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INFORMATION PACK

RECRUITMENT OF MEMBERS TO THE ETHICS, INTEGRITY AND COMPLAINTS COMMITTEE

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CONTENTS

	<u>Page No.</u>
Introduction from Lord Willy Bach, Police and Crime Commissioner and Simon Cole, Chief Constable	3
Information on the Committee	4
Terms of Reference for the Committee	9
Remuneration Scheme	16
The Recruitment Process	18
Timeline for Recruitment	20
Person Specification	21
Role Profile	25

INTRODUCTION FROM THE POLICE AND CRIME COMMISSIONER

The inception of Police & Crime Commissioners in late 2012 heralded a new era for policing in England and Wales. Through them, efficiency and effectiveness is monitored and the police held to account on behalf of the communities whom they are charged to serve and keep safe.

But public support is far from solely dependent upon how well the police control crime (important though that most certainly is) – the very way in which they carry out their complex and often demanding duties is crucial to public confidence. In particular, police are expected to display the very highest standards of professionalism, fairness, and integrity at all times and we know that, when such standards are not met, public support and confidence are invariably adversely affected.

It is against this backdrop that the Ethics, Integrity and Complaints Committee was convened. Through this body, Leicestershire Police is subject to even greater independent public scrutiny.

The Committee has the authority to examine and advise on officer and staff conduct including scrutiny of how complaints made by members of the public are dealt with by the Force's Professional Standards Department. The Committee also have the authority to discuss complex policing issues from an ethical perspective and, where necessary and appropriate, provide guidance to senior leadership teams. We, the Chief Constable and I, will listen.

The Ethics, Integrity and Complaints Committee makes an explicit and highly public commitment to transparent, ethical policing which will enhance, even further, the Force's reputation and effectiveness. I am deeply grateful to those who serve on this most important body and the important work they undertake.



Lord Willy Bach
Leicestershire Police & Crime Commissioner



Simon Cole QPM
Chief Constable



Information about the Ethics, Integrity and Complaints Committee

The aim of the Ethics, Integrity and Complaints Committee is to provide assurance to the Police and Crime Commissioner that ethics and integrity are embedded within Leicestershire Police and that complaints against the police are being handled expeditiously and following due process. The Committee debates and advises on these three areas and adds value to the current audit and scrutiny processes already in place.

Background

In recent years there has been heightened focus on the integrity of police officers and police forces. In response the police service has produced a number of national policies and guidance documents. In 2011 Her Majesty's Inspector of Constabulary (HMIC) published their inspection report '*Without Fear of Favour*' - <https://www.justiceinspectorates.gov.uk/hmicfrs/media/a-review-of-police-relationships-20111213.pdf> and in December 2012 the follow up report entitled '*Revising Police Relationships: A progress report*' – <https://www.justiceinspectorates.gov.uk/hmicfrs/media/revisiting-police-relationships.pdf>

This second report identified that whilst nationally progress had been made there was still more needing to be done. A further HMIC report entitled 'Integrity Matters' <https://www.justiceinspectorates.gov.uk/hmicfrs/wp-content/uploads/police-integrity-and-corruption-2015.pdf> - was published on 30 January 2015 and can be accessed at: This report addresses the arrangements to ensure integrity and provide the capability to tackle corruption in policing.

The annual HMICFRS inspection into Police Effectiveness, Efficiency and Legitimacy (PEEL) reports on integrity within police forces as part of the 'legitimacy' pillar of the inspection process. The latest report for Leicestershire can be accessed at:

<https://www.justiceinspectorates.gov.uk/hmicfrs/peel-assessments/peel-2018/leicestershire/>

Further information on Leicestershire Police can be accessed at: <https://www.leics.police.uk/>

Transparency and accountability of decision making within the police service is coming under greater scrutiny and there is a growing vulnerability for senior officers regarding some of the new challenges that policing in austerity brings coupled with the opportunity to demonstrate value based, ethical decision making around operationally complex issues.

