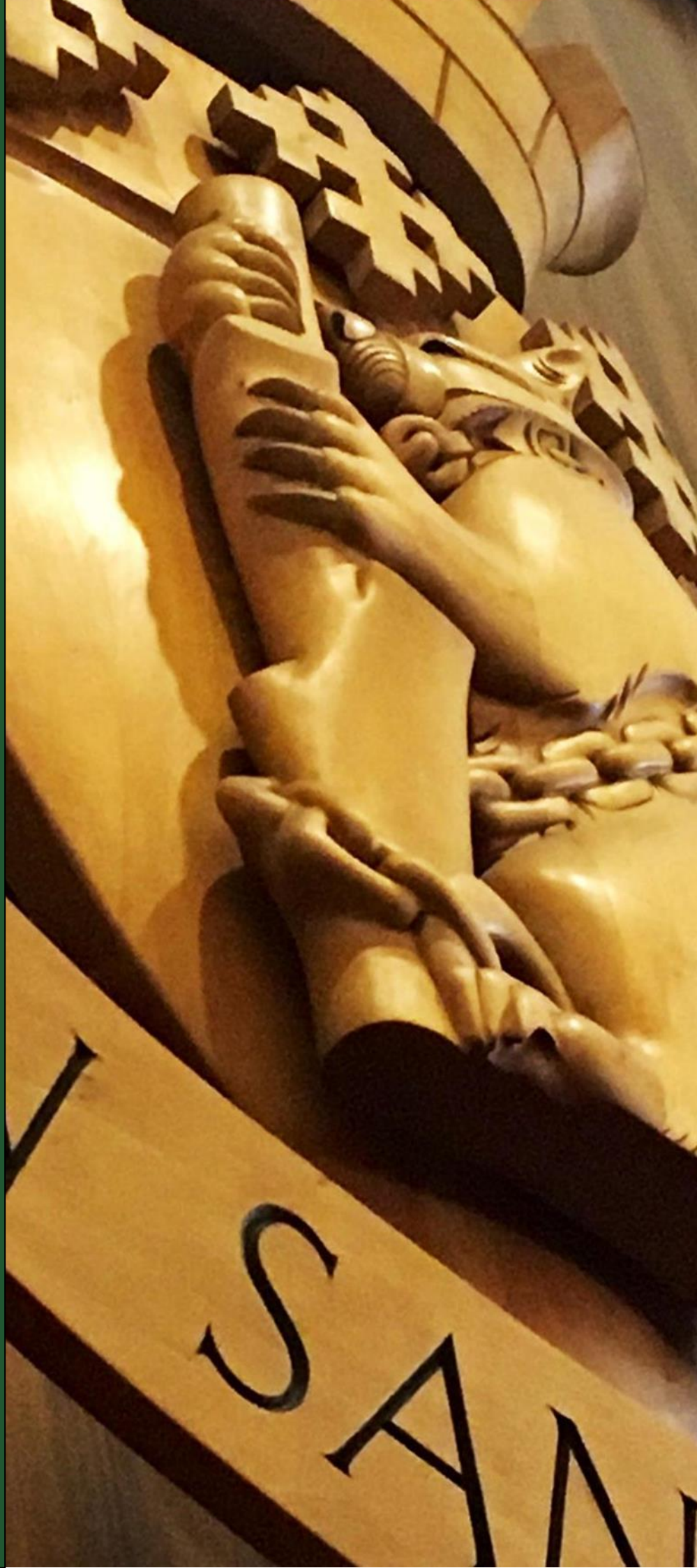


**APPOINTMENT OF  
AN INDEPENDENT  
MEMBER  
TO THE  
WARWICKSHIRE  
POLICE AND CRIME  
PANEL**

**RECRUITMENT PACK**



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## Background to the Post

The Police and Crime Panel was established in 2012 as part of new statutory governance and accountability arrangements for policing. The Panel has a dual role to both support the directly elected Police and Crime Commissioner for Warwickshire, and maintain regular checks and balances on their performance.

