

## HAMPSHIRE POLICE AND CRIME PANEL

### Report

<b>Date considered:</b>	8 July 2016	<b>Item:</b>	12
<b>Title:</b>	Proposed Arrangements for the Co-optation of Members		
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#### 1. Executive Summary

- 1.1 In accordance with Schedule 6, paragraph 4 of the Police Reform and Social Responsibility Act 2011 (“the Act”), the Hampshire Police and Crime Panel (“the Panel”) must appoint two co-opted independent members to the Panel. Subject to the agreement of the Secretary of State, it may resolve further to appoint up to three additional co-opted members.
- 1.2 This report recommends that the Panel approves the commencement of the process of seeking applications from candidates for the two co-opted independent member vacancies on the Panel, using the Co-opted Members Recruitment Pack, set out in Appendix 1.
- 1.3 It is further recommended that the Panel utilises the Hampshire and IOW party political networks in order to appoint three additional local authority co-opted members, and notifies the Secretary of State of the names and Authorities of the three additional co-opted members.
- 1.4 In addition, it is also recommended that the Panel seeks the agreement of the Secretary of State that the Panel should have five co-opted members in total.

#### 2. Legislative Context and Background

- 2.1 The Act requires two co-opted independent members to be appointed to the Panel. The co-opted independent members must not be members of local authorities covered by the Hampshire Police area. In co-opting the two independent members, the Act requires that the Panel must secure that (as far as reasonably practicable) the appointed and co-opted members of the Panel, when taken together, have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively.
- 2.2 Further to the Police and Crime Panels (Nominations, Appointments and Notifications) Regulations 2012, in requesting the Secretary of State to agree that the Panel should have a greater number of co-opted members,

the Panel must provide reasons for deciding that the proposed number of co-opted members would enable the balanced appointment objective to be, or contribute to the objective being, met or more effectively met. Such additional co-opted members may be members of local authorities covered by the Hampshire Police area. A decision of the Panel to co-opt a person who is a member of a local authority in the Hampshire Police area must be a unanimous decision of the Panel and must be notified to the Secretary of State in writing (including the Panel's reasons for deciding that co-opting that person would enable the balanced appointment objective to be, or contribute to the objective being met, or more effectively met).

### **3 Appointment of the Two Independent Co-opted Members**

- 3.1 As required by law, the Panel must appoint two co-opted independent members. For the purposes of the recruitment process, a proposed Co-opted Members Recruitment Pack is set out in Appendix 1. The proposed Co-opted Members Recruitment Pack sets out a form of advert, a short briefing for candidates, the required competencies, personal skills and qualities for co-opted independent members and an application form.
- 3.2 Once applications have been received, it is proposed that a cross-party selection panel, comprising members of the Panel, meets to consider the applications and to make recommendations for appointment to the Panel. The Panel may then make the appointments at its next meeting.
- 3.3 It is suggested that any proposed Independent Co-opted Members are appointed for a four year period, until July 2020.

### **4 Additional Co-opted Members**

- 4.1 The Panel has the power to resolve to appoint up to three further co-opted members, providing that it has first obtained the Secretary of State's agreement that the Panel should have the proposed number of co-opted members.
- 4.2 The proportionality table set out in Appendix 2, and the current membership of the Panel suggests, the Panel would achieve a better political balance, and thereby enable the balanced appointment objective to be, or contribute to the objective being, met or more effectively met, through the appointment of additional members from the minority groups. For this to be best achieved, it is recommended that three additional co-opted members should be appointed and therefore that the Panel seeks the Secretary of State's agreement that the Panel should have five co-opted members.
- 4.3 Prior to obtaining the Secretary of State's agreement and the actual appointment of the three additional co-opted members, the Panel will have to notify the Secretary of State of the names and Authorities of the three additional co-opted members. It is recommended for the purposes of the recruitment process that the Panel delegates authority to the Chief

Executive of Hampshire County Council, as the Lead Authority, to contact the Chief Executives of the relevant local authorities for the Hampshire Police Area, to seek nominations from the Group Leaders for the appointment of the three additional co-opted members.

- 4.4 Once all nominations have been received, it is proposed that the Panel use the same cross-party selection panel to meet to consider the nominations and to make recommendations for the appointment of the three additional co-opted members to the Panel. Following the agreement of the Panel, the names and Authorities of the three additional co-opted members will be forwarded to the Secretary of State for authorisation, together with the reasons set out in paragraph 4.2, the receipt of which would allow for the appointments to be confirmed at a future meeting of the Panel.