The Ethics, Integrity and Complaints Committee

The Ethics, Integrity and Complaints Committee undertake an advisory role and is not a decision making body. It is overtly unbiased and independent. It provides a forum for debate on complex operational or personnel issues with a view to defensible decision making. In delivering their remit, the Committee considers both broad thematic issues as well as practical day-to-day and historic matters. In certain circumstances, the Committee will advise on live operations or events or examine the application of the national decision making model. Information on the national decision making model can be found at: <http://www.acpo.police.uk/documents/president/201201PBANDM.pdf> The Committee will discuss and provide advice about ethical issues and not just scrutinise the application of policy and procedure.

The Committee provides a transparent and independent forum that monitors and encourages constructive challenge over the way complaints, integrity and ethical issues are handled by the Force and overseen by the Police and Crime Commissioner. It assists and supports Leicestershire Police in maintaining clear ethical standards and achieving the highest levels of integrity and professional standards of service delivery.

The Committee focuses on the following three areas:-

- **Ethics**

The launch of the Code of Ethics by the College of Policing in July 2014 https://www.college.police.uk/What-we-do/Ethics/Ethics-home/Documents/Code_of_Ethics.pdf set out the principles and standards of behaviour that promote, reinforce and support the highest standards from all those working within the police service. Police staff also have their own code and fall under the Police Staff Council Standards of Professional Behaviour at: <https://www.local.gov.uk/sites/default/files/documents/workforce%20-%20Police%20-%20PSC%20handbook%20-%20Guidance%20Note%209%20-%20Standards%20of%20Professional%20Behaviour.pdf>

The principles of the Codes are integral to the delivery of policing and are part of growing police professionalism leading to increased public confidence. Professional ethics is broader than integrity alone and incorporates the requirement for individuals to give an account of their judgement, acts and omissions. The Committee facilitates public scrutiny in this area and helps to build and maintain trust and public confidence.

- **Integrity**

Integrity is pivotal to public trust and confidence and oversight of how this is embedded within the Force requires independence and transparency for the police to have 'legitimacy' with the public it serves. Integrity in policing is about ensuring that the people who work for the police uphold public confidence. It is about how well the police make decisions, deal with situations and treat people day in and day out. If the public don't trust the police to be fair and act with integrity and in their best interests it is unlikely that they will be inclined to assist the police.

- **Complaints**

The Police and Crime Commissioner has a duty to hold the Chief Constable to account on how effectively he discharges his responsibility for responding to complaints and misconduct allegations made against the Force. This includes the dip sampling of completed complaint files and consideration of performance data in relation to the number of complaints, categories, trends etc. The Ethics, Integrity and Complaints Committee provide a robust, independent and transparent approach to the oversight of complaints and misconduct matters.

The Ethics, Integrity and Complaints Committee contribute to developing trust and confidence in the following ways:-

- (a) By bridging the gap between academic debate on ethics and operational decision making.
- (b) Influencing changes in force policy.
- (c) Enhancing the debate and development of police policies and practices.
- (d) By anticipating and understanding future ethical challenges that the service will face and influencing any response by the police.
- (e) Articulating and promoting the influence of professional ethics in all aspects of policing.

Membership

The Committee comprises 5 members recruited to the role from the local community. All members will either live and/or work within the Leicestershire Police geographical area. Membership of the Committee aims to reflect the culturally diverse local community and members come from a variety of backgrounds, including but not restricted to:-

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- Law and Criminal Justice
- Applied Ethics and Public Policy
- Commerce, Finance and Business due to the vulnerabilities around procurement and contracts
- Health and Medicine due to the ethical dilemmas and skills deemed transferable to a policing environment.
- Private sector experience where ethical dilemmas have featured.
- Youth engagement to provide a youth perspective.