### The Role of the Police and Crime Commissioner (PCC)

The Police and Crime Commissioner works with the police force, local authorities, community safety partnerships and local criminal justice boards. The Commissioner's responsibilities include:

- Setting the budget for policing in Warwickshire and the amount of council tax local people will pay towards policing;
- Setting policing priorities for Warwickshire;
- Appointing/dismissing the Chief constable and holding them to account for performance;
- Publishing an annual report to show results;
- Preparing the police and crime plan.

More information about the PCC for Warwickshire can be found through his website at [www.warwickshire-pcc.gov.uk](http://www.warwickshire-pcc.gov.uk).

### The Police and Crime Panel

The Police and Crime Panel exists to scrutinise the Commissioner, promote openness in the transaction of police business and to support the Commissioner in the effective exercise of their functions. The Panel's responsibilities include:

- Reviewing the police and crime plan and annual report prepared by the Commissioner
- Reviewing senior appointments made by the Commissioner
- Reviewing the Commissioner's proposal for the level of council tax to be paid, and;
- Informal resolution of complaints about the conduct of the Commissioner.

The Warwickshire Police and Crime Panel is a joint committee of the five borough and district councils and the County Council. The Panel's membership is made up of 10 members from across the constituent authorities as well as two independent co-opted members.

Warwickshire County Council is designated as the host authority for the Warwickshire Panel. This means that the County Council is responsible for training the Panel and supporting its meetings, as well as providing legal, financial, and constitutional advice.

## **The Role of the Chief Constable**

The Chief Constable works closely with the Commissioner but retains responsibility for the day to day control of operational policing. The Chief Constable's responsibilities include:

- Day to day responsibility for the financial management of the force;
- Direction and control over the force's officers and staff;
- Tackling national threats such as terrorism, public disorder and organised crime, and;
- Supporting the Commissioner in the delivery of the police and crime plan.

# Appointment of Independent Member to serve on the Warwickshire Police & Crime Panel

The Panel is seeking an energetic person to serve as an independent member from June 2025 for a four-year term.

## Role Description of an Independent Member

Independent members 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 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
- act as a non-party-political voice for those who live and/or work in Warwickshire.

An independent member of the police and crime panel is expected to:

- attend all formal meetings of the panel
- establish good relations with other members and officers
- attend additional meetings eg 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 and finish' 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 Warwickshire
- 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 Warwickshire.

The Home Office have created a YouTube video explaining more about the role which can be viewed at: <https://www.youtube.com/watch?v=P-qbagUzKSs>

## **Time Commitment**

The role of a panel member is an important and demanding one. Independent Members are appointed for a four-year term after which, if they wish and with the consent of the Panel, they may be re-appointed for a further four-year term. This means the successful candidate could serve on the Panel for up to eight years.

In considering your application you should be aware that the typical commitment required from a member of the Panel is expected to be a minimum of one day a month, including preparation time.

The Police and Crime Panel generally meets five or six times a year. On average the meetings generally last between 2-3 hours although this may vary depending on the business to be conducted at each meeting. Meetings take place on weekdays (currently Thursday afternoons) at Shire Hall, Warwick. Due to legislative restrictions, physical attendance is a necessity.

Members are also expected to attend a one hour briefing meeting on the days that the Panel meets.

The post holder must be sufficiently familiar with the subject(s) for discussion at meetings of the Panel as to be able to offer robust and reasonable challenge. For each meeting the post holder must therefore prepare in advance by reading the agenda and papers which are produced and published online one week before the meeting.

The Panel also appoints informal Working Groups which meet regularly throughout the year. It is usually possible to join these meetings remotely via video conferencing (MS Teams). Engaging with the work of a Working Group will add to the time commitment required of a panel member but it also offers greater insight into the work of the PCC and can be particularly rewarding.

