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**Gwent Police
and Crime Panel**

**Panel Heddlu
& Throseddu Gwent**

For all enquiries relating to this agenda please contact Charlotte Evans
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Date: 16th August 2016

Dear Sir/Madam,

A meeting of the **Gwent Police and Crime Panel** will be held at the **The Chamber, County Hall, Rhadyr, Usk, Monmouthshire, NP15 1GA** on **Tuesday, 23rd August, 2016 at 10.00 am** (Panel Pre-Meeting at 9.30am) to consider the matters contained in the following agenda.

A G E N D A

	Pages	
1	Declarations of Interest.	
2	Apologies for Absence.	
3	Proposed Appointment of the Deputy Police and Crime Commissioner for Gwent.	1 - 28

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

Co-opted Members- Mr P. Nuttall and Ms J. Smith

By Invitation

Mrs S. Curley, Office of the Gwent Police and Crime Commissioner
Mr D. Garwood-Pask, Office of the Gwent Police and Crime Commissioner
Mr J. Farrar, Chief Constable

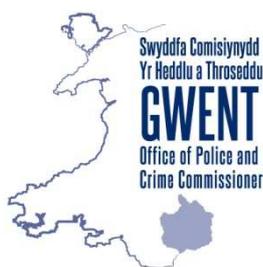
Mr J. Cuthbert, Office of the Gwent Police and Crime Panel
And Appropriate Officers.

<u>OFFICE OF POLICE AND CRIME COMMISSIONER</u>	
LEAD CHIEF OFFICER:	Chief of Staff
TITLE:	Proposed Appointment of the Deputy Police and Crime Commissioner for Gwent
DATE:	23 rd August 2016
TIMING:	Within three weeks of receiving notice of a proposed appointment of a Deputy Police and Crime Commissioner, the Police and Crime Panel are required to hold a confirmation hearing and respond with a recommendation on the suitability of the proposed candidate.
PURPOSE:	For decision
1.	<u>RECOMMENDATION</u>
	<p>In accordance with the Police Reform and Social Responsibility Act 2011, the Police and Crime Panel are invited to:</p> <ol style="list-style-type: none"> a. Review the proposed appointment of Eleri Thomas MBE as Deputy Police and Crime Commissioner for the Police and Crime Commissioner for Gwent. b. Make a recommendation to the Commissioner as to whether or not the candidate should be appointed.
2.	<u>INTRODUCTION & BACKGROUND</u>
	<p>The Police Reform and Social Responsibility Act 2011 ('the Act') provides, under section 18(1), that the Police and Crime Commissioner for a police area may appoint a person as the Deputy Police and Crime Commissioner for that area.</p> <p>Under Schedule 1, paragraph 9, of the Act, the Police and Crime Commissioner must notify the Police and Crime Panel ("the Panel") of his proposed appointment to the post of 'Deputy Police and Crime Commissioner'.</p> <p>The Commissioner must also notify the Panel of the following information:</p> <ol style="list-style-type: none"> (a) The name of the person he is proposing to appoint; (b) The criteria used to assess the suitability of the candidate for the appointment;

