

Job title: Co-opted Member – Dorset Police and Crime Panel

**Purpose and impact**

Public accountability for the delivery and performance of the police service within each force is the direct responsibility of the Police and Crime Commissioner (PCC) on behalf of their electorate. The PCC draws on this electoral mandate to set and shape the strategic objectives of their force area in consultation with the Chief Constable through the PCC’s Police and Crime Plan. The PCC is accountable to the electorate. The role of the Police and Crime Panel is to support and scrutinise the actions of the PCC on behalf of the people of the County of Dorset.

The panel is made up of 10 local councillors in total, split evenly from the two Dorset Unitary Councils (Dorset Council and Bournemouth, Christchurch and Poole Council) plus two co-opted members. Co-opted members, through their knowledge and experience, are expected to enhance the Panel’s ability to perform its role. At all times, panel members should bear in mind that adopting an independent, county level, mindset is fundamental to carrying out their scrutiny role effectively.

Co-opted members are full voting members of the panel. They are treated equally to the elected local authority members and have the same responsibilities and duties. Co-opted members will have access to the same level of support and information as elected members on the panel.

The core role of co-opted members on a panel, as with all members, is to offer a balance of support and constructive challenge to the PCC using appropriate data, evidence and resources. Co-opted members will be expected to:

* scrutinise the work of the PCC to ensure they are discharging their functions effectively;
* review the PCC’s draft Police and Crime Plan and annual report;
* review the PCC’s annual proposed precept;
* review the PCC’s proposed appointment of senior staff;
* where appropriate participate in resolving non-criminal complaints about the conduct of the PCC;
* make reports or recommendations to the PCC as needed;
* perform scrutiny duties independently, objectively and in the public interest; and
* contribute specialist knowledge, skills, experience and expertise to the scrutiny work of the panel

**Key responsibilities**

The co-opted member will:

* + - 1. Attend the four public formal Police and Crime Panels per year.  The Co-opted members will be fully conversant with all issued documentation in support of these meetings and be prepared to conduct scrutiny of the PCC on behalf of the people of Dorset.
      2. Attend informal briefings given by the PCC (circa three per year).
      3. Attend national meetings convened by the Local Government Association.
      4. Attend all other meetings (national & local) when required or directed by the chair of the panel.
      5. Attend additional meetings such as sub-committees, working groups or evidence gathering sessions, as required.
      6. Be a Priority Lead in order to shadow one of the PCC’s Police and Crime Plan Priorities.

A Priority Lead will:

* Assist the PCP in its key role of supporting and scrutinising the Police and Crime Commissioner (PCC) in order to understand, in detail, how the PCC is performing against the Police and Crime Plan on behalf of the Dorset electorate;
* Lead on PCP support and scrutiny for the nominated Priority;
* Work closely, on at least a monthly basis, with the OPCC lead(s) for the Priority that the PCP Lead is responsible for in order to build a working relationship that will provide overall benefit and support good outcomes for the people of Dorset;
* Identifying and leading on relevant areas for support or Spotlight Scrutiny Reviews (circa two reviews per year at a minimum of four full days activity per scrutiny);
* Conducting visits to assist with support or scrutiny;
* Conducting evidence gathering interviews when required;
* Maintain an overview and understanding of the OPCC’s significant risks within the Priority and the wider plan/priorities.
* Provide a verbal brief at PCP formal quarterly meetings in order to support Panel scrutiny of the PCC quarterly monitoring reports and lead on subsequent questions to the PCC.
  + - 1. Lead / support training events for the panel including research, collating and then presenting training to the PCP.
      2. Keep abreast of the key issues in relation to the responsibilities of the PCC and their priorities set out within the Police and Crime Plan.
      3. Maintain an understanding of PCC and policing issues at a national level.
      4. Perform scrutiny duties independently, objectively and in the public interest, in accordance with the [Nolan Principles](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2) of public life.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

**Other factors**

1. Co-opted Members must reside in Dorset.
2. Co-opted members are expected to serve a full term (or more) of four years.
3. This role involves substantial use of a computer incl MS Office and MS Teams.
4. Proficiency to provide clear information in a sensitive, but assertive manner.
5. There may be occasions where there is a travel requirement, for which reasonable expenses will be reimbursed at the Dorset Council agreed rates for councillors.
6. Successful applicants will be required to:

* undergo an enhanced DBS check;
* have no political associations or links with the PCC and/or the Office of the PCC (OPCC), or either DC and BCP Councils.

**Our behaviours**

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under ‘[Working for Dorset Council’](https://www.dorsetforyou.gov.uk/jobs-and-careers/recruitment/our-behaviours.aspx).



Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

The selection panel for the appointment of co-opted members will comprise of one councillor from BCP, one from DC and the current chair of the PCP*.* Silent observers in order to ensure a transparent and open selection process will be provided by DC at a Senior Level.  Advertisements to promote the post will be posted in the local press.

Coming from a policing background is not a requirement for being a co-opted member on the panel. There are many different sectors which provide prospective candidates with useful skills to be an effective independent member, and current and past independent members have come from a wide range of backgrounds

Essential criteria are the minimum requirement for the role.