## 5 Recommendations

### 5.1 The Hampshire Police and Crime Panel is recommended to:

- 5.1.1. **agree that the Panel should have five co-opted members, and that the three additional co-opted members should be Local Authority members, for the reasons set out in paragraph 4.2;**
- 5.1.2. **approve the commencement of the process of seeking applications from candidates for the two co-opted independent member vacancies on the Panel, using the Co-opted Members Recruitment Pack, set out in Appendix 1;**
- 5.1.3. **delegate authority to the Chief Executive of Hampshire County Council, as Lead Authority, to contact the Chief Executives of the relevant local authorities for the Hampshire Police Area, in order to seek nominations from the Group Leaders for the appointment of the three additional co-opted members;**
- 5.1.4. **establish a cross-party selection panel, comprising members of the Panel, to meet to consider all applications received from candidates for the two co-opted independent member vacancies and to make recommendations for appointment to the Panel at its next meeting;**
- 5.1.5 **authorise the cross-party selection panel to also meet to consider all nominations received from the relevant local authorities for the appointment of the three additional co-opted members, and to make recommendations for provisional appointment, subject to the authorisation of the Secretary of State, to the Panel at its next meeting; and,**

5.1.6. request that a report is brought to a future meeting of the Panel for the appointment of the three additional co-opted members.

**Section 100 D - Local Government Act 1972 - background documents**

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

Document

Location

None

**An exciting opportunity to become a  
Co-opted Independent Member of the  
Hampshire Police and Crime Panel**

The Hampshire Police and Crime Panel is seeking committed and enthusiastic individuals from Hampshire and the Isle of Wight to serve as co-opted independent members from October 2016 for a four year term (until July 2020). This is an exciting opportunity to get involved in and make suggestions for improvement to policing, community safety and crime issues within Hampshire and the IOW.

The elected Police and Crime Commissioner for Hampshire is required to consult with the Panel on their plans for policing, as well as the level of council tax precept and, when necessary, the appointment of a Chief Constable. The Panel also maintain a regular check and balance on the performance of the Commissioner, including the responsibility to review non-criminal complaints made against them. Therefore the ability to be decisive and make well informed, objective judgements is essential.

Alongside their statutory functions the Panel also undertake a programme of proactive scrutiny, previously making recommendations to the Commissioner on varied topics, including new and emerging threats and areas of community concern. To be successful in the role applicants should have a keen interest in police and crime standards and community safety, the ability to be analytical and have the confidence to scrutinise and offer constructive challenge.

The role of a Panel Member is an important and demanding one. Members are expected to hold high standards of personal integrity at all times and to be respectful of others. The commitment required from a co-opted independent Panel Member will depend upon the work programme approved by the Panel, but typically might average one day a month, including preparation time. Meetings will generally be held during normal office hours and are generally held in Winchester, but may also be held at varying locations throughout the Hampshire policing area. Panel members will be able to claim reasonable travelling expenses and an allowance, and will receive an induction and other appropriate training.

The Panel wishes to reflect the breadth of communities in Hampshire and the Isle of Wight and welcomes applications from all eligible people.

Applications from people with experience (in a paid or unpaid role) in community safety, victim support, criminal justice and related issues will be particularly welcomed.

The Co-opted Members Recruitment Pack, which can be downloaded from <http://www3.hants.gov.uk/hampshire-pcp> includes further information about the

role of the Panel, eligibility for co-option and an application form. An application in Word format is also available to download.

The closing date for applications is **XX 2016**

For further information about Hampshire Police and Crime Panel please contact [members.services@hants.gov.uk](mailto:members.services@hants.gov.uk) or call 01962 846693.

## **Background Information for Potential Co-opted Independent Members of Hampshire Police and Crime Panel**

Thank you for your interest in becoming a co-opted independent member of Hampshire's Police and Crime Panel.

The Panel forms part of the governance and accountability arrangements for policing in Hampshire and the Isle of Wight through their role in maintaining a regular check and balance on the performance of the elected Police and Crime Commissioner for Hampshire. Alongside their statutory functions the Panel have undertaken a programme of proactive scrutiny, previously making recommendations to the Commissioner on varied topics, including new and emerging threats and areas of community concern.