Working Arrangements

The working arrangements of the Committee will be as follows:-

- (a) The Committee will be subject to the Freedom of Information Act and in the interests of transparency it will meet in public except when considering restricted information when it will meet in private. Agendas will be published five working days prior to the meeting date. Reports and minutes will be published on the Police and Crime Commissioner's website.
- (b) The Committee will have a Chair and a Deputy Chair who will be elected to the roles at the inaugural meeting. The roles of Chair and Deputy Chair will be elected for a 4 year term. The Deputy Chair will act as Chair at meetings in the absence of the Chair. If the Chair can no longer continue in this role, the Deputy Chair will act as the Chair until the formal appointment of a new Chair.
- (c) Each member will be required to record their interests in the register of pecuniary and non-pecuniary interests. In addition, members will be required to disclose any such interests at the commencement of any meeting where there is a need to do so due to the nature of the agenda, or immediately if they arise unexpectedly in discussion.
- (d) Each member will sign a declaration to abide by the nine policing principles, based on the Nolan principles and contained within the Code of Ethics.
- (e) To assist with individual effectiveness, all members of the Ethics, Integrity and Complaints Committee must agree to be subject of an appraisal process operated by the Chair of the Committee. An appraisal of the Chair will be undertaken by the Police and Crime Commissioner.
- (f) A quorum for all meetings will be 3 members, one of whom must be either the Chair or Deputy Chair.
- (g) Meeting dates will be scheduled at least 12 months in advance and a forward plan of work agreed.

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- (h) Outside of formal meetings members of the Committee will undertake work within the remit of the Committee's terms of reference. This will include the dip sampling of a statistically significant number of complaint files and other areas of work as identified.
- (i) Representation at Committee meetings will be the Executive Director and the Communications and Public Relations lead officer from the Office of Police and Crime Commissioner, the Deputy Chief Constable and Head of Professional Standards from Leicestershire Police. The Strategic Head of Communications and Public Engagement will also be present or represented at the meeting. Other officers will attend as and when appropriate.
- (j) Secretarial support for agenda setting, collation and distribution of reports and the taking of minutes will be provided through the Office of Police and Crime Commissioner.
- (k) All members will be appointed for an initial 4 year term. Following recommendations from the Chair and the OPCC Executive Director members can be appointed for a further 4 year term thereafter. The maximum period of tenure will be 8 years. The term of membership will be effective from the date of recruitment of the member.

ETHICS, INTEGRITY AND COMPLAINTS COMMITTEE
Terms of Reference

Purpose

The Ethics, Integrity and Complaints Committee will be responsible for enhancing trust and confidence in the ethical governance and actions of Leicestershire Police. The Committee will provide reassurance to the Police and Crime Commissioner that ethics and integrity are embedded within Leicestershire Police and that complaints against the police are dealt with expeditiously and follow due process. Through its work the Committee will provide assurance to both the Police and Crime Commissioner, and the Chief Constable, that the Force aspires to, and achieves, the highest levels of integrity and standards of service delivery.

The Committee will be overtly unbiased and independent and will discharge its responsibilities by:

- Promoting the highest standards of ethical conduct in all its dealings
- Providing a focus for education into ethical issues
- Ensuring compliance with organisational values
- Identifying good practices and opportunities for improvement.

Working Arrangements

The working arrangements of the Committee will be as follows:-

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- (e) To assist with individual effectiveness, all members of the Ethics, Integrity and Complaints Committee must agree to be subject of an appraisal process operated by the Chair of the Committee. An appraisal of the Chair will be undertaken by the Police and Crime Commissioner.
- (f) A quorum for all meetings will be 3 members, one of whom must be either the Chair or Deputy Chair.
- (g) Meeting dates will be scheduled at least 12 months in advance and a forward plan of work agreed.
- (h) Outside of formal meetings members of the Committee will undertake work within the remit of the Committee's terms of reference. This will include the dip sampling of a statistically significant number of complaint files and other areas of work as identified.
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- (j) Secretarial support for agenda setting, collation and distribution of reports, attendance at meetings to take minutes will be provided through the Office of Police and Crime Commissioner.
- (k) All members will be appointed for an initial 4 year term. Following recommendations from the Chair and the OPCC Executive Director members can be appointed for a further 4 year term thereafter. The maximum period of tenure will be 8 years. The terms of members will be effective from the date of recruitment of the member.
- (l) The Police and Crime Commissioner will attend one meeting of the Committee in a 12 month period.

Committee Responsibilities

The Committee will articulate and promote the influence of professional ethics in all aspects of policing. It will support the PCC and the Senior Command Team in their business portfolios from the perspective of the ethical dilemmas of their

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work by considering any ethical matters referred by the Commissioner or the Chief Constable.

The Committee will anticipate ethical challenges facing the police service and the correct response. It will advise and influence changes in Leicestershire Police policy.

The Committee will advise the Commissioner, and Chief Constable, on the effectiveness of the embedding of the Code of Ethics within the Force and its on-going influence on service delivery.

The Committee will report biannually on its work and setting out its findings.

The Committee will regularly scrutinise:-

- Expenses paid to officers both within the Force and the OPCC, including the Commissioner and Chief Constable.
- Information published as required by government under the transparency agenda.
- Stop and search data and outcomes including any disproportionality identified.
- 'Any Questions' on the Force intranet site to identify any ethical or integrity issues arising and the responses given.
- Promotion processes to ensure they are fair and equitable.
- Resource deployment in a time of austerity.
- The implementation of force policy and procedure to ensure it is adhered to.
- Data relating to cases of grievances, employment tribunals and disciplinary and performance procedures to identify any areas disproportionality. This may include reviewing individual cases, once finalised, to gain additional assurance.

In addition the Ethics, Integrity and Complaints Committee will consider and may make recommendations regarding the following:-

Policy and Procedure

- Providing advice to those engaged in the development or review of force policy and procedure;

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- Ensuring policy and procedure reflects the stated values of the force and police service
- Reviewing force policies in relation to grievances, disciplinary and performance procedures and advise on any areas that could potentially lead to disproportionality.

Decision Making/Transparency

- Review the decision making of others
- Review compliance with the agreed Decision Making Model
- Transparency around performance against strategic plans
- Review compliance with declarations of interest, gifts and hospitality
- Review chief officers' diaries and cross check gifts and hospitality against the procurement register to ensure transparency.
- Review the communications to staff on the requirement to complete the hospitality and gifts register, particularly in respect of declined gifts.
- Review compliance with the Publication Scheme
- Review compliance with the Equality Scheme

Leadership

- Review the ethical standards expected of all leaders
- Supporting and if necessary challenging the ethical conduct of leaders

Culture

- Review organisational values
- Promoting the purpose and adoption of value based action and decision making throughout the force
- Ensuring the Code of Ethics and force values are applied consistently across all activities of the force.

People

- Reviewing staff performance in upholding the values of the force and police service
- Scrutinising inter-personal relations, such as behaviour that may fall short of the conduct threshold or indicate a failure to afford an individual dignity or equality in treatment.
- Review the monitoring undertaken of staff members personal social media
- Review the vetting undertaken to ensure it complies with the national standards.
- Make recommendations in respect of resources allocated to PSD, CCU where it is felt this is not adequate to deliver the assurances required.

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- Review of the Business Interests Policy and the business interests held by officers, including those declined.
- Regularly review recruitment, retention and promotion procedures and outcomes to identify any areas of disproportionality resulting from these processes and procedures.

Performance

- Ensuring operational and organisational performance is measured and delivered ethically, upholding the values of the force and Code of Ethics
- Review expected standards and conduct of staff/officers
- Review the arrangements in place for “Whistleblowing
- Review statistical data in relation to complaints against the police and ensure any issues are identified and acted upon if appropriate.

Conduct

- Ensuring investigations are conducted ethically and in compliance with relevant process and force values.
- Consider potential ethical conflict in relation to matters such as procurement, hospitality, allowances/expenses and personal association.
- Regular reviewing of the IPCC Non-Referral Register held by the Force to ensure decisions are ethical.
- Monitoring of Force and PCC systems for recording and monitoring complaints
- Reviewing complaint cases or misconduct investigations, including appeals, that cause or are likely to cause particular community concern or raise reputational issues
- Monitoring of performance data regarding complaints to ensure that the Force has an effective complaints reporting system in place and is identifying and learning from any recurring patterns or themes
- Monitoring the proportionality of decision making around complaints and misconduct allegations, including the potential discriminatory impact on the community and the officers and staff of the Force
- To provide a forum to debate issues concerning professional standards, integrity and ethics, in accordance with principles and standards set out in the ‘Code of Ethics’ published by the College of Policing , and to challenge and make recommendations about ethical dilemmas facing the Force (whether brought to the Committee or raised by the Committee) and relevant integrity policies
- To report, on a biannual basis, the summary findings, conclusions and recommendations of the Committee to the Police and Crime Commissioner and Chief Constable
- Reviewing Hospitality Registers maintained by the Force and the Office of the PCC

