

Police and Crime Panel for Lancashire

Independent Member

On the 15th November 2012, Lancashire elected its first Police and Crime Commissioner (PCC) responsible for setting the priorities and resources for Lancashire Police, as well as supporting broader community safety activities across the region.

The Police and Crime Panel was also established to scrutinise and support 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 is made up of 18 elected members, representing the local authorities in the force area, and two independent co-opted members.

The Commissioner is required to consult with the Panel on their plans and budget for policing, as well as the level of council tax and the appointment of a chief constable.

The Panel is now looking for a committed and energetic person who either lives or works within the Lancashire area to serve as a Co-opted Independent Member from late spring 2021 for a four-year term.

The role of a Panel Member is an important and demanding one. The Panel, in a year, is expected to meet up a minimum of 4 times with other additional commitments likely.

Meetings will generally be held in day time/evenings at varying locations throughout the Lancashire area. As a Panel Member you would receive expenses, and would receive induction and other appropriate training.

To download a copy of the application pack please follow the link: <http://bit.ly/3bW8yVa>

The closing date for applications is Monday, 22 February 2021 at 9.00am.

Shortlisting will take place on Wednesday, 24 February 2021 and interviews will take place on Wednesday, 3 March 2021. Please note that in the current pandemic it may be likely that interviews will take place virtually over Microsoft Teams.

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



Alistair Bradley
Chair of Lancashire Police & Crime Panel

Background to the Post

The Panel's role is to offer support and challenge to the Police and Crime Commissioner.

The Panel requires a person to serve as a panel member for a period of four years commencing in late spring 2021. The role offers an exciting opportunity to be involved in scrutinising and supporting the Commissioner.

The role of the Panel Member will be an important and demanding one. In considering your application you should be aware that the typical commitment required from a member of the Panel is expected to average one day a month, including preparation time.

Meetings are held at varying locations throughout the Lancashire area but are currently held regularly in Chorley, Blackburn and Preston, Lancashire (ordinarily up to 6 full Panel meetings take place each year). The precise times and dates of the meetings are usually agreed on an annual basis but potentially remain subject to change. The Panel do not meet on any one specific day, however, they are agreed and scheduled well in advance.

All Panel Members will be able to claim reasonable travelling expenses and all Panel Members will receive an induction and any other appropriate training.

Eligibility Criteria for Independent Panel Members

The following persons cannot be considered for the position of Independent Co-Opted Member on the Panel namely;

- Anyone under the age of 18 years old
- The Police and Crime Commissioner or a member of their staff
- Members of Parliament
- Members of the National Assembly for Wales or the Scottish Parliament
- Members of the European Parliament
- Police Officers
- Local Authority Councillors
- Persons who do not live or work in the Lancashire police force area*
- Civil Servants engaged in political activity

* Applicants must either live or work in the Lancashire area.

Person Specification for Independent Co-Opted Members

For the appointment of independent co-opted panel members, the assessors will consider potential candidates against the following criteria during the process of shortlisting (based on application form) and interviews (if shortlisted):

	Attributes
Personal Qualities	<p>Good character: To demonstrate that you are a person of good character.</p> <p>Team working: The ability to play an effective role in meetings through listening, persuading and showing respect for the views of others.</p> <p>Self-confidence: The skill to challenge accepted views constructively without becoming confrontational.</p> <p>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).</p> <p>Respect for others: The capacity to treat all people fairly and with respect to value diversity and respond sensitively to difference.</p> <p>Integrity: The necessity to embrace high standards of conduct and ethics and be committed to upholding human rights and equality of opportunity for all together with the ability to recognise and remove yourself from any potential conflicts of interest.</p> <p>Decisiveness: The ability to show resilience even in challenging circumstances, remaining calm and confident and able to make difficult decisions.</p>
Abilities / Skills	<p>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.</p> <p>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.</p> <p>The ability to be supportive: To be able support the Police and Crime Commissioner and the other members of the Panel in delivering their duties.</p> <p>The ability to scrutinise and challenge: To be able to rigorously scrutinise and challenge constructively without becoming confrontational, using appropriate data, evidence and resources. To be able to interrogate and understand complex financial and budgetary information.</p>

	<p>The ability to be analytical: To comprehend, interpret and question complex written material, including financial and statistical information and other data such as strategic performance measures/data, value for money indicators and identify the salient points.</p> <p>The ability to communicate and engage 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 most importantly to engage with the public and the community at large.</p>
Equality and Diversity	<p>Candidates should be able to:</p> <ul style="list-style-type: none"> • Consider their own biases and prejudices • Work with people from all areas of the Lancashire 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.
Experience	<p>It would be useful if candidates could demonstrate experience of any of the following:</p> <ul style="list-style-type: none"> • Working with other people on issues of mutual interest over a period of time (for example, voluntary work) • Situations where you needed to compromise • Interacting or working with people of all ages • Interacting or working with people who have different political view and/or religious beliefs • Interacting or working with people who are physically and/or mentally impaired.
Interests	<p>It would be useful if candidates could demonstrate experience of any of the following:</p> <ul style="list-style-type: none"> • Policing issues and current affairs, specifically in respect of the ways in which they affect the people in your area • 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 your field of expertise.
Other Requirements and Considerations	<ul style="list-style-type: none"> • Candidates must be able to attend meetings at possibly varying locations throughout the force area at least 4-8 times a year, as well as attend any appropriate training sessions. The precise time for the meetings has not been agreed at this stage. • Candidates should have the time, energy and commitment to prepare for and attend regular meetings. We suggest that you would need to allocate a minimum of one day per month to devote to this role. • Candidates should have a willingness to learn. <p>Note: Candidates must be eligible for the role (see eligibility criteria separately listed within this recruitment pack)</p>

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 with equal voting rights.

