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**Gwent Police
and Crime Panel**

**Panel Heddlu
& Throseddu Gwent**

For all enquiries relating to this agenda please contact Charlotte Evans
(Tel: 01443 864210 Email: evansca1@caerphilly.gov.uk)

Date: 10th November 2016

Dear Sir/Madam,

A Special meeting of the **Gwent Police and Crime Panel** will be held at the **Room 1, Civic Centre, Newport, NP20 4UR** on **Thursday, 17th November, 2016 at 11.30 am** to consider the matters contained in the following agenda.

A G E N D A

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| 1 | Declarations of Interest. | |
| 2 | Apologies for Absence. | |
| 3 | Gwent Police and Crime Panel Co-Opted Members | 1 - 18 |

MEMBERSHIP:

Councillor Mostyn Lewis, Blaenau Gwent
Councillor Mrs Lisa Winnett, Blaenau Gwent County Borough Council
Councillor Mrs Christine Forehead, Caerphilly County Borough Council
Councillor Colin Peter Mann, Caerphilly County Borough Council
Councillor Mrs Gaynor Denise Oliver, Caerphilly County Borough Council
Councillor Mrs Norma Parrish, Torfaen County Borough Council
Councillor Jessica Powell, Torfaen County Borough Council
Councillor Peter Clarke, Monmouthshire County Borough Council
Councillor Frances Taylor, Monmouthshire County Borough Council
Councillor Omar Ali, Newport City Council
Councillor John Guy, Newport City Council
Councillor David Williams, Newport City Council

And Appropriate Officers.

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SUBJECT: GWENT POLICE AND CRIME PANEL CO-OPTED MEMBERS

DATE: 17 NOVEMBER 2016

1. PURPOSE OF REPORT

- 1.1 To consider recommendations of the interview panel for the appointment of co-opted members to serve on the Gwent Police and Crime Panel.

2. LINKS TO STRATEGY

- 2.1 The Police Reform and Social Responsibility Act 2011 requires the establishment of a Police and Crime Panel (PCP) within each police force area to support and challenge the local Police and Crime Commissioner.

3. BACKGROUND

- 3.1 A Police and Crime Panel is required to appoint a minimum of 2 Co-opted Members but can resolve to appoint more, subject to the subsequent approval of the Home Secretary.

4. APPOINTMENT PROCESS

- 4.1 A copy of the Gwent Police and Crime Panel Co-opted Member Role Description is attached at appendix 1 and an Application Form at appendix 2.
- 4.2 An advert for the statutory Co-opted Members was placed in the Western Mail, Wales Online and advertised on the website of the Gwent Police and Crime Panel, and the 5 local authority partners. Seven applications were received before the closing date of 7th October 2016.
- 4.3 The Gwent Police and Crime Panel agreed at its meeting on 12 October 2012 that the panel's Chair and Vice Chair and a panel member along with the host authority's lead officer would act as the interview panel. The interview panel was given authority to Appoint 2 candidates to be co-opted members and one or more candidates as reserves. The appointment of co-opted members and reserves is subject to the interview panel being satisfied that the candidates fulfil the key competencies.
- 4.4 The Chair of the Gwent Police and Crime Panel and the Lead Officer for Gwent Police and Crime Panel assessed the applications and all applicants who met the requirements were invited to interview. Therefore all seven applicants were invited and were interviewed on 24th October 2016.
- 4.5 An additional panel member joined the interview panel, due to the unavailability of the vice chair. Therefore the interview panel was made up of the following members:
- Councillor John Guy, Chair Gwent Police and Crime Panel
 - Councillor Peter Clarke, Member Gwent Police and Crime Panel
 - Councillor David Williams, Member Gwent Police and Crime Panel

- Mrs Catherine Forbes-Thompson, Lead Officer Gwent Police and Crime Panel

4.6 The interview panel subsequently recommend that the following be appointed as independent co-opted members until the 31 October 2020:

Mrs Gillian Howells
Mr Peter Nuttall

4.7 The interview panel also recommend that the following be asked to act as reserve to the Gwent Police and Crime Panel:

Ms Joanne Smith

5. FINANCIAL IMPLICATIONS

5.1 Subject to Members agreement to implement an allowances and expenses scheme, Co-opted Members will be paid an attendance allowance and expenses and can be paid from the Police and Crime Panel grant funding paid to the lead authority by Home Office.

6. CONSULTATION

6.1 There are no consultation responses that have not been reflected in the recommendations of this report.

7. RECOMMENDATION

7.1 The Gwent Police and Crime Panel are asked to consider the following:

7.2 Appoint, Mr Peter Nuttall and Mrs Gillian Howells as co-opted Members of the Gwent Police and Crime Panel until 31 October 2020, subject to Home Secretary approval.