Desirable criteria will only be used in the event of a large number of applicants meeting the minimum essential requirements.

## Essential

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| Qualifications/ training/registrations Required by law, and/or essential to the performance of the role |
| 1. No essential requirements |
| **Experience** |
| 1. Experience in the practical application of a role relevant to the role description . |
| 1. Experience in facilitating workshops and presenting at meetings |
| **Skills, abilities & knowledge** |
| 1. Expert knowledge of the role set out in this role and the ability to clearly and concisely summarise complex issues. |
| 1. Demonstrate first class communication and interpersonal skills: To be able to communicate effectively both verbally and in writing – and to interact positively and constructively with other members of the Panel, the PCC, partner organisations and most importantly to engage with the public and the community at large |
| 1. Demonstrate strategic thinking and evaluation skills. 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 across priority areas. |
| 1. Demonstrate an ability to rigorously and effectively analyse complex written and verbal information, including financial and statistical data. |
| 1. Demonstrate an ability to make good judgements: To take a balanced, open- minded and objective approach and provide constructive challenge to the Police and Crime Commissioner (PCC), without being confrontational or political. |
| 1. Demonstrate an ability to be supportive with strong team working skills: To be able to support the PCC and the other members of the Panel in delivering their duties |
| 1. Demonstrate an 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 |
| 1. Demonstrate an 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. |
| **Behaviours** |
| 1. [Respect](https://www.dorsetforyou.gov.uk/jobs-and-careers/recruitment/our-behaviours.aspx#Respect) |
| 1. [Responsibility](https://www.dorsetforyou.gov.uk/jobs-and-careers/recruitment/our-behaviours.aspx#Responsibility) |
| 1. [Recognition](https://www.dorsetforyou.gov.uk/jobs-and-careers/recruitment/our-behaviours.aspx#Recognition) |
| 1. [One Team: Collaboration](https://www.dorsetforyou.gov.uk/jobs-and-careers/recruitment/our-behaviours.aspx) |
| 1. Abiding by the Councillors Code of Conduct |
| **Other** |
| 1. The ability to fulfil the travel requirements of the post |
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## Desirable

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| **Experience** |
| 1. Knowledge and experience of working in one of the following fields:  * policing, community safety or wider criminal justice sector * local or central government * management role in the public sector or charity sector * experience working in the financial industry * legal experience, such as a solicitor or legal executive |
| 1. It is desirable that candidates demonstrate experience of any of the following:  * working with other people on issues of mutual interest over a period of time (e.g. 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 |
| **Skills, abilities & knowledge** |
| 1. Ability to research and record information accurately |

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| **Approval** | | | |
| Manager | Service Manager for Assurance | Date | June 2023 |

**Frequently asked questions (FAQs)**

**Why become a co-opted member?**

As a co-opted member of the panel, you would play a key role in providing transparency and accountability for the public on the activities of the Police and Crime Commissioner (PCC). It is an important and challenging role which offers you the chance to review the key strategic actions and decisions taken by the PCC.

This will include scrutinising whether the PCC has achieved the objectives set out in their Police and Crime Plan, and reviewing the PCC’s annual report, whilst regularly contributing to reports and recommendations made by the panel.

The Panel also plays an integral statutory role in reviewing the PCC’s annual proposed precept, resolving non-criminal complaints about the conduct of the PCC, and reviewing the proposed appointment of senior staff.

Independent members have full voting rights and are encouraged to get involved in all areas of the panel’s work.

**What is the time commitment?**

The typical commitment required from a member of the panel is expected to average approximately two days a month, including preparation time.

**Will I receive any payment?**

Remuneration is £2,000 per annum, together with reasonable travel expenses.

**How long will I be a member?**

Your length of service is for a term of four years, with the opportunity of a further term.  This limit is to ensure that the panel brings in fresh ideas and experience on a semi-regular basis. Taking this together with the average length of service, an independent member could be on the panel for up to eight years if they decide to serve two terms.

**Who can be a co-opted member?**

You must be at least 18 years old and live within the local Dorset Police Force area.

The following may not be a co-opted member on the panel:

* PCC for the local force area
* a member of staff of the PCC for the local force area
* a police officer/member of the civilian staff of the local force area
* an MP
* a Member of the National Assembly for Wales
* an MSP
* a Member of the European Parliament
* a member of a local council in the local force area

**Will I receive training and support?**

You would be provided with induction training, together with specific training opportunities alongside other members of the Panel.

**What does the application process involve?**

The process involves you completing a short application form detailing how you fulfil the person specification.

Successful applicants will then be invited to an interview. The selection panel for the appointment of co-opted members will be four, including one councillor from BCP, one from Dorset Council, a co-opted member and the current chair of the PCP.  Silent observers will be provided by Dorset Council at a Senior Level, in order to ensure a transparent and open selection process.

The interview panel will decide a fair process for scoring candidates before the interviews take place. This scoring process will be applied to each candidate during the interview and the highest scoring candidate will be offered the role.