	<p>(c) Why the candidate satisfies those criteria; and</p> <p>(d) The terms and conditions on which the candidate is to be appointed.</p> <p>Under paragraph 10 of Schedule 1, the Panel must review the proposed appointment and make a report to the Commissioner on the proposed appointment, including a recommendation to the Commissioner as to whether or not the candidate should be appointed, within a period of three weeks beginning with the day on which the Panel receives notification from the Commissioner of the proposed appointment.</p> <p>The Commissioner must notify the Panel of the decision whether to accept or reject the recommendation of the Panel.</p>
3.	<p><u>ISSUES FOR CONSIDERATION</u></p>
	<p>The following details are provided:</p> <p>(a) The name of the person the PCC is proposing to appoint;</p> <p>The proposed candidate is Eleri Thomas.</p> <p>(b) The criteria used to assess the suitability of the candidate for the appointment;</p> <p>The person specification and role profile are available at Annex 1.</p> <p>(c) Why the candidate satisfies those criteria;</p> <p>The Commissioner is confident that following a full recruitment process, Eleri Thomas has suitable experience, skills and ability to be able to fulfil the role of Deputy PCC. The role was advertised externally in the Western Mail, the OPCC website and social media as well and 46 applications of a high calibre were received. Eleri Thomas was one of 12 interviewed at the first stage and one of four at the second stage. The first interviews were conducted by the PCC, Chief of Staff and Gill Parker, an Independent HR Advisor. The second interviews comprised three short interviews with the Chief of Staff, the Chief Finance Officer, and the PCC respectively. The final stage was observed by Gill Parker.</p> <p>Eleri Thomas was made a Member of the Most Excellent Order of the British Empire (MBE) in 2009 for her services to children and for her work as the head of the children's charity, Save the Children, in Wales. Ms Thomas' previous role was as Deputy Children's Commissioner for Wales. She has more than 20 years' experience of working in leadership and management roles in Wales and has had national strategic influence on areas of focus including families living in poverty; the youth justice system; people experiencing mental health issues; community cohesion; integration of Gypsy Traveller families; hate crime and its impact on asylum seeking families; and child sexual exploitation.</p> <p>Ms Thomas has extensive experience of working in partnership at all levels with the Welsh Government, Police Forces, Police and Crime Commissioners, Local Authorities and Health Boards throughout Wales. She has also provided expert support to police forces in Wales on</p>

	<p>developing action plans to tackle child sexual exploitation.</p> <p>(d) The terms and conditions on which the candidate is to be appointed</p> <p>The Deputy PCC will be a member of staff of the OPCC. The role is not politically restricted and the term of office is coterminous with the term of the PCC. The full terms and conditions are available at Annex 2.</p>
4.	<u>NEXT STEPS</u>
	The panel are required to hold a confirmation hearing to consider the proposed appointment of the Deputy Police and Crime Commissioner. The Panel will advise the Commissioner of its recommendation and publish its decision following the meeting.
5.	<u>FINANCIAL CONSIDERATIONS</u>
	The salary will be £52,500 per annum. This has been calculated at 75% of the salary of the Police and Crime Commissioner. The salary and employer on costs can be contained within existing budgetary provisions.
6.	<u>PERSONNEL CONSIDERATIONS</u>
	The Deputy Police and Crime Commissioner will be a member of staff of the Office of Police and Crime Commissioner.
7.	<u>LEGAL IMPLICATIONS</u>
	The power and process by which the Police and Crime Commissioner may appoint a Deputy Police and Crime Commissioner for his police area is provided by The Police Reform and Social Responsibility Act 2011 (section 18(1), and Schedule 1, paragraphs 9 and 10, respectively).
8.	<u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u>
	<p>Although the DPCC is a member of the PCC's staff (s18(10) of the Act), under paragraph 8(4) of Schedule 1 of the Act the appointment of a DPCC is exempt from the requirement of Section 7 of the Local Government and Housing Act 1989, that all staff appointments should be made on merit. There is therefore no requirement for the open recruitment process that would normally apply when recruiting staff to the Commissioner's office. However, the PCC decided to follow normal recruitment procedure in this case in order to ensure an open, fair and transparent process.</p> <p>In carrying out her functions, the DPCC will need to have due regard to the provisions of the Equality Act 2010 and, in particular, to the general equality duty. The broad purpose of the duty is to integrate consideration of equality and good relations into day to day business and for consideration to be given to how public bodies can positively contribute to the advancement of equality and good community relations.</p>
9.	<u>RISK</u>
	Any potential risks relating to the appointment of the Deputy PCC have been mitigated by following a robust and open recruitment process.

