SUMMONS

SHADOW SOUTH WALES POLICE AND CRIME PANEL MEETING

1.30 pm, Monday, 24\textsuperscript{th} September 2012

Conference Room 2,
South Wales Police Headquarters,
Bridgend
CF31 3SU

\begin{center}
\textbf{A G E N D A}
\end{center}

1. Welcome and Introductions
   To welcome Members to the first meeting of the Shadow South Wales Police and Crime Panel.

2. Election of the Chair
   The Panel will elect a Chair for the period ending with the Annual Meeting in 2013

3. Election of the Vice Chair
   The Panel will elect a Vice Chair for the period ending with the Annual Meeting in 2013

4. Apologies for Absence

5. Membership of the South Wales Police and Crime Panel
   See attached report. (Pages 1 - 4)

6. Panel Arrangements
   See attached report. (Pages 5 - 12)
7. **Terms of Reference**  
See attached report. \(\text{*(Pages 13 - 16)*}\)

8. **Rules of Procedure**  
See attached report. \(\text{*(Pages 17 - 32)*}\)

9. **Recruitment of Independent Co-opted Members**  
See attached report. \(\text{*(Pages 33 - 62)*}\)

10. **Future Work Programme and Induction and Training & Development needs of the Panel**  
See attached report. \(\text{*(Pages 63 - 66)*}\)

11. **Dates of Future Meetings**  
To agree a schedule of dates and times for future meetings.

12. **Urgent Business**  
To consider any items of business by reason of special circumstances (to be specified) that in the opinion of the Chairman are matters of urgency.

Simon Jones  
**Senior Solicitor**  
Merthyr Tydfil County borough Council

**Composition:**

Councillors M Nott (Bridgend), K Lloyd (Cardiff),  
L Thorne (Cardiff), E Galsworthy (Merthyr),  
A Thomas (Neath Port Talbot), P Jarman (RCT)  
R Smith (RCT), P Sangha (Swansea)  
G Sullivan (Swansea), N Moore (Vale of Glamorgan)  
Together with appropriate officers
REPORT TO

THE SHADOW SOUTH WALES POLICE AND CRIME PANEL

24th September 2012

Membership of the South Wales Police and Crime Panel

Purpose of the Report

To advise the Panel of the membership of the South Wales Police and Crime Panel.

1.0 Introduction / Background

1.1 The Police Reform and Social Responsibility Act 2011 (‘the Act’) introduces new structural arrangements for national policing, strategic police decision making, neighbourhood policing and police accountability.

1.2 Under the Act, Police Authorities in England and Wales will be abolished in November 2012 and replaced by a directly elected Police and Crime Commissioner (PCC). The PCC will have responsibility for the totality of policing within their Force area and for holding the force Chief Constable to account, on behalf of the public, for the operational delivery of policing.

1.3 The Act states that each police force area in Wales is to have a Police and Crime Panel (PCP) established and maintained in accordance with Part 3 of Schedule 6 of the Act (Panels established by the Secretary of State).

1.4 In Wales, PCP’s are established by the Secretary for State, which must establish and maintain a separate police and crime panel for each police area in Wales. In Wales, a PCP is not a committee or joint committee of any local authority, and members are appointed by the Secretary of State, having been nominated by a relevant local authority. This is a result of the Welsh Governments refusal to allow Parliament to place duties on local authorities in Wales as this is a devolved responsibility. In England local authorities are responsible for the establishment of PCP’s with the Secretary of State only being required to intervene in certain circumstances.

1.5 South Wales Police is a multi authority police force area (‘the police force area’) and covers seven local authority areas, these being:- Bridgend County Borough Council; Cardiff Council; Merthyr Tydfil County Borough Council; Neath Port Talbot County Borough Council; Rhondda Cynon Taf County Borough Council; the City and County of Swansea; and the Vale of Glamorgan Council.
1.6 The PCP is a scrutiny body with responsibility for scrutinising the PCC and promoting openness in the transaction of police business in the police force area.

1.7 The Act requires the functions and procedures rules for the operation of Panels to be set out in ‘Panel arrangements’ and ‘rules of procedure’. The Secretary of State must make the Panel arrangements, and the rules of procedure are for the Panel to make and to approve once established.

2.0 Membership of the South Wales Police and Crime Panel

2.1 The process for meeting the required balance of appointments is set out in the Panel arrangements (see the separate agenda item).

2.2 Following the local elections in May 2012 the following political balance will apply to the elected members appointed to the shadow Police and Crime Panel:

<table>
<thead>
<tr>
<th>Political Representation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Labour</td>
<td>7</td>
</tr>
<tr>
<td>Plaid Cymru</td>
<td>1</td>
</tr>
<tr>
<td>Liberal Democrats</td>
<td>1</td>
</tr>
<tr>
<td>Independent</td>
<td>1</td>
</tr>
</tbody>
</table>

2.3 Each local authority is responsible for making its own individual nomination(s). Based on the nominations received, the Host Authority has notified the Home Office of these nominations and awaits formal confirmation. Subject to formal approval of the Secretary of State, the agreed composition of the South Wales Police and Crime Panel is:-

<table>
<thead>
<tr>
<th>Local Authority</th>
<th>Panel Member</th>
<th>Political Representation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridgend County Borough Council</td>
<td>Cllr Melvyn Nott</td>
<td>Labour</td>
</tr>
<tr>
<td>Cardiff Council</td>
<td>Cllr Kathryn Lloyd</td>
<td>Lib Dem</td>
</tr>
<tr>
<td>Cardiff Council</td>
<td>Cllr Lynda Thorne</td>
<td>Labour</td>
</tr>
<tr>
<td>Merthyr Tydfil County Borough Council</td>
<td>Cllr Ernie Galsworthy</td>
<td>Labour</td>
</tr>
<tr>
<td>Neath Port Talbot County Borough Council</td>
<td>Cllr Alun Thomas</td>
<td>Labour</td>
</tr>
<tr>
<td>Rhondda Cynon Taf County Borough Council</td>
<td>Cllr Pauline Jarman</td>
<td>Plaid Cymru</td>
</tr>
<tr>
<td>Rhondda Cynon Taf County Borough Council</td>
<td>Cllr Robert Smith</td>
<td>Labour</td>
</tr>
<tr>
<td>City and Council of Swansea</td>
<td>Cllr Pearleen Sangha</td>
<td>Labour</td>
</tr>
<tr>
<td>City and Council of Swansea</td>
<td>Cllr Gareth Sullivan</td>
<td>Independent</td>
</tr>
<tr>
<td>Vale of Glamorgan Council</td>
<td>Cllr Neil Moore</td>
<td>Labour</td>
</tr>
</tbody>
</table>
2.3. This report deals only with the appointment of Councillors to the PCP. A report on the proposed process for the appointment of independent co-opted (non-elected) members is set out in a separate agenda item.

3.0 Recommendations

3.1 That the arrangements for the membership of the Shadow South Wales Police and Crime Panel (and the South Wales Police and Crime Panel) as set out in this report be endorsed subject to formal confirmation by the Secretary of State.

Simon Jones
Senior Solicitor,
Merthyr Tydfil County Borough Council
This page is intentionally left blank
REPORT TO
THE SHADOW SOUTH WALES POLICE AND CRIME PANEL

24th September 2012

PANEL ARRANGEMENTS

<table>
<thead>
<tr>
<th>Purpose of the Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>To present draft panel arrangements to the Panel.</td>
</tr>
</tbody>
</table>

1.0 Background

1.1 In Wales police and crime panels are established by the Secretary for State, which must establish and maintain a separate police and crime panel for each police force area in Wales. As such the Secretary of State makes the panel arrangements.

1.2 In Wales a police and crime panel is not a committee or joint committee of any local authority, and members are appointed by the Secretary of State, having been nominated by a relevant local authority.

1.3 Draft panel arrangements have been drawn up and a copy is attached (APPENDIX I). Draft copies of the panel arrangements were circulated to each of the seven local authorities for comment and the version attached has been drawn up having taken account of comments received.

1.4 The draft panel arrangements have been forwarded to the Home Office for approval and endorsement, and as such may be subject to change.

2.0 Recommendation

2.1 The Panel is asked to note the draft panel arrangements and these will be presented at a future meeting for approval when the Panel is formally constituted, subject to any amendments.

Simon Jones
Senior Solicitor,
Merthyr Tydfil County Borough Council
South Wales Police and Crime Panel

Panel Arrangements

Table of Contents

Section 1: Overview 2
1. Introduction and General Operating arrangements 2

Section 2: Membership of the South Wales Police and Crime Panel 2
2. Membership: Elected Members 2
3. Membership: Co-opted Members 3
4. Membership: Vacancies 5
5. Membership: Review 5
6. Removal of Members 5
7. Resignation of Members 5
8. Reappointment of Members 6
9. Code of Conduct 6
10. Indemnity 6
11. Payment of Allowances and Expenses 7
Section 1: Overview

1. Introduction and General Operating arrangements

1.1. Merthyr Tydfil County Borough Council shall act as the ‘Host Authority’ in establishing the South Wales Police and Crime Panel.

1.2. The Panel shall be made up of ten Elected Members and two Co-opted members

1.3. The Host Authority shall provide the required support services for the operation and discharge of duties of the South Wales Police and Crime Panel.

1.4. Due to the legal status Police and Crime Panels in Wales (‘Free-standing public body’), in accordance with the Police Reform and Social Responsibility Act 2011, they are the responsibility of the Home Secretary.

1.5. Due to the legal status of Police and Crime Panels in Wales all costs incurred in relation to the ‘hosting’ of the Police and Crime Panel shall be the responsibility of the Home Secretary. The Home Secretary shall discharge this responsibility with the provision of an annual grant to the Host Authority to cover all costs associated with hosting.