The post holder will be expected to thoroughly prepare for their new role by engaging in such induction exercises as are arranged for them.

All members of the Panel are expected to attend occasional training sessions, which may be held in person or remotely using video conferencing (MS Teams).

## **Allowance and Expenses**

Independent Members are paid an annual allowance of £1,000 plus reasonable travel expenses.



## Person Specification

Candidates **should be able to demonstrate that they have experience of:**

- working with other people on issues of mutual interest over a period of time, for example through 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.

It is also 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,

Candidates **should be able to demonstrate they 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 underrepresented groups
- engaging with and representing local people and/or specialists within their field of expertise.

Candidates will need to demonstrate they can meet the following requirements:

<b>Experience</b>	Able to demonstrate they have relevant interests and experience (see examples below).
<b>Availability</b>	Able to attend meetings in the daytime Monday to Friday at least six times a year, as well as attend any appropriate training sessions.
<b>Preparation</b>	Candidates should have the time, energy and commitment to prepare for and attend regular meetings. We suggest that a minimum of one day per month would be required to be devoted to this role.
<b>Computer literate</b>	The ability to use standard IT packages such as Microsoft word, adobe acrobat, email, websites etc. Panel papers will be circulated electronically.
<b>The ability to think strategically</b>	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.

<b>The ability to make good judgements:</b>	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.
<b>The ability to be supportive:</b>	To be able to support the PCC and the other members of the panel in delivering their duties.
<b>The ability to scrutinise and challenge</b>	To be able to rigorously scrutinise and challenge constructively without becoming confrontational, using appropriate data, evidence and resources.
<b>The ability to be analytical:</b>	To interpret and question complex written material, including financial and statistical information and other data such as performance measures and identify the salient points.
<b>The ability to communicate effectively:</b>	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.
<b>Team working:</b>	The ability to play an effective role in meetings through listening, persuading and showing respect for the views of others.
<b>Self-confidence:</b>	The skill to challenge accepted views constructively without becoming confrontational.
<b>Enthusiasm and drive:</b>	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).
<b>Respect for others:</b>	The capacity to treat all people fairly and with respect, to value diversity and respond sensitively to difference.
<b>Integrity:</b>	The necessity to embrace high standards of conduct and ethics and be committed to upholding human rights and equality of opportunity for all.
<b>Decisiveness:</b>	The ability to show resilience even in challenging circumstances, remaining calm and confident and able to make difficult decisions.

## Relevant Types of Experience

- the health sector eg work with CCGs/PCTs/an ICS or involvement with the local Health and Wellbeing Board
- voluntary or paid work and experience with victim support groups
- involvement and experience of restorative justice
- work with the police and resultant awareness of policing issues from both a strategic and delivery perspective
- community involvement with, for example, neighbourhood watch or a parish and town council
- work with the criminal justice system
- youth work and youth justice work
- work as a magistrate
- work in management of a business
- working in the area of community safety
- experience with the voluntary and community sector generally



- experience in fire and rescue services
- experience in the education sector
- experience of drug and alcohol issues
- current academic experience in policing and crime and anti-social behaviour issues
- work with the probation service and links to the local probation trust, or other relevant knowledge or experience in this area
- reformed ex-offenders who might offer a valuable perspective on policing and crime and anti-social behaviour issues, and possibly restorative justice
- experience of challenging and scrutinising from other fields

## Eligibility Criteria

Candidates **must**:

- be at least 18 years old.
- of good character
- live or work in Warwickshire

Candidates **must not** be:

- the Police and Crime Commissioner or a member of their staff
- a member of Parliament (Commons and Lords)
- a member of the National Assembly for Wales or the Scottish Parliament
- a member of the European Parliament
- a police officer
- a civil servant engaged in political activity
- a Warwickshire county councillor or district / borough councillor

The post holder must sign and adhere to the Council's Code of Conduct for Members (Appendix 1).