10.	<u>PUBLIC INTEREST</u>
	This report will be made available to the public.
11.	<u>CONTACT OFFICER</u>
	Siân Curley, Chief of Staff
12.	<u>ANNEXES</u>
	Annex A - Person Specification and Role Profile Annex B – Terms and Conditions Annex C - Report from Independent Human Resources Advisor



OFFICE OF THE POLICE AND CRIME COMMISSIONER FOR GWENT

DEPUTY POLICE & CRIME COMMISSIONER

PERSON SPECIFICATION AND JOB PROFILE

Salary:	£52,500 per annum
Term	The tenure is co-terminus with that of the Police and Crime Commissioner (4 years or until the next PCC election)
Hours	Full time
Annual Leave	30 days per year
Political Restriction	This is not a politically restricted post

INTRODUCTION

The overall responsibility of the Police and Crime Commissioner is to maintain an effective and efficient police service and to play a leading role in crime prevention and community safety in the force area.

To assist him in this, the Police and Crime Commissioner is seeking to appoint a Deputy Police and Crime Commissioner. Jeff Cuthbert, the Police and Crime Commissioner for Gwent, is a representative of Welsh Labour. The Deputy Police and Crime Commissioner need not be a member of Welsh Labour but would be expected to subscribe to Welsh Labour's values and principles. These include:

- A commitment to social justice and fairness. This includes working with the most vulnerable individuals and communities.

- Empathy with victims of crimes and particularly, but not exclusively, those affected by domestic and child abuse, hate crime and violence.
- An acceptance of the importance of partnership working with all public services and the third sector as appropriate.
- The importance of building and improving community cohesion, especially with different ethnic and faith communities.

The role of Deputy Police and Crime Commissioner was created by statute in 2011¹. The post-holder will report directly to, work in conjunction with and be answerable to the Police and Crime Commissioner.

OVERALL PURPOSE

To directly support the Police and Crime Commissioner through undertaking a full deputising role with delegated responsibility for set functions to discharge the statutory duties of the Police and Crime Commissioner.

To contribute to the development of the Police and Crime Commissioner's police and crime initiatives and take a strategic lead on the implementation of specific elements, which are seen by the Police and Crime Commissioner as being critical to the delivery of his manifesto.

KEY ACCOUNTABILITIES

The Deputy Police and Crime Commissioner will be allocated specific lead responsibilities dependent on the skills, experience and potential of the appointed individual and will deputise for the Police and Crime Commissioner on the basis set out in the Police Reform and Social Responsibility Act 2011.

KEY WORKING RELATIONSHIPS

- With the Police and Crime Commissioner and staff of the Office of the Police and Crime Commissioner.
- With Chief Officers, senior officers and managers of the Gwent Police.

¹ Police Reform and Social Responsibility Act 2011, section 18 (1)

- With external bodies such as criminal justice partners, local authorities and the voluntary sector.

NATURE AND SCOPE OF THE ROLE

- The post holder is responsible to the Police and Crime Commissioner for the satisfactory performance of all aspects of the post.
- The post holder is responsible for the development and maintenance of effective working relationships with partners.
- The post holder's freedom to act is prescribed by the appropriate Statutes and Regulations by which the Office of the Police and Crime Commissioner is bound.
- The post holder provides personal support and advice directly to the Police and Crime Commissioner and will be expected to assist in the resolution of complex issues and problems and will also be expected to make a significant contribution to challenging developments in the police and crime environment.

DECISION MAKING FUNCTIONS

The post holder will work within a broad framework of duties but will be supervised by the Police and Crime Commissioner. The post holder will be required to demonstrate strategic leadership, initiative and discretion and will be expected to make a variety of day to day decisions required to ensure the delivery of the responsibilities and main tasks within the job profile.

CRITERIA - PERSON SPECIFICATION

Experience & qualifications

- a good understanding and experience of organisational challenges and ensuring the right balance between cost and value in an environment of reducing resources;
- substantial experience of working across different agencies at strategic and operational levels;
- experience in translating strategic objectives into operational change;
- broad understanding and experience of the diverse geographic, social and economic nature of Gwent; and
- sound experience of working with diverse communities and working to secure improved outcomes for local people.