1.6. Each relevant local authority and each member of the Panel must comply with the Panel arrangements.

1.7. The Authorities and the Panel shall, so far as is reasonably practical, ensure at all times that the Panel membership meets the ‘balanced appointment objective’ requirements of the legislation and that the members appointed together have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively.

Section 2: Membership of the South Wales Police and Crime Panel

2. Membership: Elected Members

2.1. Elected Members Membership on the Panel is regarded as a ‘voluntary public appointment’.

2.2. The Host Authority shall make appropriate arrangements, as set out in this document, for the establishment of the membership of the South Wales Police and Crime Panel.

2.3. All Local Authority Elected Members of the local authorities as noted in 2.4 below are eligible for nomination to become members of the South Wales Police and Crime Panel.

\[\text{Page 7}\]
2.4. The Panel shall contain ten Elected Members. The Elected Members of the Police and Crime Panel shall consist of the following number of members by Local Authority area:

a) Bridgend County Borough Council (1) Member(s)
b) Cardiff Council; Merthyr Tydfil County Borough Council (2) Member(s)
c) Merthyr Tydfil County Borough Council (1) Member(s)
d) Neath Port Talbot County Borough Council (1) Member(s)
e) Rhondda Cynon Taf County Borough Council (2) Member(s)
f) City and County of Swansea (2) Member(s)
g) Vale of Glamorgan Council (1) Member(s)

2.5. The Elected Members of the Panel shall, as far as practical, reflect the political balance and community demographic of the local authority areas as per 2.4 above.

2.6. Following each Local Election (to include any by-election) or following an Annual General Meeting (as appropriate) individual authorities shall (if appropriate) make membership nominations to the host authority in accordance with their own political balance.

2.7. Each local authority will determine and nominate its elected panel member(s) in accordance with its own arrangements. The term of office of the nominated Members shall be a matter for each nominating local authority, subject to a minimum planned term of one municipal year.

2.8. If Membership of the Panel cannot be agreed, in accordance with the Police Reform and Social Responsibility Act, the Home Secretary will nominate members of local authorities to the Panel.

2.9. The host Authority will be responsible for notifying the Secretary of State of the nominations of the elected membership for the Panel.

2.10. All members of the Police and Crime Panel may vote in proceedings.

3. Membership: Co-opted Members

3.1. The South Wales Police and Crime Panel shall co-opt two members (Co-opted Members) onto the Panel. The term of office shall be until the 31st October of the same year as the next Police and Crime Commissioner election.

3.2. The selection process for co-opting members shall include a reasonable period for advertising the positions. To reflect the geographical area that the Panel represents, as far as practical, adverts shall be placed through mediums which have equality of access for residents within South Wales Police force area. The
Panel will not ‘target’ areas within the force area for recruitment purposes, but treat the whole area with parity.

3.3. A closing date for applications will be a minimum of 2 weeks after the date of the first advert.

3.4. Application packs will be prepared and made available to those who request an application form.

3.5. The applications will be considered by the Chair, Vice Chair and one other member (the shortlisting and interview panel) against an agreed eligibility criteria and shortlisted accordingly.

3.6. The eligibility criteria will be publicly available, and only amended in future if the role of the Panel is amended either locally or through legislation, or if the operational effectiveness of the Panel is compromised due to skill or knowledge gaps, or, in accordance with the Equality Act 2010 the Panel does not adequately reflect the demographics of South Wales.

3.7. If no applications are received or if all applications received fall below the minimum eligibility criteria, the vacancies shall be re-advertised in accordance with this section.

3.8. The shortlisting and interview panel will interview those shortlisted.

3.9. Following the interviews the shortlisting and interview panel will make recommendations to the Panel. In making those recommendations the shortlisting and interview panel shall consider the balance of the Panel in accordance with the Equalities Act 2010 and the skills required to enhance the Panel. The Police and Crime Panel will appoint the co-opted member(s).

3.10. The host authority will be responsible for notifying the Secretary of State of the decision to co-opt Members.

3.11. The Panel shall ensure that there are always at least two Co-opted Members appointed to the Panel.


A person may not be a co-opted member of the Panel if the person is any of the following—

(a) under 18 years old;
(b) a member of the staff of the South Wales Police and Crime Commissioner;
(b) a member of the civilian staff of South Wales Police;
(c) a Member of Parliament;
(d) a member of the National Assembly for Wales;
(e) a member of the Scottish Parliament;
(f) a member of the European Parliament.

3.13. A Co-opted member can be removed from office through a majority vote of the Panel present, provided the member has been given no less than four weeks notice of a proposal to remove and provided the member has an opportunity to make representations about the proposal. Examples of reasons for removal of office include (but are not limited to):

- If the Co-opted Member has been absent from the Panel for more than 3 formal meetings without the consent of the Panel
- If the Co-opted Member has been convicted of a criminal offence but not automatically disqualified


4.1. A vacancy on a Police and Crime Panel arises when an Elected Member or a Co-opted member resigns or is removed from the membership of the Panel.

4.2 Each local authority will nominate elected members for vacancies in accordance with their own arrangements. If the local authority makes the nomination, and the nominee accepts the nomination, the Secretary of State must appoint the nominated councillor as a member of the police and crime panel. Vacancies for Co-opted members will be filled in accordance with the selection process outlined in section 3.

5. Membership: Review

5.1 The South Wales Police and Crime Panel may review at any time the appropriateness of the Membership in line with the provisions within the Police Reform and Social Responsibility Act and The Police and Crime Panel (Nominations, Appointments and notifications) Regulations 2012

5.2 The review of the Membership will consider the continued requirement for the political balance of the Panel.

6. Removal of Members

6.1 Any appointed member may be removed by their nominating authority at any time.

6.2 Any member may be removed by the Secretary of State at any time.
7. Resignation of Members

7.1. Any member may resign at any time, by notice in writing to the Chair of the Panel, their nominating authority, and to the hosting Authority;

7.2. In the event of the resignation of the Chairman, a new Chairman will be appointed at the next meeting and will be drawn from amongst the elected members sitting on the Panel. The same provision will apply to the post of Vice-Chairman.

8. Reappointment of Members

8.1 All local authority Members are eligible for re-appointment on the expiry of their term. There are no restrictions on the number of terms of office that can be served.

8.2 The Co-opted Members term of office shall be until the 31\textsuperscript{st} October of the same year as the next Police and Crime Commissioner election. The positions must be readvertised; however this does not restrict Co-opted members from reapplying or being re-appointed to the position.

9. Code of Conduct

9.1. All elected panel members shall observe the Code of Conduct in force for their respective authorities, whilst co-opted members shall observe the host authority’s Code of Conduct. All panel members shall observe any related protocols agreed by the Panel.

10. Indemnity

10.1. All relevant liabilities relating to the Panel are liabilities of the Secretary of State (and accordingly are not liabilities of any member of the Panel or the host authority).

10.2. Any expense incurred by a member of a police and crime Panel—

(a) in respect of a relevant liability, or
(b) otherwise in the exercise of, or purported exercise of, a function of the Panel,

is to be borne and repaid by the Secretary of State.

10.3. “Relevant liability” means a liability which, but for this paragraph, would be a liability of a member of the Panel (whether personally or as a member of that Panel) in respect of anything done by—
(a) that person in the exercise, or purported exercise, of a function of a member of the Panel,
(b) any other member of the Panel in the exercise, or purported exercise, of a function of a member of the Panel, or
(c) the Panel in the exercise, or purported exercise, of a function of the Panel.

11. Payment of Allowances and Expenses

11.1. Costs incurred by members of the Panel in the course of their duties on the Panel (travel and subsistence) shall be submitted to the host authority for reimbursement using the host authority’s expenses claim form.

11.2. The Expenses of the Panel shall be published on an annual basis and made available through the website of the host authority and that of the Police and Crime Commissioner.

11.3. The costs shall be reimbursed in accordance with Independent Remuneration Panel for Wales’s reimbursement of expenses – “Travel allowance” and “Subsistence allowance” rates, as amended.

11.4. The general objective shall be that the total costs of running the Panel are contained within the Government funding i.e. they shall be contained within the Home Office grant. The Panel will receive and approve a budget, and monitor expenditure against it.

11.5. To the extent that the Government funding is exceeded, the excess will be borne by the authorities in equal shares, unless they agree otherwise.
REPORT TO
THE SHADOW SOUTH WALES POLICE AND CRIME PANEL

24th September 2012

TERMS OF REFERENCE

Purpose of the Report
To advise members of the Terms of Reference of the South Wales Police and Crime Panel.

1.0 Introduction / Background

1.1 The Police Reform and Social Responsibility Act 2011 sets out the functions of the Panel. Using those functions as a guide, the Terms of Reference for the Panel have been produced.

1.2 The Terms of Reference are set out in Appendix I and will form the basis of a constitutional document for the Panel, which will also include the Panel Arrangements and the Rules of Procedure. They will need to be formally endorsed at the first meeting of the constituted Panel.

1.3 Draft terms of reference were circulated to each of the seven local authorities for comment and the version attached has been drawn up having taken account of comments received.

2.0 Recommendation

2.1 To note the Terms of Reference, which will be presented for approval at a future meeting when the Panel is formally constituted.

Simon Jones
Senior Solicitor,
Merthyr Tydfil County Borough Council
APPENDIX I

DRAFT

South Wales Police and Crime Panel

Terms of Reference

1. To review and make a report or recommendation on the draft South Wales Police and Crime Plan, or draft variation to the South Wales Police and Crime Plan, provided to the Panel by the South Wales Police and Crime Commissioner.

2. To review, put questions to the South Wales Police and Crime Commissioner at a public meeting of the Panel, and make a report or recommendation (as necessary) on the annual report.

3. To hold a confirmation hearing and review, make a report and recommendation (as necessary) in respect of proposed senior appointments made by the South Wales Police and Crime Commissioner.

