidates who have an interest and expertise could still be targeted to ensure that suitable candidates come forward.
- 8 Members of the Panel could then select candidates through a shortlisting and interview process. Members are invited to consider the draft advert and application information (Appendices 1-2).
- Advert
 - Person specification (selection criteria) for Independent Co-optee

Publicity and targeting for recruitment of Independent Co-optees

- 9 It is proposed that officers from Broxbourne Borough Council will manage the administration of the recruitment process on behalf of the PCP, as the Host Authority.
- 10 Given the limited Home Office resources provided, costs could be minimised through each local authority undertaking the following, where possible:
- Advertisement by local promotion of the opportunity via local Community Safety Partnerships and voluntary and community sector organisations.
 - Advertisement through use of free external focused publications.
 - Utilising existing mailing lists or Parish Councils and local voluntary groups.
- 11 The Host Authority will also seek to generate interest in the position through:
- Advertisement via the Police Authority.
 - Advertisement on the national Public Appointments website.
 - Advertisement via Volunteering Networks.
- 12 Every reasonable opportunity should be taken for “free” advertising through press releases; existing council and police websites and publications; existing mailings to Parish Councils and voluntary organisations. This should help to maximise the likelihood of a strong and diverse field of suitable candidates. Applications from candidates in under-represented groups would be welcome and encouraged through this process.
- 13 There are no statutory requirements regarding advertising. In addition, given that there are a large number of media serving different parts of Hertfordshire, it is unlikely that paid-for-advertising will be a cost effective way of bringing the opportunity to the attention of residents.

Timetable for Selecting Co-opted Members

- 14 The advantage of commencing the recruitment process now (which is the approach being adopted in other force areas), is that it enables the co-optees to participate in the business of the Panel from the outset, and the recruitment process may take a number of months. The workload of the Panel will be considerable immediately the Commissioner is in post and co-optees may be useful in the initial scrutiny of the development of their first Police and Crime Plan.
15. It is suggested it will be more convenient for interviews to be conducted by a small panel of say 3 appointed members of the panel. The first open meeting of the panel can then ratify the appointments, but preparatory work can continue on the basis of the prospective members being inducted and trained.

Additional Co-optee to meet the political balance objective

16. The elections in May resulted in a change to the political make up of the Hertfordshire authorities although no change to the political control of them. The current political make up is:

Political balance

	Conservative	Labour	Liberal Democrat	Other
Broxbourne	27	3		
Dacorum	43	2	6	
East Herts	46		2	2 (Ind)
Hertfordshire	55	3	17	2 (Grn/ED/)
Hertsmere	34	5		
North Herts	33	11	5	
St Albans	29	8	19	2 (Grn/Ind)
Stevenage	6	30	3	
Three Rivers	14	6	28	
Watford	2	8	23	3 (Grn)
Welwyn Hatfield	34	11	2	1 (Ind)
Total	323	87	105	10

As at 26 June

There are a total of 525 members across the county.

$525 / 11 = 47.7$ suggests for every 47.7 councillors a party ought to have one member of the PCP.

$323 / 47.7 = 6.8$ Conservative

$87 / 47.7 = 1.9$ Labour

$105 / 47.7 = 2.2$ Liberal Democrat

$10 / 47.7 = 0.2$ others

Appointments by the authorities are

- 8 Conservative
- 1 Labour
- 2 Liberal Democrat

Accordingly it is proposed there ought to be 1 additional co-optee of a Labour nominee to better meet the political aspect of the balanced appointment objective. The secretary of the county Labour group could be requested to nominate someone. Regulations provide that if the nominee is an elected member of an authority the panel must vote unanimously to appoint them. Otherwise a majority vote will suffice.

Appendix 1

DRAFT ADVERT TEXT FOR CO-OPTED INDEPENDENT MEMBER

On 15 November 2012, Hertfordshire will be electing its first Police and Crime Commissioner who will be responsible for setting the priorities and resources for Hertfordshire Constabulary, as well as supporting broader community safety activities across the region.

In addition to this a Police and Crime Panel will also be established to scrutinise the work of the PCC. The purpose of this role is to assist the PCC through providing independent challenge as a critical friend.

The Panel will be made up of one representative from each of the 11 local authorities in the force area, and two independent co-opted members.

The Commissioner will be required to consult with the Panel on his or her plans and budget for policing, as well as the level of council tax and the appointment of a Chief Constable.

The Panel is looking for two committed people who either live or work within Hertfordshire to serve as co-opted independent members from summer 2012 for a four year term. This is an exciting opportunity to be involved from the start of new and very different arrangements for reducing crime and disorder.

The role of a Panel member will be an important and demanding one. The typical commitment required from a member of the Panel is expected to average one day a month, including preparation time.

Meetings will generally be held in evenings at varying locations throughout Hertfordshire. All Panel members will be able to claim reasonable travelling expenses. All Panel members will receive induction and other appropriate training.

For a copy of the application pack see [www.....](#) or telephone The closing date for applications is 31 August 2012.

The Panel wishes to reflect the breadth of communities in Hertfordshire and welcomes applications from all eligible people irrespective of gender, ethnic origin, religious belief, sexual orientation, disability, age or other factor.

Appendix 2

DRAFT PERSON SPECIFICATION

When considering the appointment of its two independent co-opted members, the assessors will consider the skills and experiences of 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 PCC and the other members of the Panel in delivering their duties.
- **The ability to scrutinise and 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.

Other Requirements

- Candidates must be able to attend meetings in the evenings at varying locations throughout Hertfordshire at least six times a year, as well as attend any appropriate training sessions.
- Candidates must have approximately one day per month to devote to this role
- Candidates must be eligible for the role (see eligibility criteria).