Additional knowledge & experience

- experience of working at a management or supervisory level. This could be within the private, public or third sector;
- knowledge of the process of government in terms of local authorities and, desirably, the Welsh and UK Governments;
- good communication and problem solving skills as the organising and chairing of meetings is very likely to be a key part of the job;
- experience of managing budgets;
- a commitment to continuous professional development for themselves and the staff within the Office of the Police and Crime Commissioner;
- a good level of ICT skills;
- excellent personal skills;
- good leadership skills including an ability to inspire, motivate and create the right working climate;
- well-developed influencing and negotiating skills; and
- the ability to work to enhance collaborative working.

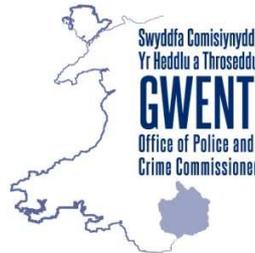
Qualities

- able to secure credibility, respect and recognition from peers and stakeholders;

- shares the Police and Crime Commissioner's aspirations, values and commitment;
- able and confident in taking personal responsibility for the success or failure of leading major projects; and
- a flexible approach to hours of working and a commitment to be available for weekend and evening duties when required.

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Annex B



DRAFT

This document is issued in accordance with Sections 1 to 7 of The Employment Rights Act 1996 and sets out the terms and conditions of your employment by the Police and Crime Commissioner for Gwent (hereinafter "the Commissioner", "Commissioner" or "we") of Police Headquarters, Croesyceiliog, Cwmbran. NP44 2XJ. This document serves as the "Principal Statement" required by section 1 of the Employment Rights Act 1996.

Your position is not politically restricted under the Police Reform and Social Responsibility Act 2011

1. You are employed by the Commissioner as **Deputy Police and Crime Commissioner for Gwent** (hereinafter "DPCC") and by virtue of Section 18(10) of the Police Reform and Social Responsibility Act 2011 a member of the Commissioner's staff. Your terms and conditions of employment are those contained in this document. A copy of your Role Profile is attached. No person other than you and the Commissioner may enforce any terms of this document.
2. The job duties listed in the Role Profile are a guide to your main duties as at the commencement of your employment. Because of the evolving

nature of your role and over the passage of time your job duties may change. You will be notified in writing of any changes when they occur. You are required to be flexible in the duties you undertake and carry out any reasonable duties that you are requested to do, that fall within your capabilities.

3. You will comply with any rules, policies and procedures set out in the staff handbook a copy of which will be given to you. The staff handbook does not form part of the contract of employment and the Commissioner may amend it and/or any other policies at any time.
4. You will not be required to work outside the UK for more than one month during the term of your employment.

Continuous Employment

5. No employment with a previous employer will count towards the period of employment that you have with the Commissioner. When calculating your entitlement to a redundancy payment, your continuous service is defined by the Redundancy Payments (Local Government) (Modification) Orders.

Place of Work

6. Your normal place of work is at Gwent Police Headquarters, Croesyceiliog or any such place within the area for which the Commissioner may have responsibility (whether current or future) and which we may reasonably require for the proper performance of your duties.

7. You will be required to move either permanently or temporarily to any location for which the Commissioner has responsibility whether current or future.

Probationary Period

8. The first six months of your employment will be a probationary period and your employment may be terminated during this period at any time on one week's notice or a payment in lieu of notice. The probationary period may be extended for a further period of 3 months. During your probationary period your performance and suitability for continued employment will be monitored. At the end of the probationary period you will be informed in writing if you have successfully completed your probationary period.

Salary and Allowances

9. Your salary is £52,500 per annum. We will pay your salary each month in 12 equal payments (normally on the last working day of each month) into your bank account less such deductions for tax and National Insurance as the Commissioner is obliged by law to make. If we over pay your salary or other payments, we have the right to recover the over payment by taking phased salary deductions from other salary payments we make to you. The Commissioner will review your salary in line with the reviews that are conducted by the Home Secretary of his own salary. The Commissioner is under no obligation to award an increase in salary following a review.