7.3 Retain Ms Joanne Smith as a reserve.

8. REASONS FOR THE RECOMMENDATIONS

8.1 To comply with the Police and Crime Panel's statutory membership requirements.

9. STATUTORY POWERS

9.1 Police Reform and Social Responsibility Act 2011.

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Email: forbec1@caerphilly.gov.uk
Telephone: 01443 864279

Consultees: Councillor John Guy, Chair Gwent Police and Crime Panel
Councillor Peter Clarke, Member Gwent Police and Crime Panel
Councillor David Williams, Member Gwent Police and Crime Panel

Appendices: Appendix 1 - Gwent Police and Crime Panel Co-opted Member Role Description
Appendix 2 - Application Form
Appendix 3 – Western Mail Advert

GWENT POLICE AND CRIME PANEL

CO-OPTED MEMBER

ROLE DESCRIPTION

1. ROLE, PURPOSE AND ACTIVITY

- 1.1 As a Member of the Gwent Police and Crime Panel you will have responsibility for supporting and challenging the Police Commissioner to ensure their functions are exercised effectively.
- 1.2 To contribute to the Panel's key statutory roles:
 - Supporting the Gwent Police and Crime Commissioner to exercise their functions effectively.
 - Reviewing the Police Commissioner's annual draft Police and Crime Plan.
 - Reviewing the Police and Crime Commissioner's annual draft budget.
 - Reviewing and scrutinising decisions and actions taken by the Police and Crime Commissioner.
 - If necessary, reviewing the proposed appointment or removal of the Chief Constable and other senior appointments.
 - Making reports or recommendations to the Gwent Police and Crime Commissioner as needed.
- 1.3 The ability to think and make decisions strategically, informed by rigorous analysis.
- 1.4 Take a balanced and objective approach in supporting the Gwent Police and Crime Commissioner.
- 1.5 Act as a critical friend by challenging accepted views/or proposals for change constructively.
- 1.6 Monitor performance effectively by interpreting and questioning complex material including financial, statistical and performance information.
- 1.7 Contribute to developing a forward work programme.

2. INTERNAL GOVERNANCE, ETHICAL STANDARDS AND RELATIONSHIPS

- 2.1 To understand the respective roles of the Police Commissioner, Police Commissioners office, the Chief Constable and other stakeholders.
- 2.2 To establish excellent interpersonal relationships with other Panel Members, the Police Commissioner, Police Commissioners officers, the Chief Constable and other stakeholders.
- 2.3 Communicate effectively and influence explain your opinions positively and clearly and a willingness to listen to and influence others.
- 2.4 To abide by the Police and Crime Panel's rules of procedure.
- 2.5 To adhere to the highest standards of propriety and ethical behaviour.

3. PERSONAL AND ROLE DEVELOPMENT

- 3.1 Undertake all relevant training and development that may be necessary for the effective discharge of the above responsibilities.

4. PARTICIPATING IN MEETINGS AND MAKING DECISIONS

- 4.1 To participate effectively in meetings of the Police and Crime Panel.
- 4.2 To make informed and balanced decisions, within the Panel's terms of reference, which accord with legal, constitutional and policy requirements.

5. VALUES

- 5.1 To be committed to the following values of public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability

CONFIDENTIAL

**APPLICATION FORM
TO BE AN
CO-OPTED MEMBER
OF
GWENT POLICE AND CRIME PANEL**

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. Applicants for the co-opted member roles **must not be**:

- Anyone under 18 years old.
- A member of staff of the Gwent Police and Crime Commissioner.
- A serving Police Officer.
- A member of the civilian staff for Gwent Police.
- A Member of Parliament.
- Members of the National Assembly for Wales, Scottish Parliament or the European Parliament.
- A member of a local authority within the Gwent Police area.
- Persons who do not live or work in the Gwent 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 contained in co-opted members role description. In completing each of the questions, it is important to include examples to demonstrate how you meet the competencies. These can relate to experience gain 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 Gwent Police and Crime Panel
- What difference you could make if appointed as an Co-opted Member

Section 5

This section asks you to consider if there is any criminal or other issues that you consider may cause embarrassment or conflicts of interest.

Section 6

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 Gwent Police and Crime Panel.

Section 7 – 9

These sections are self-explanatory.

SECTION 1

PERSONAL DETAILS

| | |
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| Title (Mr, Mrs, Dr, etc): | |
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|----------------------|--|
| Name in Full: | |
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| Please give any other names by which you have been known: | |
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| Permanent/Main Homes Address: |
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| How long have you lived at this address? |
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| If less than five years at the above address, please provide details of your previous address(es): |
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| Daytime Telephone No. | |
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| Evening Telephone No. | |
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| Mobile No. | |
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| Email address: | |
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| Date of Birth: | |
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| Place of Birth: | |
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SECTION 2

PERSONAL HISTORY

| | |
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| 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.

| Name of employer/appointing body* | Dates position held (from/to) | Positions held and nature of responsibility |
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Please provide details of any involvement in voluntary or local community activities not mentioned previously

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Please provide details of your academic, professional and/or vocational qualifications

| Qualification | Date obtained |
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SECTION 3

KEY COMPETENCIES

Please provide examples to demonstrate how you meet the following competencies.