4. To review and make a report on the proposed appointment of the Chief Constable.

5. To review and make a report and recommendation (as necessary) on the proposed precept.

6. To review or scrutinise decisions made, or other action taken, by the South Wales Police Crime Commissioner in connection with the discharge of the Commissioners functions (as defined by the Police Reform and Social Responsibility Act and subsequent amendments)

7. To make reports or recommendations to the South Wales Police and Crime Commissioner with respect to the discharge of the Commissioners functions (as defined by the Police Reform and Social Responsibility Act and subsequent amendments)

8. To support the effective exercise of the functions of the South Wales Police and Crime Commissioner.

9. To fulfil functions in relation to complaints about conduct matters, in accordance with the responsibilities accorded to the Panel under the Police Reform and Social Responsibility Act.

10. To appoint an Acting South Wales Police and Crime Commissioner if necessary.

11. To suspend the South Wales Police and Crime Commissioner if it appears to the Panel that the Commissioner has been charged in the United Kingdom or Isle of Man with an offence which carries a maximum term of imprisonment exceeding two years.

12. To carry out any other Police and Crime Panel functions and exercise any supporting powers contained in The Police Reform and Social Responsibility Act 2011 in addition to those set out above.

Adopted by the South Wales Police and Crime Panel on the 2012
### PCP Functions within the Police Reform and Social Responsibility Act 2011

<table>
<thead>
<tr>
<th>Function</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review and report on every issue of the PCC’s police and crime plan</td>
<td>s28(3)(a)</td>
</tr>
<tr>
<td>Review and report on the PCC’s annual report</td>
<td>s28(4)</td>
</tr>
<tr>
<td>Review senior appointments (Deputy PCC, chief executive and chief finance officer)</td>
<td>s28(5), sch1 para9 to 11</td>
</tr>
<tr>
<td>Review (and if necessary veto) chief constable appointments</td>
<td>s28(5) and sch8</td>
</tr>
<tr>
<td>Review and report on PCC’s proposals to remove a chief constable</td>
<td>sch8 para15</td>
</tr>
<tr>
<td>Review (and if necessary veto) PCC’s level of precept</td>
<td>s28(5) and sch5</td>
</tr>
<tr>
<td>Review or scrutinise decisions made and actions taken by the PCC</td>
<td>s28(6)</td>
</tr>
<tr>
<td>Publish any reports and recommendations made</td>
<td>s28(7) to (9)</td>
</tr>
<tr>
<td>Suspend the PCC on their being charged</td>
<td>s30</td>
</tr>
<tr>
<td>Appoint an Acting PCC if necessary</td>
<td>s62</td>
</tr>
<tr>
<td>Initial handling and informal resolution of complaints against PCC / DPCC</td>
<td>sch7 para3</td>
</tr>
</tbody>
</table>

These functions must be exercised with a view to supporting the effective exercise of the functions of the PCC

A police and crime panel may not exercise any functions other than those conferred by this Act.

<table>
<thead>
<tr>
<th>Supporting powers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Require reasonable information</td>
<td>s13</td>
</tr>
<tr>
<td>Require the relevant PCC and their staff to attend to answer questions</td>
<td>s29(1)</td>
</tr>
<tr>
<td>Require a response in writing to a report or recommendation</td>
<td>s29(3)</td>
</tr>
<tr>
<td>Request the relevant chief constable to attend on the same occasion as the PCC to answer any question</td>
<td>s29(6)</td>
</tr>
</tbody>
</table>
This page is intentionally left blank
REPORT TO
THE SHADOW SOUTH WALES POLICE AND CRIME PANEL
24th September 2012
RULES OF PROCEDURE

Purpose of the Report
To present draft rules of procedure for members to consider with a view to them being approved by the fully constituted panel.

1.0 Background
1.1 Schedule 6 the Police Reform and Social Responsibility Act (the Act) provide that a Police and Crime Panel must make rules of procedure for the Panel. Although it is for the Panel to make the rules of procedure, the Act and associated Regulations sets out certain provisions which must be addressed such as the method for making decisions, and the formation of sub committees etc.

1.2 Based upon the Act and Regulations, rules of procedure have been drafted and are attached at Appendix 1.

1.3 Draft copies of the rules of procedure have been circulated to each of the seven local authorities for comment and the version attached has been drawn up having taken account of comments received.

2.0 Recommendation
2.1 Panel members are asked to note the draft rules of procedure and authorise the host authority to complete the draft making any amendments which it considers appropriate having regard to any guidance issued and to present them for approval at a future meeting.

Simon Jones
Senior Solicitor,
Merthyr Tydfil County Borough Council
South Wales Police and Crime Panel

Rules of Procedure

1 Appointment of Chair and Vice Chair .......................... Page 2
2 Meetings of the Police and Crime Panel ...................... 2
3 Quorum ........................................................................ 4
4 Voting ........................................................................... 4
5 Work Programme ................................................................. 4
6 Reports from the Police and Crime Panel .................. 4
7 Police and Crime Commissioner and Officers giving account .... 4
8 Attendance by others ......................................................... 5
9 Sub committees and task groups ..................................... 5
10 Carrying out ‘special functions’ ....................................... 5
11 Police and Crime Plan ...................................................... 6
12 Annual Report ................................................................. 6
13 Senior Appointments ..................................................... 7
14 Reserve Chief Constable Candidate ............................... 7
15 Panel’s consideration of the reserve Chief Constable candidate .......... 7
16 Appointment of an Acting Police and Crime Commissioner .... 8
17 Proposed Precept ............................................................ 9
18 Revised precept ............................................................... 9
19 The Police and Crime Commissioner’s consideration of the second report. ..... 10
20 Issuing the precept ............................................................ 10
21 Complaints ..................................................................... 10
22 Suspension of the Police and Crime Commissioner ........... 11
23 Suspension of the Chief Constable ................................. 11
24 Public Participation .......................................................... 12
25 Promotion of the Panel ..................................................... 13
26 Validity of Proceedings ................................................... 13
   ‘Definitions’ ....................................................................... 14
1.0 Appointment of Chair and Vice Chair

1.1 The Chair of the Police and Crime Panel will be appointed at the first meeting of the Panel following the appointment of members to the Panel, and thereafter at the first meeting of the municipal year of the Panel.

1.2 The Chair will be drawn from amongst the Elected Members of the Panel and decided by a vote supported by a majority of the whole membership of the Panel.

1.3 The Vice Chair of the Police and Crime Panel will be appointed at the first meeting of the Panel following the appointment of members to the Panel and thereafter at the first meeting of the municipal year of the Panel.

1.4 The Vice Chair will be drawn from amongst the Elected Members in the first year of the Panel and selected from all the members thereafter. The appointment will be decided by a vote supported by a majority of the whole membership of the Panel.

1.5 In the event of the resignation of the Chair or removal of the Chair, a new Chair will be appointed and will be drawn from amongst the Elected Members of the Panel.

1.6 In the event of the resignation of the Vice Chair or removal of the Vice Chair, a new Vice Chair will be appointed and will be drawn from amongst all the members of the Panel.

1.7 The Panel may remove the position of Chair by a vote supported by a majority of the whole membership of the Panel.

1.8 The Panel may remove the position of Vice Chair by a vote supported by a majority of the whole membership of the Panel.

1.9 The Panel will elect a person, from amongst the Elected members of the Panel, to preside at a meeting if the chair and vice chair are not present.

2.0 Meetings of the Police and Crime Panel

2.1 There shall be a minimum of four ordinary meetings of the Panel held in public in each municipal year to carry out the functions of the Panel. In addition extraordinary meetings may be called from time to time.

2.2 All panel meetings will be held in public unless there is a statutory requirement to meet in private.

2.3 The Panel shall hold an annual meeting between the 1 April, and the 30 June each year or unless otherwise provided for by statutory regulation. The first item of
business on the agenda for the annual meeting shall be the appointment of a Chair for the ensuing year.

2.4 Panel members shall receive a summons to attend a meeting of the Panel, agendas and any accompanying reports, at least three clear days before a meeting. The documents will be sent to Panel members both by first class post and by electronic mail i.e. members will receive a hard copy and a copy by email.

2.5 The documents referred to above shall be left at, or sent by post, to the usual place of residence (or other agreed address) of every member of the Panel, or by electronic mail to the email address provided by the Panel member to the host authority. Want of service of the summons on any Member of the Panel shall not affect the validity of a meeting.

2.6 All Panel agendas and reports shall be published electronically on the host authority’s website at least three clear days before a meeting.

2.7 Clear days do not include the day agendas and reports are received by panel members or the day of the meeting.

2.8 Copies of the agenda will also be sent electronically to the Office of the South Wales Police and Crime Commissioner.

2.9 An extraordinary meeting may be called by the Chair; by the majority of members of the Panel; or by the Monitoring Officer of the host authority.

2.10 The Chair shall agree the agenda for Panel meetings. Any member of the Panel shall be entitled to request an item to be placed on an agenda for a future meeting, which are relevant to the Panel’s functions, subject to the approval of the Chair.

2.11 Ordinary meetings of the Panel will:

a. Receive any declarations of interest from members
b. Approve the minutes of the last meeting
c. Consider reports from the Police and Crime Commissioner and officers and Panel members.
d. Consider matters identified within the Panel Terms of Reference, operating procedures and perform other statutory duties of the Panel.

2.12 At a meeting of the Panel at which minutes of a previous meeting are submitted for approval as a correct record, the Chair shall move that those Minutes be so approved.

2.13 No discussion shall take place upon the Minutes, except upon their accuracy, and any matter concerning their accuracy shall be raised by amendment. If no such matter is raised, or if it is raised then as soon as it is has been disposed of, the minutes shall be agreed as a true and accurate record.
3.0 Quorum

3.1 A meeting of the Police and Crime Panel cannot take place unless one third of the whole membership is present (minimum of 4 members of the Panel).

4.0 Voting

4.1 Voting will be by majority unless regulations made under the Police Reform and Social Responsibility Act require otherwise.