Hours of work

10. Your normal working hours are 9am to 5pm on Mondays to Thursdays and 9am to 4pm on Fridays and such hours as are necessary for the proper performance of your job role. You will receive no further remuneration in respect of any additional hours worked. You are excluded from any overtime, flexi working or TOIL schemes operated by the Commissioner.

11. We must protect the health and safety of all our staff. Both the Commissioner and Employees are bound by the Working Time Regulations 1998 with which you must comply and which may be amended from time to time by the Commissioner in its absolute discretion. A copy of this policy can be obtained from the Chief of Staff.

Holiday

12. You are entitled to 30 days annual leave pro rata to the hours worked. The holiday year is from 1 April to 31 March. If you start or leave employment during the year, you are entitled to days off in proportion to the number of completed months' service during the year. If you do not take your days off within the holiday year, you will lose those days. In exceptional cases, with approval from the Commissioner, you may carry over 5 days from one holiday year to the next. You must take these days before the end of May of the subsequent leave year. You will also be entitled to public and bank holidays.

13. The Commissioner must approve any time you want to take off. However you may have to work on public and bank holidays and will be entitled to take appropriate time off in the remainder of the leave year. Holiday leave

arrangements are dealt with by the Commissioner's Chief of Staff.

14. If, when your employment ends, you have taken less than your holiday entitlement for the holiday year so far, the Working Time Regulations automatically entitle you to receive pay for the holiday leave not taken. Also, if you have taken more days than your entitlement a pay adjustment will be made.

Sickness absence

15. Payments during any absence due to sickness or injury will be in accordance with the requirements of the legislation relating to statutory sick pay (SSP). For these purposes your 'qualifying day(s)' will be those day(s) on which you are normally required to work. SSP is payable from the fourth qualifying day in any 'period of incapacity for work'.

16. Arrangements for reporting and monitoring sickness absence are set out in the Office of the Police & Crime Commissioner Attendance Management Policy. The Commissioner has right at any time to require that you are examined by a medical practitioner /clinician and to cease your pay if you do not comply with the Commissioner's attendance policy.

17. There is no rule that entitlement to SSP has to be exhausted before the Commissioner may terminate your employment.

Pension and Retirement

Requires amendment relating to pension changes

18. Unless you choose to opt out, you will automatically become a member of the Local Government Pension Scheme. When you retire, the pension scheme provides benefits based on your length of service and the salary you received in the best of your last three years of service.

19. While a member of the scheme you will be 'contracted out' of the State Second Pension (S2P) and so will not build up any more benefits under S2P. This does not affect your entitlement to the Basic State Pension.

20. You will be sent details of the pension scheme, its effect on S2P and how to opt out of membership, if you wish to do so.

Collective Agreement

21. The collective agreement between the Commissioner and UNISON, a copy of which is available from the Commissioner's Chief of Staff, directly affects your employment.

Notice Period/Termination of Contract

22. The appointment as DPCC may be terminated at any time by the Commissioner and will terminate in any event upon the Commissioner ceasing to hold office for any reason, including reaching the end of the term of office under which the appointment is made.

23. After the completion of your probationary period (or any extension of it) you are entitled to receive the minimum statutory notice contained in section 86(1) of the Employment Rights Act 1996 namely after one month

one weeks notice for each completed year of service to a maximum of 12 weeks for 12 years, you are required to give one month's notice to terminate the contract of employment.

24.This contract will also terminate in the event of you being subject to a relevant disqualification as defined by paragraph 8 of Schedule 1 to the Police Reform and Social Responsibility Act 2011.

Complaints

25.If you have a complaint about your employment you should contact the Chief of Staff of the Commissioner. Any complaints against you will be dealt with by the Police and Crime Panel.