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-political voice for those who live and/or work in the Lancashire area.

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

- Attend all formal meetings of the panel (up to 8 per year)
- Establish good relations with other members, officers and co-optees
- Attend additional meetings e.g. working groups, evidence gathering sessions, or training 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 police and crime commissioner 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 the Lancashire area

- Keep abreast of the key issues in relation to the responsibilities of the police and crime commissioner 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 the Lancashire area.

Note: All panel members would also be expected to adhere to the ‘seven principles of public life’ which are listed below:

Nolan principles⁴

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.

4 Nolan Committee’s First Report on Standards in Public Life from the First Report of the Committee on Standards in Public Life (1995).

Applicant Reference Number:

Application form

Application Form to be a Co-opted Independent Member of Lancashire Police and Crime Panel

Please write in black ink or type. Please do not include a CV or other information as these will not be considered.

Please return this completed application form by 9.00am on Monday, 22 February 2021 as an attachment in Word format to jill.readfern@blackburn.gov.uk

1. Personal Details:

The information in this section will not form part of the shortlisting process and will be separated from your application form upon receipt.

Title (Mr/Mrs/Ms etc.)	
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Name in full (please also give any other names by which you have been known)

Permanent home address:

How long have you lived at this address?	
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If less than five years at this address, please give details of your previous address(es):

Daytime telephone number:	
Evening telephone number:	
Mobile telephone number:	
Email address:	

Date of Birth:	
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Applicant Reference Number:

Please state whether there is any special provision, equipment or assistance we can provide to help you attend an interview:

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References: Please give 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. **We intend to take up references for shortlisted candidates, prior to interview. If you do not wish us to contact your referees at that stage then please indicate this clearly.**

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

Please sign and date this form

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

Signed Date

Applicant Reference Number:

2. 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? <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Choose not to disclose	
Age: Which age category are you in? <input type="checkbox"/> 18-19 <input type="checkbox"/> 20-29 <input type="checkbox"/> 30-39 <input type="checkbox"/> 40-49 <input type="checkbox"/> 50-64 <input type="checkbox"/> 65-74 <input type="checkbox"/> 75-84 <input type="checkbox"/> 85+	
Disability: Do you consider yourself to be a disabled person or have a long-term, limiting condition? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Ethnicity: What is your ethnic group?	
A. White <input type="checkbox"/> English / Welsh / Scottish / Northern Irish / British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White Background: Please state:	B. Mixed / Multiple Ethic Groups <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed / Multiple Ethnic Background: Please state:
C. Asian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian Background: Please state:	D. Black / African / Caribbean / Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black / African / Caribbean Background: Please state:
E. Other <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group: Please state:	

Applicant Reference Number:

3. Personal History:

What is your current employment status and occupation, if any?

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. If you do not live in Lancashire 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

Applicant Reference Number:

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

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Please list any academic, professional and /or vocational qualifications:

Date obtained

Applicant Reference Number:

4. Required Competencies, Personal Skills and Qualities:

Please give brief examples to demonstrate how you meet the following competencies:	
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>4. The ability to scrutinise and challenge To be able to rigorously scrutinise and challenge constructively, using appropriate data, evidence and resources.</p>	
<p>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.</p>	
<p>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.</p>	

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<p>7. The ability to be supportive To be able support the Police and Crime Commissioner and the other members of the Panel in delivering their duties.</p>	
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Please give brief examples to demonstrate the extent to which you possess the following personal skills and qualities:

<p>1. Team working The ability to play an effective role in meetings through listening, persuading and showing respect for the views of others.</p>	
<p>2. Self-confidence The skill to challenge accepted views constructively without becoming confrontational.</p>	
<p>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).</p>	
<p>4. Respect for others The capacity to treat all people fairly and with respect, to value diversity and respond sensitively to difference.</p>	
<p>5. Integrity The necessity to embrace high standards of conduct and ethics and be committed to upholding human rights and equality of opportunity for all.</p>	
<p>6. Decisiveness The ability to show resilience even in challenging circumstances, remaining calm and confident and able to make difficult decisions.</p>	

Applicant Reference Number:

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

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5. Why do you want to be a co-opted independent member?

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

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6. Other information:

If you are employed, is your employer willing to release you to carry out the duties of a co-opted independent member of the Lancashire Police and Crime Panel?

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

- The police and crime commissioner for Lancashire
- A member of the staff of the police and crime commissioner for Lancashire
- A member of the civilian staff of the Lancashire police force
- A Member of Parliament, the National Assembly for Wales, the Scottish Parliament or the European Parliament
- An elected member of any Council in the Lancashire Force area
- A police officer

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 Lancashire 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: