**Person Specification for Independent Co-opted Members**

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

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|  | **ATTRIBUTES** |
| **ABILITIES/ SKILLS** | * **The ability to think strategically:**   To have breadth of vision – to rise above detail, and to see problems and issues from a wider, forward- looking perspective – and to make appropriate linkages across priority areas.   * **The ability to make good judgements:**   To take a balanced, open- minded and objective approach and provide constructive challenge to the Police and Crime Commissioner (PCC), without being confrontational or overly political, for example, in evaluating the priorities of the PCC, assessing candidates for top level appointments or considering complaints against the PCC.   * **The ability to be supportive:**   To be able to support the PCC and the other members of the Panel in delivering their duties.   * **The ability to scrutinise and challenge**:   To be able to rigorously scrutinise and challenge constructively without becoming confrontational, using appropriate data, evidence and resources. To be able to interrogate and understand complex financial and budgetary information.     * **The ability to be analytical:**   To comprehend, interpret and question complex written material, including financial and statistical information and other data such as strategic performance measures/data, value for money indicators and identify the salient points.   * **The ability to communicate and engage effectively**:   To be able to communicate effectively both verbally and in writing – and to interact positively and constructively with other members of the Panel, the PCC, partner organisations and most importantly to engage with the public and the community at large.   * **Teamwork:**   Be capable of developing and maintaining effective and professional relationships with other members of the Panel, the chair and supporting officers. |
| **KNOWLEDGE AND PROFESSIONAL EXPERIENCE** | It would be useful if candidates could demonstrate experience of any of the following:   * Knowledge and experience of working in the policing, community safety or wider criminal justice sector. * Experience of working in local or central government. * A management role in the public sector or charity sector. * Experience working in the financial industry. * Legal experience, such as a solicitor or legal executive |
| **EXPERIENCE** | It would be useful if candidates could demonstrate experience of any of the following:   * Working with other people on issues of mutual interest over a period of time (e.g. voluntary work) * Situations where you needed to compromise * Interacting or working with people of all ages * Interacting or working with people who have different political view and/or religious beliefs * Interacting or working with people who are physically and/or mentally impaired. |
| **PERSONAL QUALITIES** | * **Good character**   To demonstrate that you are a person of good character   * **Team working**   The ability to play an effective role in meetings through listening, persuading and showing respect for the views of others.   * **Self-confidence**   The skill to challenge accepted views constructively without becoming confrontational.   * **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).   * **Respect for others**   The capacity to treat all people fairly and with respect, to value diversity and respond sensitively to difference.   * **Integrity**   The necessity to embrace high standards of conduct and ethics and be committed to upholding human rights and equality of opportunity for all, together with the ability to recognise and remove yourself from any potential conflicts of interest.   * **Decisiveness**   The ability to show resilience even in challenging circumstances, remaining calm and confident and able to make difficult decisions |
| **EQUALITY AND DIVERSITY** | Candidates should be able to:   * Consider their own biases and prejudices * Work with people from all areas of the Merseyside area * Work with people from a range of diverse backgrounds, particularly those with protected characteristics and those from under-represented groups |
| **INTERESTS** | It would be useful if candidates could demonstrate experience of any of the following:   * Policing issues and current affairs, specifically in respect of the ways in which they affect the people of your area * Challenging and combating institutional discrimination * The issues associated with recruiting, promoting and retaining staff from under-represented groups * Engaging with and representing local people and / or specialists within your field of expertise. |
| **OTHER REQUIREMENTS AND CONSIDERATIONS** | * Candidates must be able to attend meetings at possibly varying locations throughout the force area at least 4-6 times a year, as well as attend any appropriate training sessions. Meetings are currently held on Thursdays at 11am in Huyton, Knowsley. * Candidates should have the time, energy and commitment to prepare for and attend regular meetings. We suggest that they would need to allocate a minimum of one day per month to devote to this role. * Candidates should have a willingness to learn * Note: Candidates must be eligible for the role (see eligibility criteria separately listed within this recruitment pack). |

**Roles and Responsibilities of independent co-opted members on the panel**

Note: Independent co-opted members will be treated equally to the elected members on the Panel and therefore have the same responsibilities and duties.

All co-opted members have full voting rights and will have access to the same level of support and information as elected members on the Panel. The core role of both elected members and independent co-optees on the panel is to:

* Scrutinise the work of the PCC to ensure that the PCC is discharging their functions effectively
* Bring any specialist knowledge, skills, experience and expertise they may have to the scrutiny work of the Panel.
* Ensure that there is an effective independent challenge to the PCC and that this challenge is constructive to support the PCC in carrying out their role.
* Act as a non-party-political voice for those who live and/or work in the Merseyside area.
* Bring specialist knowledge, skills, experience and expertise to the scrutiny work of the Panel.
* Review the PCC’s draft Police and Crime Plan and annual report
* Review the PCC’s annual proposed precept
* Review the PCC’s proposed appointment of senior staff
* Resolve non-criminal complaints about the conduct of the PCC
* Make reports or recommendations to the PCC as needed

**Responsibilities of co-opted members**

* A co-opted member of the Police and Crime Panel is expected to:
  + Attend all formal meetings of the Panel (approx. 6 per year)
  + Establish good relations with other members, officers and co-optees.
  + Attend additional meetings e.g. 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.
* At the meetings you will need to listen carefully, ask questions in a way which is non-judgmental, respect confidentiality and help the Panel to make practical suggestions for improvements in services.
* Assist in the preparation of reports and the formulation of recommendations; this may involve volunteering to participate in a Working Group to conduct a scrutiny review.
* Attend training and development events as needed.
* Abide by the Panel Arrangements and Rules of Procedure which set out how the Police and Crime Panel will operate in the 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 area.

**Note: all Panel members would 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.