The Panel is seeking two committed and enthusiastic individuals from the Hampshire policing area to serve as co-opted independent members (i.e. not local authority elected members) from October 2016 for a four year term (until July 2020). This is an exciting opportunity to get involved in and make suggestions for improvement to policing, community safety and crime issues within Hampshire and the IOW. The role of a Panel Member is an important and demanding one. The commitment required from a Panel Member will depend upon the work programme approved by the Panel, but typically might average one day a month, including preparation time. Meetings will generally be held during normal office hours, normally at Winchester, but may also be held at varying locations throughout the Hampshire policing area.

All Panel Members will be able to claim reasonable travel and subsistence expenses in respect of time spent on Panel business. In addition, co-opted Members will also be able to claim a co-opted Members' allowance of £675 per annum.

As a co-opted independent Member, you will be subject to Hampshire County Council's Members' Code of Conduct when acting for the Panel. All Panel Members will receive induction and other appropriate training.

The following additional information is available to inform and enable your application:

- (a) Required competencies, personal skills and qualities for co-opted independent members of Hampshire Police and Crime Panel,
- (b) Application Form,
- (c) The Policing Protocol Order 2011 setting out how Police and Crime Commissioners, Chief Constables and Police and Crime Panels will exercise their functions in relation to each other:

<http://www.homeoffice.gov.uk/publications/police/pcc/policing-protocol/policing-protocol-> and

- (d) Panel Arrangements for the Police and Crime Panel for the Hampshire Police Area.

The closing date of applications is **XX 2016**, after which the local authority Panel members will consider and assess all applications received. It is expected that shortlisted candidates will be invited for interview on **XX 2016**, and that formal appointments will be made on **XX 2016**.

The Panel wishes to reflect the breadth of communities in Hampshire and the Isle of Wight and welcomes applications from all eligible people. Applications from people with experience (in a paid or unpaid role) in community safety, victim support, criminal justice and related issues will be particularly welcomed.





## **Required Competencies, personal skills and qualities for co-opted independent members for Hampshire Police and Crime Panel**

### **Introduction**

The law requires that the Panel, when co-opting independent members, must ensure (as far as reasonably practicable) that the members of the Panel have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively.

### **1. Who is eligible to be co-opted as an independent member?**

- 1.1 Candidates must be at least 18 years old.
- 1.2 Candidates must live or work in the Hampshire police area.
- 1.3 Candidates must not be:
  - (a) the Police and Crime Commissioner for Hampshire,
  - (b) a member of the staff of the Police and Crime Commissioner for Hampshire,
  - (c) a police officer/member of the civilian staff of Hampshire Constabulary,
  - (d) a police officer/member of Hampshire Constabulary,
  - (e) a member of Basingstoke and Deane Borough Council, East Hampshire District Council, Eastleigh Borough Council, Fareham Borough Council, Gosport Borough Council, Hampshire County Council, Hart District Council, Havant Borough Council, Isle of Wight Council, New Forest District Council, Portsmouth City Council, Rushmoor Borough Council, Southampton City Council, Test Valley Borough Council or Winchester City Council; or
  - (f) a Member of Parliament, the National Assembly for Wales, the Scottish Parliament or the European Parliament.

### **2. Skills and Competencies of Co-opted Independent Members**

- 2.1 The skills and competencies sought in a co-opted independent member are as follows:-
- (a) 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,
  - (b) The ability to make good judgements: to take a balanced, open-minded and objective approach,
  - (c) The ability to be open to change: to be able to challenge accepted views constructively without confrontation, and to recognise and respond positively to the need for change,
  - (d) The ability to scrutinise and challenge constructively: using appropriate data, evidence and resources;
  - (e) The ability to be analytical: to interpret and question complex written material and identify the salient points; and
  - (f) The ability to communicate effectively: both verbally and in writing and to interact with other members of the Panel, the Police and Crime Commissioner and the public.
- 2.2 The personal skills and qualities sought in a co-opted member are as follows:-
- (a) Team working: the ability to play an effective role in meetings through listening, persuading and showing respect for the views of others,
  - (b) Self-confidence: the skill to challenge accepted views constructively without becoming confrontational,
  - (c) 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),
  - (d) Respect for others: the capacity to treat all people fairly and with respect, to value diversity and respond sensitively to difference,
  - (e) High standards of personal integrity: the necessity to embrace high standards of conduct and ethics and be committed to upholding human rights and equality of opportunity for all,

- (f) Decisiveness: the ability to show resilience even in challenging circumstances, remaining calm and confident and able to make difficult decisions; and
- (g) A keen interest in police and crime standards.