4.2 All Panel members may vote in proceedings of the Panel, unless they have declared a prejudicial interest in relation to the matter requiring a vote.

4.3 The Chair of the meeting will have a second or casting vote in the event of a tied vote. All other Panel members will have one vote. Voting will be by a show of hands.

4.4 Any member of the Panel can ask for the way in which they voted to be recorded in the minutes.

5.0 Work Programme

5.1 The work programme must include the functions described in the terms of reference of the Panel.

5.2 The Panel will approve an annual work programme which will take into account the Panel’s statutory duties and priorities defined by the Police and Crime Commissioner. In setting the work programme the Panel will also take into account the wishes of its members.

5.3 So far as practicable the Panel shall consult with the Office of the Police and Crime Commissioner in detailing its work programme in order to ensure the Panel is able to support and challenge the Police and Crime Commissioner.

6.0 Reports from the Police and Crime Panel

6.1 Where the Panel makes a report to the Police and Crime Commissioner, it may publish the reports or recommendations.

7.0 Police and Crime Commissioner and Officers giving account

7.1 The Panel may scrutinise and review decisions made or actions taken in connection with the Police and Crime Commissioners role. As well as reviewing documentation, in fulfilling its scrutiny role it may require the Police and Crime Commissioner and staff of the Office of the Police and Crime Commissioner to
attend before the Panel (at reasonable notice) to answer any questions which appear to the Panel to be necessary in order to carry out its functions.

7.2 Where the Police and Crime Commissioner or a staff member from the Office of the Police and Crime Commissioner is required to attend the Panel under this provision, the Chair will inform the Police and Crime Commissioner in writing giving reasonable notice. The notice will state the nature of the item on which he or she is required to attend to give account and whether any papers are required for production for the Panel. Where it is necessary to produce a report, sufficient time will be given to allow preparation of that report.

7.3 Where, in exceptional circumstances, the Police and Crime Commissioner is unable to attend on the required date, then an alternative date for attendance may be arranged following consultation with the Chair.

7.4 If the Panel requires the Police and Crime Commissioner to attend before the Panel, the Panel may (at reasonable notice) request the Chief Constable to attend before the Panel on the same occasion to answer any questions which appears to the Panel to be necessary in order for it to carry out its functions.

8.0 Attendance by others

8.1 The Panel may invite people other than those referred to above to address it, discuss issues of concern and/or answer questions. It may for example wish to hear from residents, stakeholders, or councillors who are not members of the Panel and officers in other parts of the public sector and may invite such people to attend.

9.0 Sub committees and task groups

9.1 Sub-committees or time limited task groups may be established from time to time by the Police and Crime Panel to undertake specific functions or task based work.

9.2 The work undertaken by a sub-committee or task group will be scoped and defined beforehand, together with the timeframe within which the work is to be completed and the reporting time for the outcome of the work.

9.3 A sub committee of the Panel may not co-opt additional members.

9.4 The ”special functions” (see 10 below) of the Panel may not be discharged by a sub-committee of the Panel or task group.

10.0 Carrying out ‘special functions’

10.1 Reports and recommendations made in relation to the functions outlined in the terms of reference will be carried out in accordance with the procedure outlined in paragraph 6 (reports from the Panel).
10.2 The “special functions” of a Panel may not be discharged by a committee or sub-committee or task group of the Panel. “Special functions” means the functions conferred on the Police and Crime Panel by the Police Reform and Social Responsibility Act 2011 in particular—

a. section 28(3) (scrutiny of police and crime plan);
b. section 28(4) (scrutiny of annual report);
c. paragraphs 10 and 11 of Schedule 1 (Deputy Police and Crime Commissioner, the Commissioner’s Chief Executive and the Commissioner’s Chief Finance Officer);
d. Schedule 5 (issuing precepts); and
e. Part 1 of Schedule 8 (scrutiny of appointment of chief constables).

11.0 Police and Crime Plan

11.1 The Panel is a statutory consultee on the development of the Police and Crime Commissioners Police and Crime Plan and will receive a copy of the draft Police and Crime Plan, or a draft variation to it, from the Police and Crime Commissioner.

11.2 The Panel must:

a. Hold a public meeting to review the draft Police and Crime Plan (or a variation to it), and

b. Report or make recommendations on the draft plan which the Police and Crime Commissioner must take into account.

12.0 Annual Report

12.1 The Police and Crime Commissioner must produce an annual report about the exercise of his/her functions in the financial year. The report must be sent to the Panel for consideration.

12.2 The Panel must comment upon the annual report of the Police and Crime Commissioner and for that purpose must:

a. Arrange for a public meeting of the Panel to be held as soon as practical after the Panel receives the annual report.

b. Require the Police and Crime Commissioner to attend the meeting to present the annual report and answer questions about the annual report as the members of the Panel think appropriate.

c. Make a report or recommendation on the annual report to the Police and Crime Commissioner.

13.0 Senior Appointments
13.1 The Panel has powers to review the Police and Crime Commissioners proposed appointments of the Chief Constable, the Chief Executive, Chief Finance Officer and Deputy Police and Crime Commissioner. The Panel is required to hold public confirmation hearings for these posts.

13.2 The Panel will be notified of the need for a confirmation hearing in respect of proposed senior appointments made by the Police and Crime Commissioner. This will be held at the next available meeting of the Panel unless the appointment timescales requires an earlier hearing, in which case an extraordinary meeting will be arranged.

13.3 With regards to the appointment of the Chief Constable, the Panel is required to hold a hearing within a period of three weeks from the day which the Panel receives notification from the Police and Crime Commissioner.

13.4 Confirmation hearings will be held in public, where the candidate is requested to appear for the purposes of answering questions relating to the appointment. Following the hearing, the Panel is required to review the proposed appointment and make a report to the Commissioner on the appointment.

13.5 For a confirmation hearing for the proposed appointments of the Chief Constable, in addition to the requirement to review and report, the Panel has the requirement to make a recommendation on the appointment and the power to veto the appointment.

13.6 Having considered the appointment, the Panel will be asked to either:

a. Support the appointment without qualification or comment.
b. Support the appointment with associated recommendations, or
c. Veto the appointment of the Chief Constable (by the required majority of at least two thirds of the persons who are members of the Panel at the time when the decision is made vote in favour of making that decision)

13.7 If the Panel vetoes the appointment of the candidate, the report must include a statement that the Panel has vetoed the appointment with reasons.

14.0 Reserve Chief Constable Candidate

14.1 If the Panel vetoes the appointment of the Chief Constable pursuant to paragraph 13.6.c above the Police and Crime Commissioner shall propose another person for appointment as Chief Constable and shall notify the Panel in accordance with regulation 9(2) of the Police and Crime Panels (Precepts and Chief Constable Appointments) Regulations 2012.

15.0 Panel’s consideration of the reserve Chief Constable candidate

15.1 Within the period of three weeks beginning with the day on which the panel receives notification under paragraph 14.1 the panel shall—
a. review the proposed appointment; and  
b. make a report to the police and crime commissioner on the proposed appointment.

15.2 Before making a report under paragraph 15.1(b), the panel must hold a confirmation hearing.

15.3 The report made under paragraph 15.1(b) must include a recommendation to the police and crime commissioner as to whether or not the reserve candidate should be appointed.

15.4 The panel must publish the report made under paragraph 15.1(b).

15.5 In calculating the period of three weeks for the purpose of paragraph 15.1, any relevant postelection period within the meaning of paragraph 4(10) of Schedule 8 of the Police Reform and Social responsibility Act 2011 is to be ignored.

15.6 On receiving the report under paragraph 15.1(b) the Police and Crime Commissioner shall have regard to the report and notify the Panel of his decision as to whether or not he accepts or rejects the recommendation.

16.0 **Appointment of an Acting Police and Crime Commissioner**

16.1 The Panel must appoint a person to act as Police and Crime Commissioner if:

a. No person holds the office of the Police and Crime Commissioner  
b. The Police and Crime Commissioner is incapacitated, or  
c. The Police and Crime Commissioner is suspended

16.2 The Panel may appoint a person as acting Police and Crime Commissioner only if the person is a member of the Police and Crime Commissioners staff at the time of appointment.

16.3 In appointing a person as acting Commissioner in a case where the Police and Crime Commissioner is incapacitated, the Panel must have regard to any representations made to the Commissioner in relation to the appointment.

16.4 The appointment of an acting commissioner ceases to have effect upon the occurrence of the earliest of these events:

a. The election of a person as Police and Crime Commissioner  
b. The termination by the Police and Crime Panel, or by the acting Commissioner of the appointment of acting Commissioner  
c. In a case where the acting Commissioner is appointed because the Police and Crime Commissioner is incapacitated, the Commissioner ceasing to be incapacitated, or
d. In a case where the acting Commissioner is appointed because the Police and Crime Commissioner is suspended, the Commissioner ceasing to be suspended

17.0 Proposed Precept

17.1 The Police and Crime Commissioner will notify the Panel of the precept which the Commissioner is proposing to issue for the financial year by the 1st February of the relevant financial year. The Panel must review the proposed precept and make a report including recommendations by the 8th February of the relevant financial year.

17.2 Having considered the precept, the Panel will either:

a. Support the precept without qualification or comment
b. Support the precept and make recommendations, or
c. Veto the proposed precept (by the required majority of at least two thirds of the persons who are members of the Panel at the time when the decision is made)

17.3 If the Panel vetoes the proposed precept, the report to the Commissioner must include a statement that the Panel has vetoed the proposed precept with reasons. The Panel will require a response to the report and any such recommendations by the 15th February of the relevant financial year.

17.4 Where the panel exercises the power to veto the precept but fails to report in accordance with paragraph 17.1, the end of the scrutiny process is reached and, not withstanding the veto, the police and crime commissioner may issue the proposed precept for the financial year.