General Behaviour and Conduct

26.The Commissioner expects you to follow the highest standards of behaviour in the workplace and when you are not at work. You must contribute fully to delivering services and must support activities to the highest standards and behave at all times with integrity and honesty. All colleagues have the right to be treated with dignity and respect. Behaviour which is in any way offensive or demeaning is not acceptable. . You are subject to the Code of Conduct which applies to the Commissioner. You will also be required to adhere to the requirements of the Committee on Standards in Public Life (commonly referred to as the "Nolan Principles") details of which can be found at <http://www.public-standards.gov.uk>

Disciplinary and Grievance

27. You must adhere to all of the relevant employment policies of the Commissioner from time to time in force and with your Terms & Conditions of Employment. Failure to do so may result in disciplinary action being taken against you, including ending your employment immediately without notice. A copy of the Disciplinary policy is available through the Office of the Police and Crime Commissioner.

Dress Code

28. The Commissioner expects you to dress appropriately and in a way that gives confidence to our communities and public.

Diversity and Equal Opportunities

29. The Commissioner's aim is to employ a workforce at all levels that reflects the culture and the diverse mix of the communities he/she serves. The Commissioner is committed to providing fairness and equal opportunities to you as a member of staff in a workplace that is free from bullying, intimidation, harassment and discrimination. This means that the Commissioner will recognise and develop the talents of all and treat everyone with dignity and respect. The COMMISSIONER will treat you fairly and you must behave in this way towards others, in accordance with the Commissioner's Equal Opportunities Policy which is attached.

Performance and Training

30. You will have an annual performance and development review and appropriate training by the Commissioner.

Confidentiality

31. The Commissioner expects you to keep official information and documents strictly confidential. Any unauthorised disclosure of information which is confidential to the Commissioner or Gwent Police will be regarded as a breach of discipline. You are reminded, as you are subject to the Official Secrets Act 1989, it is an offence to reveal without authorisation any information, document or other item, which is or has been in your possession. You will be required as a condition of your employment to sign documentation relating to the Official Secrets Act which will be held by the Home Office.

32. Unauthorised access to or use of computer systems, or information stored on computer or otherwise, may be an offence under the Data Protection Act 1998, the Copyright, Designs and Patents Act 1988 or the Computer Misuse Act 1990. You must keep information confidential (especially under the legislation above).

Data Protection Act 1998

33. The Data Protection Act 1998 covers how personal information may be

used and sets out eight principles for handling information and lists the offences that may be committed by not following the act. You must follow the requirements of the Data Protection Act 1998 and must not breach regulations.

Interception of Telecommunications

34. You should be aware that in order to ensure the confidentiality, integrity and availability of police service networks, systems and information, protective interception and monitoring of communication may take place. Consequently there can be no expectation of privacy when using official systems.

Freedom of Information Act 2000

35. Under this Act every employee has a duty to provide assistance to any requestor by receiving and progressing a request and/or producing information when requested. If you alter, tamper with or destroy information on paper or computerised after a request has been received you could be liable to a fine of up to £5000 and disciplinary action.

Other employment

36. You should not carry out extra employment where this conflicts with your employment with us, or which harms your performance at work or your employment. As a result, you must follow our policy in declaring your Business Interests which applies to designated posts.

Contact with the Media

37.You agree that any contact with the press or media in relation to any business of the Commissioner is forbidden unless you have the prior consent of the Commissioner.

38.Should you wish to publish any letters, articles or otherwise including being mentioned or referred to in a newspaper or magazine article internet or radio programme you are required to obtain the prior written consent of the Commissioner.

I accept employment under the Terms & Conditions of Employment as set out in this contract.

Signed..... Date

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July 2016

DEPUTY POLICE & CRIME COMMISSIONER

GWENT APPOINTMENT PROCESS

INDEPENDENT MEMBER REPORT

Gill Parker, MBA, B.Ed(Hons), Chartered Fellow CIPD

INTRODUCTION

This report is the Independent Member's report (Gill Parker) relating to the appointment process for the role of Deputy Police & Crime Commissioner, which was the responsibility of the Police & Crime Commissioner - Jeff Cuthbert

In particular my report will comment on :

- How the process met the principles of merit, fairness and openness,
- The extent to which the panel were able to fulfil their purpose i.e. to challenge and test the candidates against the criteria.