### **3. General**

In completing the application form, candidates should state what experience they have of applying the skills and competencies set out in section 2 above. In addition, candidates should state what experience (if any) they have of being a member of a committee.



### **Co-opted Independent Member Application Form**

Please complete electronically or write in black ink . Do not include a CV or other information.

Please return this completed application form by **XX 2016** either:

by email as an attachment in Word format to: [members.services@hants.gov.uk](mailto:members.services@hants.gov.uk)

or

by post to  
Democratic and Member Services  
Hampshire County Council  
Room 102, EII South  
The Castle  
Winchester  
SO23 8UJ

#### **Please be informed that:**

- **canvassing of members of the Police and Crime Panel, or any Sub-Committee of the Panel, directly or indirectly for a co-opted independent member appointment shall disqualify the candidate for that appointment; and**
- **a candidate for a co-opted independent member appointment who knows that he/she is related<sup>1</sup> to any member of the Panel must disclose that relationship in his/her application. A candidate who fails to disclose such a relationship shall be liable to be disqualified for the appointment and if appointed shall be liable to be removed.**

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<sup>1</sup> persons shall be deemed to be related if they are husband and wife or civil partners, or if either of them or the spouse of either of them or the civil partner of either of them is the son or daughter or grandson or granddaughter or brother or sister or nephew or niece of the other, or of the spouse of the other, or the civil partner of the other.

**1. Personal details**

(a) Title (Mr/Mrs/Ms etc):
(b) Name in full (please also give any other names by which you have been known):
(c) Permanent home address:
How long have you lived at this address?
If less than five years at this address, please give details of your previous address(es):
(d) Other contact details:
Daytime:
Evening:
Mobile:
Email address:
(f) Please say whether there is any special provision, equipment or assistance we can provide to help you attend an interview:

**2. Personal history**

What is your current employment status and occupation, if any?
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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, starting with the most recent first. If you do not live in Hampshire 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:

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

Please continue on another sheet if necessary

Please give details of any other involvement in local community activities not already
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mentioned above:

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Please list any academic, professional and/or vocational qualifications, starting with the most recently obtained:

Academic, professional or vocational qualification	Grade (if applicable)	Date obtained

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Please continue on another sheet if necessary

### 3.Required competencies, personal skills and qualities

Please give brief examples to demonstrate how you meet the following competencies:

#### 1. 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

#### 2. 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

#### 3. The ability to be open to change

To be able to challenge accepted views constructively without becoming confrontational, and to recognise and respond positively to the need for change

#### 4. The ability to scrutinise and challenge

To be able to rigorously scrutinise and challenge constructively, using appropriate data, evidence and resources



**5. 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

**6. 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 Police and Crime Commissioner, and the public

Please give brief examples to demonstrate the extent to which you possess the following personal skills and qualities:

**1. Team working**

The ability to play an effective role in meetings through listening, persuading and showing respect for the views of others

**2. Self-confidence**

The skill to challenge accepted views constructively without becoming confrontational

**3. 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)

**4. Respect for others**

The capacity to treat all people fairly and with respect, to value diversity and respond sensitively to difference

**5. High standards of personal integrity**

The necessity to embrace high standards of conduct and ethics and be committed to upholding human rights and equality of opportunity for all

**6. Decisiveness**

The ability to show resilience even in challenging circumstances, remaining calm and confident and able to make difficult decisions.

<b>7. A keen interest in police and crime standards</b>

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

**4. Personal Statement**

Please say why you are interested in becoming a co-opted independent member of the Hampshire Police and Crime Panel:

(max 1500 words)

## 5. 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 Hampshire Police and Crime Panel?

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

- (a) the Police and Crime Commissioner for Hampshire,
- (b) a member of the staff of the Police and Crime Commissioner for Hampshire,
- (c) a police officer/member of the civilian staff of Hampshire Constabulary,
- (d) a police officer/member of Hampshire Constabulary,
- (e) a member of Basingstoke and Deane Borough Council, East Hampshire District Council, Eastleigh Borough Council, Fareham Borough Council, Gosport Borough Council, Hampshire County Council, Hart District Council, Havant Borough Council, Isle of Wight Council, New Forest District Council, Portsmouth City Council, Rushmoor Borough Council, Southampton City Council, Test Valley Borough Council or Winchester City Council; or
- (f) A Member of Parliament, the National Assembly for Wales, the Scottish Parliament or the European Parliament.