17.5 The Police and Crime Commissioner shall, in the response referred to in 17.3 notify the Panel of the precept he now proposes to issue (“the revised precept”)

17.6 Where the Panel’s report under paragraph 17.1 –

a. indicates that the Panel vetoes the proposed precept because it is too high, the revised precept shall be lower than the proposed precept;
b. indicates that the Panel vetoes the proposed precept because it is too low, the revised precept shall be higher than the proposed precept.

18.0 Revised precept.

18.1 On receiving a response containing notification of a revised precept pursuant to paragraph 17.5 the panel shall, by 22nd February of the relevant financial year—

a. review the revised precept; and
b. make a report to the police and crime commissioner on the revised precept (“the second report”).
18.2 The second report may—

a. indicate whether the panel accepts or rejects the revised precept (but rejection does not prevent the police and crime commissioner from issuing the revised precept as the precept for the financial year); and

b. make recommendations, including recommendations as to the precept that should be issued for the financial year.

18.3 Where the panel fails to act in accordance with paragraph 18.1, the end of the scrutiny process is reached and the police and crime commissioner may issue the revised precept as the precept for the financial year.

19.0 The Police and Crime Commissioner's consideration of the second report

19.1 On receiving the panel’s second report the police and crime commissioner shall, by 1st March of the relevant financial year—

a. have regard to the second report (including any recommendations in the report);

b. give the panel a response to the second report (and any such recommendations); and publish the response.

20.0 Issuing the precept

20.1 In a case other than one to which paragraph 17.4 or 18.3 applies, the end of the scrutiny process is reached when the police and crime commissioner gives the panel the response mentioned in paragraph 19.1 b.

20.2 The police and crime commissioner may then issue a revised or a different precept as the precept for the financial year pursuant to regulation 8 (2) and (3) of the Police and Crime Panels (Precepts and Chief Constable Appointments) Regulations 2012

21.0 Complaints

21.1 Criminal and non-criminal complaints in relation to the Police and Crime Commissioner or other office holders should be dealt with in accordance with the Act and the Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012.

21.2 Complaints by members of the public will be submitted to the Host Authority who will draw the complaint to the attention of the Chair of the Panel and the Monitoring Officer of the host authority.

21.3 Allegations which are criminal in nature will be submitted to the Independent Police Complaints Commission (IPCC) for consideration.
21.4 Non-criminal complaints will be managed by the Chair of the Panel in consultation with the Monitoring Officer of the host authority.

21.5 Non-criminal complaints in relation to the Police and Crime Commissioner can be considered by the Panel through a hearing. The Panel can examine this through a sub-committee following the procedure set out in paragraph 9.

21.6 The Panel may forward / refer complaints, if they are deemed appropriate for local resolution, to the Chief Executive of the Office for the Police and Crime Commissioner.

21.7 On behalf of the Police and Crime Commissioner, the Chief Executive of the Office for the Police and Crime Commissioner will provide the Chair of the Panel with a summary of the activities undertaken in a timely manner.

21.8 Information about the submission of complaints in relation to the Police and Crime Commissioner will be published on the Police and Crime Commissioners website and the website of the host authority.

22.0 Suspension of the Police and Crime Commissioner

22.1 A Panel may suspend the Police and Crime Commissioner if it appears to the Panel that:

a. The commissioner has been charged in the United Kingdom, the Channel Islands or the Isle of Man with an offence, and
b. The offence is one which carries a maximum term of imprisonment exceeding two years.

22.2 The suspension of the Police and Crime Commissioner ceases to have effect upon the occurrence of the earliest of these events:

a. The charge being dropped
b. The Police and Crime Commissioner being acquitted of the offence
c. The Police and Crime Commissioner being convicted of the offence but not being disqualified under section 66 of the Police Reform and Social Responsibility Act by virtue of the conviction, or
d. The termination of the suspension by the Police and Crime Panel

22.3 In this section references to an offence which carries a maximum term of imprisonment exceeding two years are references to:

a. An offence which carries such a maximum term in the case of a person who has attained the age of 18 years, or
b. An offence for which, in the case of such a person, the sentence is fixed by law as life imprisonment

23.0 Suspension or removal of the Chief Constable
23.1 The Panel will receive notification if the Police and Crime Commissioner suspends the Chief constable.

23.2 The Police and Crime Commissioner must also notify the Panel in writing of his/her proposal to call upon the Chief Constable to retire or resign together with a copy of the reasons given to the Chief Constable in relation to that proposal.

23.3 The Police and Crime Commissioner must provide the Panel with a copy of any representations from the Chief Constable about the proposal to call for his/her resignation or retirement.

23.4 If the Police and Crime Commissioner is still proposing to call upon the Chief Constable to resign, she/he must notify the Panel accordingly (the ‘further notification’).

23.5 Within six weeks from the date of receiving the further notification the Panel must make a recommendation in writing to the Police and Crime Commissioner as to whether he/she should call for the retirement or resignation. Before making any recommendation the Panel may consult their Chief Inspector of Constabulary, and must hold a scrutiny hearing.

23.6 The scrutiny hearing which must be held by the Panel is a Panel meeting in private to which the Police and Crime Commissioner and Chief Constable are entitled to attend to make representation in relation to the proposal to call upon the Chief Constable to retire or resign. Appearance at the scrutiny hearing can be by attending in person or by participating by telephone or video link.

23.7 The Panel must publish the recommendation it makes on the website of the Host Authority and on the website of the Police and Crime Commissioner.

23.8 The Police and Crime Commissioner may not call upon the Chief Constable to retire or resign until the end of the scrutiny process which will occur:

a. At the end of six weeks from the Panel having received notification if the Panel has not by then given the Police and Crime Commissioner a recommendation as to whether or not he/she should call for the retirement or resignation, or

b. The Police and Crime Commissioner notifies the Panel of a decision about whether he/she accepts the Panels recommendations in relation to resignation or retirement.

23.9 The Police and Crime Commissioner must consider the Panels recommendation and may accept or reject it, notifying the Panel accordingly.

23.10 In calculating the six week period, the post election period is ignored.

24.0 Public Participation
24.1 Members of the public are able to ask questions or make a statement in relation to the responsibilities and functions of the Panel at each meeting. A maximum of 30 minutes will be allocated to this at the start of each meeting, and each question or statement should last no longer than 3 minutes.

24.2 Questions must be put in writing to the Monitoring Officer at the host Authority no later than 10 clear working days before the meeting, to allow a response to be formulated, and are limited to a maximum of 2 per person / organisation. A response will be given as either a direct oral answer or a written reply.

24.3 The questioner is able to ask one supplementary question after receiving a response. There is usually no debate on questions; however this is at the Chair’s discretion.

24.4 Statements must be given in writing and can be received up to 10 minutes before the start of the meeting.

24.5 Members of the public and duly accredited representatives of the media shall be permitted to attend meetings of the Panel or a subcommittee.

24.6 Disturbances by members of the Public. If a member of the public interrupts or disrupts the proceedings at any meeting the Chair shall warn him/her. If he/she continues the interruption or disruption, the Chair shall order his/her removal from the meeting. In case of general disturbance or disruption in any part of the meeting place open to the public, the Chair shall order that part to be cleared and may adjourn or suspend the meeting at the Chair’s own discretion.

25.0 Promotion of the Panel.

25.1 The Panel shall be promoted through a dedicated web-page within the website of the host authority (with appropriate links to other relevant websites) including information about the role and work of the Panel, Panel Membership, all non-confidential Panel and sub-committee meeting papers, and other publications;

25.2 Support and guidance including training and specialist expertise as necessary shall be arranged for the Panel members in support of the functions of the Panel. This shall be organised by the host authority as and when appropriate.

26.0 Validity of Meetings

26.1 The validity of the proceedings of the Panel shall not be affected by a vacancy in the Membership of the Panel or a defect in appointment (s).

26.2 The conduct of the Panel and the content of these arrangements shall be subject to the legislative provisions in the Police Reform and Social Responsibility Act 2011, and any Regulations made in accordance with that Act, and in the event of any conflict between the Act or Regulations, and these arrangements, the requirements of the legislation will prevail.

Adopted by the South Wales Police and Crime Panel on the DATE 2012
**‘Definitions’**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘Police and Crime Commissioner’</td>
<td>‘the Commissioner’</td>
</tr>
<tr>
<td>‘Police and Crime Panel’ or “South Wales Police and crime Panel”</td>
<td>‘the Panel’</td>
</tr>
<tr>
<td>‘Police and Crime Plan’</td>
<td>‘the Plan’</td>
</tr>
<tr>
<td>Chief Constable</td>
<td></td>
</tr>
<tr>
<td>Office of the Police and Crime Commissioner</td>
<td></td>
</tr>
<tr>
<td>‘Free-standing public body’</td>
<td></td>
</tr>
<tr>
<td>‘Co-opted Member’</td>
<td></td>
</tr>
<tr>
<td>‘Elected Members’</td>
<td></td>
</tr>
<tr>
<td>‘Chair’</td>
<td>‘Chair of the Panel’</td>
</tr>
<tr>
<td>‘Police Reform and Social Responsibility Act 2011’</td>
<td>‘the Act’</td>
</tr>
</tbody>
</table>
This page is intentionally left blank
REPORT TO
THE SHADOW SOUTH WALES POLICE AND CRIME PANEL

24th September, 2012

RECRUITMENT OF INDEPENDENT CO-OPTED MEMBERS

Purpose of the Report

To agree the selection criteria for the appointment of the two independent co-opted Members to the Panel, and to agree the advertising arrangements.

1.0 Introduction / Background

1.1 The Panel is required to appoint two independent co-opted members (non-councillor). Independent co-optees are full voting members of the Panel, and therefore have the same responsibilities and duties, and access to the same level of support as Elected Members on the Panel.

1.2 In making these co-options The Police Reform and Social Responsibility Act 2011 requires that the Panel must ensure the overall Panel membership meets the balanced objective in skills, knowledge and experience necessary to discharge its functions effectively.