1. Strategic thinking

The following competencies will be considered by the Panel when reviewing your application:
The ability to think and make decisions strategically, informed by rigorous analysis; rising above detail and seeing issues from a wider and forward-looking perspective

2. Good judgement

The following competencies will be considered by the Panel when reviewing your application:
To take a balanced, open-minded and objective approach, for example, in supporting the Gwent Police and Crime Commissioner, scrutinising the annual Police and Crime Plan and budget, assessing candidates suitability for appointment as Chief Constable and, developing an understanding of the challenges faced by the Commissioner and Chief Constable.

3. Scrutiny and Challenge

The following competencies will be considered by the Panel when reviewing your application:
To act as a critical friend by challenging accepted views/or proposals for change constructively without becoming confrontational and effective oversight of all aspects of the Commissioner's responsibilities.

4. Analytical ability

The following competencies will be considered by the Panel when reviewing your application:
The ability to monitor performance effectively by interpreting and questioning complex material including financial, statistical and performance information.

5. Ability to communicate effectively

The following competencies will be considered by the Panel when reviewing your application:
To explain your opinions positively and clearly and a willingness to listen to and influence others.

Please provide examples to demonstrate the extent to which you possess the following personal skills and qualities.

6. Team working

The following competencies will be considered by the Panel when reviewing your application:
The ability to develop excellent interpersonal relationships with other members of the Panel, the Commissioner, senior staff and key stakeholders.

SECTION 4

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

Please state why you are interested in becoming a Co-opted Member of Gwent Police and Crime Panel.

SECTION 5

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 Gwent Police and Crime Panel into disrepute, or call into question your integrity, authority or standing as a member of the Panel? If yes, please give details.

SECTION 6

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.

SECTION 7

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

| | | | |
|-----------------|--|----------------------|--|
| Name: | | Telephone no: | |
| Address: | | Position: | |
| | | Time Known: | |
| Email: | | | |

REFEREE 2

| | | | |
|-----------------|--|----------------------|--|
| Name: | | Telephone no: | |
| Address: | | Position: | |
| | | Time Known: | |
| Email: | | | |

SECTION 8

PLEASE SIGN AND DATE THIS FORM

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

| | | | |
|---------------|--|-------------|--|
| Signed | | Date | |
|---------------|--|-------------|--|

SECTION 9

WHAT TO DO NOW

Please return this completed application form to Catherine Forbes-Thompson, Interim Head of Democratic Services, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG by 7th October 2016.

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Gwent Police and Crime Panel

Panel Heddlu a Throseddu Gwent

Aelodau Annibynnol

Mae Panel Heddlu a Throseddu Gwent eisiau penodi 2 Aelod Annibynnol.

Cafodd y panel ei sefydlu yn unol â'r Ddeddf Diwygio'r Heddlu a Chyfrifoldeb Cymdeithasol 2011 ac mae'n gyfrifol am ddal Comisiynydd Heddlu a Throseddu Gwent yn atebol. Mae hawl gan Aelodau'r Panel i gael cydnabyddiaeth ariannol am fynychu cyfarfodydd.

Gellir cael gwybodaeth bellach o

www.gwentpcp.gov.uk

Gallwch ddod o hyd i ffurflenni cais a manylion pellach oddi wrth Catherine Forbes-Thompson, Pennaeth Gwasanaethau Democratiaeth Dros Dro, Cyngor Bwrdeistref Sirol Caerffili, e-bost gwentpcp@caerffili.gov.uk neu ffoniwch 01443 863028.

Y dyddiad cau ar gyfer ceisiadau yw'r **7fed Hydref 2016**, bydd cyfweiliadau yn cael eu cynnal ar 24ain Hydref 2016.

Independent Members

The Gwent Police and Crime Panel are seeking to appoint 2 Independent Members.

The panel was established in accordance with the Police Reform and Social Responsibility Act 2011 and is responsible for holding the Gwent Police and Crime Commissioner to account. Panel Members are entitled to remuneration for attendance at meetings.

Further information can be found at

www.gwentpcp.gov.uk

Application forms and further details can be obtained from Catherine Forbes-Thompson, Interim Head of Democratic Services, Caerphilly County Borough Council, email gwentpcp@caerphilly.gov.uk or telephone 01443 863028.

The closing date for applications is the **7th October 2016**, interviews will be held on 24th October 2016.

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