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 Hampshire 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:

**6. References:**

Please give the 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.

Name:

Address: Tel No: Email: Position:
Name: Address: Tel No: Email: Position:

**Please sign and date this form**

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

## 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 • Other • Prefer not to say

When giving this information, please select the gender you feel represents you, irrespective of the sex on your birth certificate.

### Age

Which age category are you in?

• 18-19 • 20-29 • 30-39 • 40-49 • 50-64 • 65-74 • 75-84 • 85 + • Prefer not to say

### Disability (includes physical/emotional or mental disabilities)

Do you consider yourself to be a disabled person or to have a long-term, limiting condition? • Yes • No • I do not wish to declare

### Ethnic origin

Please choose one section from A – E, and then tick one box to best describe your race or background

<p>A White</p> <ul style="list-style-type: none"> <li>• White/British</li> <li>• White/Irish</li> <li>• Any other White background, please write in:</li> </ul>	<p>B Mixed / multiple ethnic groups</p> <ul style="list-style-type: none"> <li>• Mixed White and Black Caribbean</li> <li>• Mixed White and Black African</li> <li>• Mixed White and Asian</li> <li>• Any other Mixed / multiple ethnic background, please write in:</li> </ul>
<p>C Asian</p> <ul style="list-style-type: none"> <li>• Asian/As British Indian</li> <li>• Asian/As GB Pakistani</li> <li>• Asian/As GB Bangladeshi</li> <li>• Any other Asian background, please write in:</li> </ul>	<p>D Black / African / Caribbean / Black British</p> <ul style="list-style-type: none"> <li>• African</li> <li>• Caribbean</li> <li>• Any other Black / African / Caribbean background, please write in:</li> </ul>
<p>E Other race</p>	

- Chinese/Nepalese
- Romany/Traveller
- Any other race, please write in: \_\_\_\_\_
- Prefer not to say

**Religion or Belief**

What is your religion or belief?

- Buddhist  Christian/Christian tradition  Hindu  Jewish  Muslim  Sikh
- None  Other \_\_\_\_\_  Prefer not to say

**Sexual Orientation**

What is your sexual orientation?

- Heterosexual  Gay / Lesbian  Bisexual  Other \_\_\_\_\_  Prefer not to say



**APPENDIX 2  
POLICE & CRIME PANEL  
PROPORTIONALITY 2016/17**

**Panel composition of 15 and 18 seats:**

Authority	Con	Lib Dem	Lab	Sub Total	UKIP	Green	CCH	Ind	Vacancies	TOTAL number of seats
Basingstoke & Deane	33	6	19	58				2		60
East Hampshire	41	2	0	43					1	44
Eastleigh	6	38	0	44						44
Fareham	24	4	0	28	2			1		31
Gosport	20	9	4	33	1					34
Hampshire County	46	16	4	66	9		1	2		78
Hart	16	8	0	24			8	1		33
Havant	31	1	2	34	4					38
Isle of Wight	14	1	2	17	2			21		40
New Forest	58	2	0	60						60
Portsmouth	19	15	3	37	4			1		42

Rushmoor	26	0	10	36	2				1	39
Southampton	19	0	25	44				4		48
Test Valley	37	9	0	46				2		48
Winchester	25	20	0	45						45
<b>TOTAL</b>	415	131	69	615	24	0	9	34	2	684

<b>Proportionality %</b>	60.67%	19.15%	10.09%		3.51%	0.00%	1.32%	4.97%	0.29%	<b>100.00%</b>
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<b>Therefore of the 15 seats (to 2 decimal points)</b>	9.10	2.87	1.51		0.53	0.00	0.20	0.75	0.04	<b>15.00</b>
<b>Rounded up/down</b>	9	3	2		1	0	0	0	0	

<b>Therefore of the 18 seats (to 2 decimal points)</b>	10.92	3.45	1.82		0.63	0.00	0.24	0.89	0.05	<b>18.00</b>
<b>Rounded up/down</b>	11	3	2		1	0	0	0	0	

**Actual appointments:** 13 1 1

**(Additional LA appts should be):** 2 1

(NB: UKIP WOULD HAVE NEXT CO-OPTED MEMBER IF MAXIMUM PANEL SIZE WAS NOT 20 MEMBERS)