1.3 A Panel that meets the balanced appointment objective would have a membership which, when considered collectively, would be geographically and politically representative, and crucially would include the necessary experience, knowledge and skills to be effective.

2. Draft Application Pack

2.1 Material to support the recruitment process has been drafted and is attached as appendices to this report.

- Appendix I - Advert
- Appendix II - Letter to potential applicants
- Appendix III - Background to post
- Appendix IV - Eligibility criteria for Independent Co-opted members
- Appendix V - Person specification for panel members
- Appendix VI - Role and responsibilities of co-opted members
- Appendix VII - Application form
3.0 Recruitment timetable

3.1 The following timetable is proposed:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>24th September</td>
<td>Panel considers the recruitment process, advert, application pack and appoints Interview Panel</td>
</tr>
<tr>
<td>By the w/e 5th October</td>
<td>Advertise for applicants (two week advertising period)</td>
</tr>
<tr>
<td>By the 19th October</td>
<td>Closing date for applications</td>
</tr>
<tr>
<td>By the w/e 7th November</td>
<td>“Shortlisting and Interview Panel” - shortlists and interviews applicants.</td>
</tr>
<tr>
<td>15 November</td>
<td>Election of Police and Crime Commissioner</td>
</tr>
<tr>
<td>w/c 18th November</td>
<td>Panel meets and appointments made</td>
</tr>
<tr>
<td>22 November</td>
<td>Police and Crime Commissioner takes office; Panel takes on its full role</td>
</tr>
<tr>
<td>Date TBC</td>
<td>Induction seminar on role and responsibilities of members (once Independent Co-opted Members appointed)</td>
</tr>
</tbody>
</table>

4.0 Advertising

4.1 The appointment timetable set out above and the panel arrangements allows for a two week advertising campaign.

4.2 To reflect the geographical area that the Panel represents, as far as practical, adverts shall be placed through mediums which have equality of access for residents within South Wales Police force area. The Panel will not ‘target’ areas within the force area for recruitment purposes, but treat the whole area with parity.

4.3 Each of the seven local authorities represented on the South Wales Police and Crime Panel will be asked to promote the advert on their website. The South Wales Police Authority will be requested to do the same.

5.0 Selection and Interview.

5.1 Local Government Association Guidance suggests that short-listing, interviewing and selection of the independent co-optees may be delegated to a selection panel or sub-committee of the Police and Crime Panel. It suggests this might consist of the Panel Chair and perhaps two other Members, working to a clear framework ideally agreed by the whole panel.

5.2 As per the panel arrangements, applications will be considered by the Chairman, Vice Chairman and one other member (i.e. the Shortlisting
and Interview Panel) against an agreed eligibility criteria and shortlisted accordingly.

6.0 Shortlisting and Assessing Candidates

6.1 Schedule 6 of The Police Reform and Social Responsibility Act 2011 makes detailed provisions on panel composition and places a duty to produce a ‘balanced’ panel.

6.2 The two independent co-optees are intended primarily as a way of meeting this balanced appointment objective by securing any additional skills, knowledge and experience the Panel needs to discharge its functions.

6.3 Following interviews with the shortlisted candidates, the Shortlisting and Interview Panel will make a recommendation about the appointments to the PCP.

7.0 Recommendations that

7.1 The attached advert, Appendix 1, is deemed a suitable advert for recruitment of the independent co opted members.

7.2 The attached ‘Appendices 3-6’ are deemed a suitable framework on which to base the initial selection of independent members for short listing and interview.

7.3 Subject to recommendations 7.1 and 7.2 being agreed, the host authority, in liaison with the Shortlisting and Interview Panel, progress the arrangements for the appointment of Independent Members.

Simon Jones
Senior Solicitor,
Merthyr Tydfil County Borough Council
Appendix I – Advert

DRAFT
Advertisement for two Independent Co-opted Members of the South Wales Police and Crime Panel

The South Wales Police and Crime Panel is looking for two enthusiastic and strategically minded people to serve as independent co-opted members on the Panel.

On 15th November 2012, the people of England and Wales will be voting for a Police and Crime Commissioner, who will be accountable for how crime is tackled in their police force area. Each Commissioner will hold their chief constable and the police force to account, effectively making the police answerable to the communities they serve.

Each police force area will also have a Police and Crime Panel, to provide support and to scrutinise the performance of the Commissioner, to ensure transparency, and to provide checks and balances in relation to the performance of the Commissioner. The Commissioner will be required to consult with the Police and Crime Panel on such matters as their plans and budget for policing, as well as the level of council tax and the appointment of the Chief Constable.

The South Wales Police and Crime Panel will comprise ten Councillors, drawn from each of the seven local authorities within the region, and two independent co-opted members. Independent co-opted members, through their knowledge and experience, will augment the Panel’s ability to hold the Commissioner to account.

Applicants should live within the South Wales Police force area i.e. within the local authority areas of Bridgend County Borough Council; Cardiff Council; Merthyr Tydfil County Borough Council; Neath Port Talbot County Borough Council; Rhondda Cynon Taf County Borough Council; the City and County of Swansea; and the Vale of Glamorgan Council.

There is no salary or allowance for the role, but reasonable travel expenses will be reimbursed.

The deadline for applications is Friday 19th October. Interviews for shortlisted candidates will likely be conducted shortly thereafter.

To obtain an application pack, or for further information about the South Wales Police and Crime Panel contact Simon Jones (01685) 725201 (email simon.jones@merthyr.gov.uk) or Howard Jones (01685) 725464 (howard.jones@merthyr.gov.uk) at Merthyr Tydfil County Council.
Dear Applicant,

Thank you for your interest in becoming an independent co-opted member of the South Wales Police and Crime Panel.

The Panel will be part of the new governance and accountability arrangements for policing in the South Wales Police Force area. The Panel's role will be to maintain a regular check and balance on the performance of the directly elected Police and Crime Commissioner (to be elected on 15 November 2012).

The Panel is looking for two enthusiastic and strategically minded people to serve as independent co-opted members from November 2012 until 31st October 2016. This is an exciting opportunity to be involved from the start of new and very different arrangements.

The role of a 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 approximately four to six meetings a year, plus any induction or training events. Meetings will generally be held during normal office hours at Merthyr Tydfil County Borough Council offices.

There is no salary or allowance for the role, but reasonable travel expenses will be reimbursed. All Panel members will receive induction and other appropriate training.

Further information is attached:

- Background to post
- Eligibility criteria
- Person specification for panel members
- Role and responsibilities of independent co-opted members
- Application form

The closing date for applications is 19th October 2012, after which the shortlisting and interview panel will consider and assess all applications received. It is expected that shortlisted candidates will be invited for interview which will take place shortly after the closing date for applications. Formal appointments will be made by the South Wales Police and Crime Panel, following recommendations from the shortlisting and interview panel.

You will note that the application form asks for details of two referees. We intend to take up references for shortlisted candidates, prior to interview. If you would not wish us to contact your referees at that stage then please indicate with your application. Any appointment will be subject to satisfactory references and a Criminal Records Bureau (CRB) check.

If you wish to discuss any aspect in more detail please contact Simon Jones, Senior Solicitor, Merthyr Tydfil County Borough Council, on 01685 725201.
Background Information
Police and Crime Panels are part of the new police governance arrangements brought about by the Police Reform and Social Responsibility Act 2011. This Act abolishes the current Police Authorities and puts in its place in each police area the following:

An elected Police and Crime Commissioner, who will be chosen by voters on November 15th 2012.

A Police and Crime Panel, which will hold to account the Police and Crime Commissioner.

The Police and Crime Commissioner
The Police and Crime Commissioner (PCC) will be publicly accountable for the strategic direction, delivery and performance of the police service in the South Wales Police force area. They will:

- Appoint and, if necessary, dismiss the Chief Constable, who will be accountable to the PCC
- Set policing priorities and produce an annual plan;
- Set the annual police budget and council tax precept;
- Publish an annual report and accounts;
- Consult with and involve the public

For more information about Police and Crime Commissioners please go to:

http://www.local.gov.uk/pcc  (Local Government Association)
http://www.homeoffice.gov.uk/police/police-crime-commissioners/  (Home Office)

The Police and Crime Panel
Police and Crime Panels will support and will scrutinise and maintain a regular check and balance on the performance and activities of the Commissioner. It will have the power to request reports and call the Police and Crime Commissioner to attend its meetings.

Its activities will include:

- Scrutinising the PCC’s proposed council tax precept for policing, with the power to veto if the Panel considers necessary. Scrutinising the PCC’s proposed appointment of a Chief Constable, with the power to veto if the Panel considers necessary.
Reviewing the police and crime plan and annual report;

The Panel will not have the same role as the Police Authority. It will scrutinise the actions and decisions of the PCC, not the performance of the police force.

**The South Wales Police and Crime Panel - Who will be on the Panel?**

The South Wales Police and Crime Panel will be composed of Councillors from all local authorities in the South Wales police area, plus 2 independent co-opted members.

The Local Authorities are:

- Bridgend County Borough Council (1) Member
- Cardiff Council; Merthyr Tydfil County Borough Council (2) Members
- Merthyr Tydfil County Borough Council (1) Member
- Neath Port Talbot County Borough Council (1) Member
- Rhondda Cynon Taf County Borough Council (2) Members
- City and County of Swansea (2) Members
- Vale of Glamorgan Council (1) Member

Police and Crime Panels should be geographically and politically proportionate to the area as a whole, as far as is practicable.

For more information about Police and Crime Panels please go to:

http://www.local.gov.uk/web/guest/pcc/-/journal_content/56/10171/3530319/ARTICLE-TEMPLATE
(Local Government Association)

(Home Office)

http://www.southwalespoliceauthority.org.uk/
South Wales Police Authority

**The South Wales Police and Crime Panel - When will the Panel be in place?**

The South Wales Police and Crime Panel (as with other Police and Crime Panels) will become fully operational in November 2012 but will have met in a ‘shadow’ during September 2012 to start preparing for their work.