## Application and Selection Deadlines

The closing date for applications is 7 March 2025 with interviews anticipated to take place in the week commencing 31 March 2025.

The successful candidate will be recommended for approval by the Panel in June 2025.

## Any Further Questions

If you have any questions about the role or this recruitment process, please contact Deborah Moseley, Democratic Services Team Manager, at [deborahmoseley@warwickshire.gov.uk](mailto:deborahmoseley@warwickshire.gov.uk)

## Appendix – Members’ Code of Conduct

This Code applies to all elected and co-opted members of the Warwickshire County Council. The term ‘councillor’ in this Code means both elected and co-opted members. This Code of Conduct applies when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor

### As a Councillor:

1. I will represent the interests of the whole community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.
2. **As a holder of public office** and as required by law I will behave in a manner that is consistent with the following principles to achieve best value for all our residents and maintain public confidence in the council, any other body to which I am appointed by the council and the office of councillor:
  - a. **SELFLESSNESS:** I will act solely in terms of the public interest. I will not act in such a way as to gain financial or other material benefits for myself, my family, or my friends.
  - b. **INTEGRITY:** I will not place myself under any financial or other obligation to outside individuals or organisations that might seek to influence me in the performance of my official duties.
  - c. **OBJECTIVITY:** I will make choices on merit, in carrying out public business, including when making public appointments, awarding contracts, or recommending individuals for rewards and benefits
  - d. **ACCOUNTABILITY:** I will be accountable for my decisions and actions to the public and to the Council and must submit myself to whatever scrutiny is appropriate to my office.
  - e. **OPENNESS:** I will be as open as possible about all the decisions and actions I take. I will give reasons for my decisions and restrict information only when the wider public interest or the law clearly demands.
  - f. **HONESTY: I will be truthful and** I will declare any private interests relating to my public duties and take steps to resolve any conflicts arising in a way that protects the public interests.
  - g. **LEADERSHIP:** I will promote and support these principles by leadership and example.
3. **As a Councillor,** I will act in accordance with the principles in paragraph 2 and, in particular, I will:
  - a. Champion the needs of the whole community and all my constituents, including those who did not vote for me, and put the public interest first.

- b. Deal with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
- c. Not bully, harass or unlawfully discriminate against anyone or seek to compromise the impartiality of the officers
- d. Not allow other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the council or the good governance of the council in a proper manner.
- e. Exercise independent judgement and not compromise my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a Councillor. This includes not accepting gifts or hospitality which could give rise to a perception of influence over the way I perform my duties.
- f. Take account of all relevant information, including advice from statutory and other professional officers. I will remain objective and make decisions on merit.
- g. Be accountable for my decisions and cooperate when scrutinised internally and externally, including by local residents.
- h. Contribute to ensuring that decision-making processes are as open and transparent as possible to make sure the community understands the reasoning behind decisions and are informed when holding me and other councillors to account.
- i. Behave in accordance with all my legal obligations, alongside any requirements contained within the council's policies, protocols and procedures, including on the use of the council's resources.
- j. I will not disclose confidential information (be that confidential by virtue of legislation or otherwise) without express authority and/or unless the law requires it.
- k. Not prevent people gaining access to information to which they are lawfully entitled
- l. Value my colleagues and staff and engage with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
- m. Always treat people with respect, including the organisations and public I engage with, fellow members and those I work alongside.
- n. Undertake Code of Conduct training provided by my local authority, cooperate with any Code of Conduct investigation and/or determination.
- o. Not intimidate or attempt to intimidate any person which is likely to be involved with any investigation or proceedings

- p. Provide leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this council.
- 4. I will register and disclose those interests that I am required by law to declare. I will complete and submit a signed declaration of my interests to the monitoring officer. I will keep the register updated and acknowledge that its contents are open to the public to inspect.
- 5. I will register any gifts and hospitality I am offered (even if declined) with an estimated value of £50 or more within 28 days of receipt with the Monitoring Officer