

Job description

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

Purpose and impact

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

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

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

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

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



Key responsibilities

The co-opted member will:

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

A Priority Lead will:

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

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



Other factors

1. Co-opted Members must reside in Dorset.
2. Co-opted members are expected to serve a full term (or more) of four years.
3. This role involves substantial use of a computer incl MS Office and MS Teams.
4. Proficiency to provide clear information in a sensitive, but assertive manner.
5. There may be occasions where there is a travel requirement, for which reasonable expenses will be reimbursed at the Dorset Council agreed rates for councillors.
6. Successful applicants will be required to:
 - undergo an enhanced DBS check;
 - have no political associations or links with the PCC and/or the Office of the PCC (OPCC), or either DC and BCP Councils.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

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

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

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

Essential criteria are the minimum requirement for the role.

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

Essential

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. No essential requirements	Application form
Experience	
2. Experience in the practical application of a role relevant to the role description.	Application form
3. Experience in facilitating workshops and presenting at meetings	Application form
Knowledge, skills and abilities	
4. Expert knowledge of the role set out in this role and the ability to clearly and concisely summarise complex issues.	Application form Interview Assessment
5. Demonstrate first class communication and interpersonal skills: To be able to communicate effectively both verbally and in writing – and to interact positively and constructively with other members of the Panel, the PCC, partner organisations and most importantly to engage with the public and the community at large	Interview Assessment
6. Demonstrate strategic thinking and evaluation skills. To have breadth of vision – to rise above detail, and to see problems and issues from a wider, forward- looking perspective – and to make appropriate linkages across priority areas.	Interview Assessment
7. Demonstrate an ability to rigorously and effectively analyse complex written and verbal information, including financial and statistical data.	Interview Assessment
8. Demonstrate an ability to make good judgements: To take a balanced, open- minded and objective approach and provide constructive challenge to the Police and Crime Commissioner (PCC), without being confrontational or political.	Interview Assessment



9. Demonstrate an ability to be supportive with strong team working skills: To be able to support the PCC and the other members of the Panel in delivering their duties	Interview Assessment
10. Demonstrate an ability to scrutinise and challenge: To be able to rigorously scrutinise and challenge constructively without becoming confrontational, using appropriate data, evidence and resources. To be able to interrogate and understand complex financial and budgetary information	Interview Assessment
11. Demonstrate an ability to be analytical: To comprehend, interpret and question complex written material, including financial and statistical information and other data such as strategic performance measures/data, value for money indicators and identify the salient points.	Interview Assessment
Our values	
12. Respect	Interview Assessment
13. Together	Interview Assessment
14. Accountability	Interview Assessment
15. Openness	Interview Assessment
16. Curiosity	Interview Assessment
Other	
17. The ability to fulfil the travel requirements of the post	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Experience	Assessed through:
1. Knowledge and experience of working in one of the following fields: • policing, community safety or wider criminal justice sector • local or central government • management role in the public sector or charity sector • experience working in the financial industry • legal experience, such as a solicitor or legal executive	Application form
2. It is desirable that candidates demonstrate experience of any of the following: • working with other people on issues of mutual interest over a period of time (e.g. voluntary work) • situations where you needed to compromise • interacting or working with people of all ages • interacting or working with people who have different political view and/or religious beliefs	Application form



Skills and abilities	
18. Ability to research and record information accurately	Interview Assessment

Approval

Manager's job title: Service Manager for Assurance

Date: June 2023