The South Wales Police and Crime Panel will be supported and serviced by Merthyr Tydfil County Borough Council, as the “host authority”.

Page 39
Eligibility criteria for independent co-opted panel members

The following cannot be considered for a position on the Panel:

- Anyone under 18 years old.
- The Police and Crime Commissioner or a member of their staff.
- MPs.
- Members of the National Assembly for Wales or the Scottish Parliament.
- Members of the European Parliament.
- Police officers¹
- A member of the civilian staff of the South Wales Police force
- Persons who do not live in the police force area.
- Civil servants engaged in political activity.

Please also note:

Independent non-councillor co-optees (either those required and any optional independent co-optees added later) must not be local authority councillors.

¹ Police officers are not covered by the restrictions on membership of the panel in Section 22 in Schedule 6. Also police officers do not fall within Section 22 (a) as members of staff of the PCC as this category covers people appointed under Section 6 of Schedule 1. However, under section 1(2)(a) of Schedule 1 to the Police Regulations 2003 (S.I. 2003/527) a member of a police force may not “take any active part in politics”. The Home Office would regard co-option to a panel, for the purpose of scrutinising an elected PCC, as taking an active part in politics, and accordingly as being prohibited for police officers.
DRAFT

Person specification for panel members

The assessors will consider applicants against the following criteria when shortlisting / interviewing:

Abilities/skills

As well as being of good character, candidates will need to possess most, if not all, of the following competencies:

<table>
<thead>
<tr>
<th>The ability to think strategically</th>
<th>To have breadth of vision, to rise above detail, and to see problems and issues from an area-wide, forward-looking perspective and to make appropriate linkages</th>
</tr>
</thead>
<tbody>
<tr>
<td>The ability to make good judgements:</td>
<td>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.</td>
</tr>
<tr>
<td>The ability to be supportive</td>
<td>To be able to build and maintain a supportive and co-operative working relationship the PCC and the other members of the panel in delivering their duties</td>
</tr>
<tr>
<td>The ability to scrutinise and challenge</td>
<td>To be able to rigorously scrutinise and challenge constructively without becoming confrontational, using appropriate data, evidence and resources</td>
</tr>
<tr>
<td>The ability to be analytical</td>
<td>To interpret and question complex written material, including financial and statistical information and other data such as performance measures and identify the salient points</td>
</tr>
<tr>
<td>The ability to communicate effectively</td>
<td>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</td>
</tr>
<tr>
<td>The ability to be open to change</td>
<td>To be able to challenge accepted views constructively without becoming confrontational, and to recognise and respond positively to the need for change</td>
</tr>
</tbody>
</table>
Personal skills and qualities

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

It is also important that candidates are able to commit to good practice in equalities and diversity:

Has knowledge and demonstrates understanding of equality and diversity issues (across the areas covered in the Equality Act 2010 i.e. gender, race, disability, age, sexual orientation, religion/belief, transgender, pregnancy and maternity and marriage/civil partnership).

- Equipped to consider and assess the impact of the Police Commissioner's policies, decisions and budgets on equalities groups and diverse communities.
- Able to contribute to policy-making and scrutiny activity that takes account of equalities issues and is in line with the requirements of the Equality Act 2010.
- Equipped to engage with and understand the perspectives and experiences of people from diverse communities, particularly those disproportionately affected by crime and policing.

It would be desirable for candidates to have an interest in or experience of

- Policing issues and current affairs, in respect of the ways in which they affect people locally.
- Challenging and combating institutional discrimination.
- Engaging with and representing local people and/or specialists within their field of expertise.
- Working with other people on issues of mutual interest over a period of time (for example voluntary work or campaigning).
- Situations requiring collaboration and compromise to achieve positive shared outcomes.

**Other requirements and considerations**

Candidates must be able to attend weekday daytime meetings (Monday to Friday any time between 9am to 5pm) at the Host Authority (Merthyr Tydfil County Borough Council) approximately 4 to 6 times a year, as well as attend any appropriate training sessions.

Candidates should have the time, energy and commitment to prepare for and attend regular meetings.

Candidates should have a willingness to learn and to proactively inform themselves about issues under discussion.

**Note:** Candidates must be eligible for the role (see eligibility criteria separately listed in this job information pack).

Any of the following may provide the skills and experience Panel members will need:
- Voluntary or paid work and experience with **victim support groups**.
- Involvement in 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 parish and town council involvement.
- Work with the **criminal justice system**.
- **Youth work** and youth justice work.
- Work as a **magistrate**.
- Managing a **business**.
- **Community leadership or activism** in the area of community safety.
- Experience with the voluntary and community sector generally.
- **Fire and rescue** services.
- Experience in the education sector.
- Experience of drug and alcohol issues.
- Experience of domestic violence and abuse work.
- Relevant current academic experience in policing and crime and antisocial behaviour issues.
- Work with the probation service and links to the Probation Association, or other relevant knowledge or experience in this area.
- **Personal experience** of the criminal justice system, ex offenders.
- Experience of challenge and scrutiny from other fields, including participation in local authority scrutiny.
Roles and responsibilities of independent co-optees on the panel

Independent co-optees are full voting members of the Panel. They will be treated equally with the elected members (Councillors) and have the same responsibilities and duties. Co-optees 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:

- Support and to scrutinise the work of the Police and Crime Commissioner to ensure that they are discharging their functions effectively
- ensure that there is an effective independent challenge to the Police and Crime Commissioner and that this challenge is constructive to support the Commissioner in carrying out their role
- act as a non-party-political voice for those who live and/or work in the South Wales Police force area
- contribute any specialist knowledge, skills, experience and expertise they may have to the work of the panel.

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

- attend all formal meetings of the panel (approximately 4 to 6 per year)
- attend any necessary training and development sessions
- establish good relations with other Panel members, officers supporting or attending the Panel
- attend additional meetings for example sub committees, 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 police and crime commissioner and other expert witnesses
- listen carefully at the meetings, ask questions in a way which is non-judgmental, and help the panel to make practical suggestions for improvements in services
- observe confidentiality
- 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.
- abide by the panel arrangements and rules of procedure which set out how the police and crime panel will operate in the South Wales Police force 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 South Wales Police force area.

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

**Nolan principles**

**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.

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

APPLICATION FORM

FOR

INDEPENDENT CO-OPTED MEMBER

OF THE

SOUTH WALES POLICE AND CRIME PANEL

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

Please return this completed application form to the:-

South Wales Police and Crime Panel,
c/o Democratic Services Department,
Merthyr Tydfil County Borough Council,
Civic Centre,
Merthyr Tydfil,
CF47 8AN

by 19\textsuperscript{th} October 2012
GUIDANCE NOTES FOR THE COMPLETION OF THE APPLICATION FORM

The guidance notes below aim to help you complete the application form. The Selection Panel is not looking for pages of response, but relevant information about you and your interest in this position. You may use additional sheets if necessary. These must be securely attached to your submission.

Section 1

All parts of this section are self-explanatory. You are reminded that applicants for the independent co-opted member roles must not be:

- An Elected Member of a local authority within the South Wales Police force area.
- Anyone under 18 years old.
- The South Wales Police and Crime Commissioner or a member of their staff.
- MPs.
- Members of the National Assembly for Wales or the Scottish Parliament.
- Members of the European Parliament.
- Police officers
- A member of the civilian staff of the South Wales Police force
- Persons who do not live in the police force area.
- Civil servants engaged in political activity.

Section 2

In completing Section 2, please provide details of your current and previous employment to provide the Selection Panel with information of your background. Details of any involvement in local community activities should also be included, stating the length of time you have been involved with these.

Section 3

This is a very important section as it outlines the key competencies required. In completing each of the questions, it is important to include examples to demonstrate how you meet the competencies. These can relate to experience gained through work, involvement in the community, voluntary work, or with family and friends.

Section 4

In completing Section 4, you should ensure that the following issues are addressed and where possible you should use examples to demonstrate your commitment.

- Explain why you want to become a Co-opted Member of the South Wales Police and Crime Panel.
• What differences you could make if appointed as a Co-opted Member.

Section 5
The information contained within this section will ensure that any reasonable adjustments you may require as a result of any disability are made during the appointment process or in your role as a co-opted member of the South Wales Police and Crime Panel.

Section 6 – 7
These sections are self-explanatory.

Equality monitoring questions
Attached is also a form asking equality monitoring questions. The information in the form 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. By answering the questions you will help us to make sure that our recruitment is fair and accessible to everyone.
**SECTION 1**

**PERSONAL DETAILS**

<table>
<thead>
<tr>
<th><strong>Title (Mr, Mrs, Dr, etc):</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name in Full:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Please give any other names by which you have been known:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Permanent / Main Home Address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>How long have you lived at this address?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>If less than five years at the above address, please provide details of your previous address(es):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Daytime Telephone no.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Evening Telephone no.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Mobile no.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Email address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date of Birth:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Place of Birth:</strong></td>
<td></td>
</tr>
</tbody>
</table>
SECTION 2

PERSONAL HISTORY

Current Occupation (if any) and start date:

Please provide details of part-time and full-time employment as well as any voluntary work, career breaks or work you do, or have done, in the local community.

<table>
<thead>
<tr>
<th>Name of employer/appointing body*</th>
<th>Dates position held (from/to)</th>
<th>Positions held and nature of responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continue on a separate sheet if necessary.
Please provide details of any involvement in voluntary or local community activities not mentioned previously.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Date obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**SECTION 3**

**KEY COMPETENCIES**

Please provide examples to demonstrate how you meet the following competencies, which will be considered by the Panel when reviewing your application. (Candidates will need to possess most, if not all, of the following competencies).