BACKGROUND

In making appointments, Police & Crime Commissioners (PCCs) are advised to comply with legal requirements and to ensure that the processes follow best practice and are underpinned by the principles that apply to public appointments:

- Merit
- Fairness
- Openness

The role of Deputy Police and Crime Commissioner was created by statute in 2011. As stated in the Police Reform and Social Responsibility Act 2011, section 18 (1) –

1. The PCC for a police area may
 - a) appoint a person as a deputy PCC for that police area and
 - b) arrange for the Deputy PCC to exercise any functions of the PCC.

Further provision about the appointment of a deputy PCC is outlined in Section 8-12 of Schedule 1 of the Act.

The key purpose of the interview panel is to challenge and test that the individual candidates meet the necessary requirements to perform the role. Under these arrangements, the interview panel may include an independent member who is responsible for providing a report on the process and how it complied with the key principles and guidance. The assessor should be competent in recruitment practices.

I am an experienced HR professional and familiar with Gwent Police having been involved as Independent Assessor in the appointment of the Chief Constable,

Deputy Chief Constable and in the appointment of several Board members for the former police authority.

OVERALL PROCESS

This report focuses on the three key principles of Merit, Fairness and Openness in the recruitment and selection process and how these were met.

MERIT

To meet this principle the appointment process should demonstrate *that “the appointee must be the candidate who best meets the agreed and published requirements of the role. It is also desirable that the successful candidate is chosen from a sufficiently strong and diverse pool of candidates”*.

The recruitment campaign attracted 46 candidates. A panel of three assessed the applicants against the Person Specification and arrived at a shortlist of 13 candidates. I reviewed the Person Specification and Job Profile and consider that the shortlisted applicants met the published requirements of the role.

Given the above and the fact that all thirteen candidates fully met the eligibility/legal criteria, it was considered appropriate that we should proceed to the interview stage in order to further assess the candidates against the role competencies.

FAIRNESS

This principle requires that *“the process of assessing candidates’ skills and qualities against the agreed and published requirements of the role must be objective, impartial and applied consistently to all candidates”*.

The interview panel selected for the formal interview comprised of the PCC (Jeff Cuthbert), the Chief of Staff (Sian Curley), and myself as Independent Member.

At the interview stage, all panel members fully participated and completed individual assessments of each element using an agreed Interview Assessment form. Scores were then shared and discussed before agreeing a common rating.

In my view, the assessment process fully met the fairness requirement and that the candidates were assessed objectively and impartially.

OPENNESS

The specific requirement for this principle is that *“information about the requirements of the role and the appointment process must be available to all prospective candidates. The role should be advertised in a way which ensures that all those who are eligible are likely to see the advert”*.

The advertisement in the Western Mail and on the PCC website, as well as social media, attracted 46 candidates. I am confident, therefore, that all those who were eligible to apply would have been likely to see the advertisement.

I have reviewed the Recruitment Information which outlined the current PCC’s values and principles which the Deputy would be expected to subscribe to. The Purpose, Key Accountabilities and Working Relationships and Nature and Scope of the Role and the Person Specification.

I consider that the principle of Openness has been fully met.

PURPOSE OF THE APPOINTMENT PANEL

The aim of the Panel was to assess the candidates against the competences for the role using a process which was realistic and proportionate.

The panel were well briefed and prepared. Prior to the day of the interview I had received:

Application Forms completed by the Candidates

Recruitment and Information Pack

Interview Assessment forms for each candidate

During the interviews, the candidates were fully tested and assessed on all the required areas and all panel members were in agreement that that there should be a final shortlist of four candidates.

Four candidates were invited to a final interview in order to further assess their competences and suitability for the role.

The successful candidate was Eleri Thomas who has accepted the post

CONCLUSION

I am pleased to confirm that having been fully involved in the appointment process that it met the principles of appointment in terms of merit, fairness and

openness, and that the panel fully achieved its purpose of challenging and testing the candidates against the role requirements.

Gill Parker

Independent Member

28 July 2016

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