<table>
<thead>
<tr>
<th>1. The ability to think strategically</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. The ability to make good judgements</td>
<td>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.</td>
</tr>
<tr>
<td>3. The ability to be open to change</td>
<td>To be able to challenge accepted views constructively without becoming confrontational, and to recognise and respond positively to the need for change.</td>
</tr>
</tbody>
</table>
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 be supportive.** To be able to build and maintain a supportive and co-operative working relationship the PCC and the other members of the panel in delivering their duties.
### 7. 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 provide examples to demonstrate the extent to which you possess the following personal skills and qualities, which will be considered by the Panel when reviewing your application:

<table>
<thead>
<tr>
<th>1. Team working</th>
<th>The ability to play an effective role in meetings through listening, persuading and showing respect for the views of others.</th>
</tr>
</thead>
</table>

| 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. 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.

SECTION 4

WHY DO YOU WANT TO BE A CO-OPTED MEMBER OF THE SOUTH WALES POLICE AND CRIME PANEL?

Please state why you are interested in becoming a Co-opted Member of South Wales Police and Crime Panel.
**SECTION 5**

**DISABILITY**

If you consider yourself to be disabled and/or feel you would benefit from reasonable adjustments being made to help you in the interview process or in your role, please outline these below. For example, materials provided in large print, hearing loop system at meetings, etc.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Telephone no:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Known:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 6**

**REFERENCES**

Please provide details of two people, not related to you, who have agreed to be contacted by us about your application. It would be helpful your referees were familiar with either your work and/or voluntary/community activities.

**REFEREE 1**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Telephone no:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Known:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REFEREE 2**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Telephone no:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Known:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION 7
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 South Wales Police and Crime Panel into disrepute, or call into question your integrity, authority or standing as an Independent Person? If yes, please give details.

The successful candidates will be subject to a Criminal Records Bureau check.

Please tick either Yes or No below

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

If yes, please give details (this may not affect the success of your application).

………………………………………………………………………………………………………….
………………………………………………………………………………………………………….
………………………………………………………………………………………………………….
………………………………………………………………………………………………………….

PLEASE SIGN AND DATE THIS FORM

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

<table>
<thead>
<tr>
<th>Signed</th>
<th>Date</th>
</tr>
</thead>
</table>

SECTION 8

WHAT TO DO NOW

Please return this completed application form to the:-

South Wales Police and Crime Panel,
c/o Democratic Services Department,
Merthyr Tydfil County Borough Council,
Civic Centre,
Castle Street,
Merthyr Tydfil,
CF47 8AN
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. By answering the questions you will help us to make sure that our recruitment is fair and accessible to everyone.

<table>
<thead>
<tr>
<th>Gender</th>
<th>What is your gender?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Male</td>
</tr>
<tr>
<td></td>
<td>□ Female</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Age</th>
<th>Which age category are you in?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 18-19</td>
<td>□ 20-29</td>
</tr>
<tr>
<td>□ 50-64</td>
<td>□ 65-74</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disability</th>
<th>Do you consider yourself to be a disabled person or to have a long-term, limiting condition?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes</td>
<td>□ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>What is your ethnic group? Please choose one section from A – E, and then tick one box to best describe your ethnic group or background.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>□ English/Welsh/Scottish/Northern Irish/British</td>
</tr>
<tr>
<td></td>
<td>□ Irish</td>
</tr>
<tr>
<td></td>
<td>□ Gypsy or Irish Traveller</td>
</tr>
<tr>
<td></td>
<td>□ Any other White background (please write in)</td>
</tr>
<tr>
<td>B</td>
<td>Mixed/multiple ethnic groups</td>
</tr>
<tr>
<td></td>
<td>□ White and Black Caribbean</td>
</tr>
<tr>
<td></td>
<td>□ White and Black African</td>
</tr>
<tr>
<td></td>
<td>□ White and Asian</td>
</tr>
<tr>
<td></td>
<td>□ Any other Mixed/multiple ethnic background (please write in)</td>
</tr>
<tr>
<td>C</td>
<td>Asian</td>
</tr>
<tr>
<td></td>
<td>□ Pakistani</td>
</tr>
<tr>
<td></td>
<td>□ Bangladeshi</td>
</tr>
<tr>
<td></td>
<td>□ Indian</td>
</tr>
<tr>
<td></td>
<td>□ Chinese</td>
</tr>
<tr>
<td></td>
<td>□ Any other Asian background, (please write in)</td>
</tr>
<tr>
<td>D</td>
<td>Black / African/ Caribbean / Black British</td>
</tr>
<tr>
<td></td>
<td>□ African</td>
</tr>
<tr>
<td></td>
<td>□ Caribbean</td>
</tr>
<tr>
<td></td>
<td>□ Any other Black/African/Caribbean background (please write in)</td>
</tr>
<tr>
<td>E</td>
<td>Other ethnic group</td>
</tr>
<tr>
<td></td>
<td>□ Arab</td>
</tr>
<tr>
<td></td>
<td>□ Any other ethnic group (please write in)</td>
</tr>
</tbody>
</table>

Page 60
This page is intentionally left blank
REPORT TO
THE SHADOW SOUTH WALES POLICE AND CRIME PANEL

24th September 2012

Future Work Programme and Induction and Training & Development needs of the Panel

Purpose of the Report:
To provide information on the development of the Panel's work programme and the development needs of the Panel.

1.0 Introduction / Background

1.1 The police and crime panel will be responsible for setting its own work programme taking into account the priorities defined by the Police and Crime Commissioner and also delivering its responsibilities within the context of its terms of reference. In setting the work programme the police and crime panel will also take into account the wishes of its members.

1.2 A work programme will also enable the South Wales Police and Crime Panel to plan and focus on how it will effectively provide challenge to the Police and Crime Commissioner (PCC).

1.3 The Panel can establish sub committees and task groups to undertake focussed enquiry / review on issues it deems necessary in line with its remit.

1.4 The election of the PCC is to take place on 15th November 2012 and the Commissioner will formally take office on Thursday 22nd November 2012. One of the first tasks of the panel will be to consider and provide a response to the PCC’s proposed precept and the Police and Crime Plan between November 2012 and March 2013. During this period, the Panel may also be required to hold confirmation hearings for senior appointments of the PCC. The panel will also need to meet to appoint the two independent co-opted members.

1.5 The table over the page identifies these responsibilities and provisional dates for these to be considered by the PCP. However Officers from the South Wales Police Authority will be in attendance at the Shadow Panel meeting and will provide the panel with further information on items that will be submitted to the Panel in the coming months, including associated deadlines etc. Using the information provided at the meeting, the Panel may then wish to pencil in / agree future meeting dates.
<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Provisional Date to be considered by PCP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting for appointment of two Independent Co-opted Members and to approve and adopt the terms of reference, the rules of procedure and the panel arrangements.</td>
<td>November 2012</td>
</tr>
<tr>
<td>Consideration and responding to the Commissioner’s proposals for her/his precept</td>
<td>Notification of Precept – by the 1st February 2013 Review and comment on precept – by the 8th February 2013 If vetoed – PCP review revised Precept by 22nd February 2013. PCC must publish its precept by 1st March 2013. Further information on dates will be provided at the Shadow Panel meeting on 24th September.</td>
</tr>
<tr>
<td>Confirmation hearing for Appointment of Deputy PCC</td>
<td>To be arranged if PCC chooses to appoint a Deputy PCC</td>
</tr>
<tr>
<td>Confirmation hearings for Appointment of CEO and CFO</td>
<td>To be arranged following recruitment process</td>
</tr>
<tr>
<td>Confirmation hearing for Appointment of the Chief Constable</td>
<td>To be arranged following recruitment process</td>
</tr>
</tbody>
</table>

1.6 Review Topics. The Panel will also consider undertaking areas of more in depth enquiry or review activity subject to a better understanding of the issues and challenges before it. A key driver for this will be priorities within the Police and Crime Plan.

2.0 Responding to the development needs of the Panel

2.1 In order for the Panel to develop its role and effectively discharge its responsibilities, members will need to participate in identifying their development needs supported by a programme of induction and training and development.

2.2 It is envisaged that the delivery of any programme will come from respective organisations involved in policing, crime and disorder and
community safety. The host local authority will engage with respective partners to facilitate the programme. It is suggested that any programme will cover:

The induction process to include information on:

- Terms of Reference, Rules of Procedure;
- Overview of police governance, accountability and budget process;
- Any protocols it wishes to have with the Commissioner for example complaints, communications, involvement;
- Role of the Police and Crime Commissioner (the Commissioner), duties, constraints, support;
- Local, force wide, regional and national policing priorities;
- The Strategic Policing Requirement (SPR), what this means in terms of force capability, and the role of the Panel in questioning what the Commissioner is doing on this;
- Collaboration agreements between the force and neighbouring forces and how work on these areas might be scrutinised with other Police and Crime Panels;

Training and Development to include:

- The Police and Crime Plan, including the Panel's role in making recommendations to it, the fact it should take account of community safety partnerships' priorities, and the role of the annual report as a means of holding the Commissioner to account against it;
- Police budgets, pressures on force budgets, moves to make policing more efficient and effective and what that means for the precept;
- The precept setting process and what happens if the Commissioner's precept is vetoed by the Panel;
- The role of the Commissioner in commissioning community safety and services for victims and witnesses of crimes, and the links to commissioning of other services for example health;
- The role of the Panel in the appointment of the Chief Constable and Deputy Commissioner, including the requirement for public confirmation hearings and what happens if the Panel exercises its veto of the Chief Constable appointment.
3.0 **Recommendations that.**

3.1 To note information within this report and comment accordingly, both in respect of developing a work programme, and requirements for members needs in respect of induction and training & development requirements.

3.2 That the host authority in conjunction with the Panel, put in place a programme of induction and training & development as a matter of priority, liaising and working with key stakeholders.

Simon Jones  
Senior Solicitor,  
Merthyr Tydfil County Borough Council