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- Consider the effectiveness of change or improvement programmes
- To receive feedback on formal inspection of the Force from HMIC, IPCC and any other national body where that inspection relates to integrity, transparency or the handling of complaints.
- Ensure reviews of completed complaint files managed by both the Force and the IPCC are undertaken and best practice and exceptions identified and acted upon if appropriate)
- Review compliance with FOI requests for both the Force and the OPCC.
- Review the adequacy of sharing information and agreed Protocols

Complaints/Misconduct

- To review the handling of public complaints, misconduct and grievances to commend best practice, to identify necessary organisational learning and to report any irregularities to the Commissioner and the Chief Constable so they may take appropriate action.
- To aim to dip sample approximately 25 files each quarter, on a theme to be determined in advance by the Chair, to provide assurance that the Force's procedures, investigations and outcomes have addressed statutory requirements. To take a risk based approach and completion of a review proforma for each file examined. PSD to provide a mixture of substantiated, unsubstantiated, locally resolved, withdrawn and discontinued cases.
- To review performance management data to show timeliness of completion of complaints, trends and analysis of types of complaints and or geographical police areas of concern.
- To review the progress of live complaint cases or misconduct investigations, including appeals that cause or are likely to cause particular community concern.
- To monitor the proportionality of decision making around complaints and misconduct allegations, including the potential discriminatory impact on the community and the officers and staff of the Force.
- To provide a forum to debate issues concerning professional standards, integrity and ethics, in accordance with the principles and standards set out in the Code of Ethics and to challenge and make recommendations about ethical dilemmas facing the Force ensuring organisational learning is maximised.
- To ensure the Force is identifying and learning from any recurring patterns or themes arising from complaints or misconduct matters.

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- To identify overlapping themes between complaints and civil claims.
- To view a selection of misconduct allegations to reassure of the actions being taken against staff through internal procedures as well as those arising from complaints.

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Ethics, Integrity and Complaints Committee Members Remuneration Scheme

Members will be paid an annual allowance. This will be £2,840 per year, plus travel expenses at standard class rail fare or car miles at 45p per mile.

Travelling expenses

Travelling expenses will be claimed in respect of the distance between your place of departure and the place where the approved duty is carried out and the return journey.

You will normally be aware of meetings in advance and so will, in most cases, be claiming for travel from home or place of work. There may however be occasions when meetings are called at short notice. In such circumstances, and where your point of departure is outside of the Force area, you will be paid from the point of where you have entered the area from your place of departure.

The claimant must ensure that their private car insurance covers the use of the vehicle on OPCC business.

Travel by train will be reimbursed up to standard class travel. For claimants who are eligible attention is drawn to the financial savings to the Office of Police and Crime Commissioner (OPCC) through use of a senior railcard, which enables savings of a third on all rail journeys. The cost associated with purchasing the card can be reimbursed from the OPCC.

Travel by taxi may be claimed only where public transport is not available. Travel by air requires the prior approval of the Chief Executive and is limited to economy class.

Subsistence

Subsistence will only be paid for attendance at meetings of the Ethics, Integrity and Complaints Committee meetings and any related training, conference or seminars arranged by the OPCC where refreshments are not provided. The level of reimbursement for meals will be:

Breakfast	£10.00
Dinner	£30.00

Claims for meals and other expenses will be paid on the basis of actual expenditure with a receipt.

Other expenses

All necessary hotel accommodation required for OPCC business will be booked and paid for by the OPCC. Value for money and best use of public funds will be key issues in determining the accommodation.

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Carers' Allowance

Any member who is required to pay a Carer in order to attend a meeting may claim a Carers' Allowance. This allowance shall be paid upon the production of a valid signed receipt, and shall be for actual expenditure incurred up to a maximum of the national minimum wage rate per hour.

Carers' Allowance may be claimed for the total hours it takes to leave home, attend the meeting and return home. The allowance shall not be payable in response of care provided by a member of the claimant's family or household.

Payments may be claimed in respect of children aged 16 or under and in respect of other dependants where there is a medical or social work evidence that care is required.

Income tax and National Insurance

Most entitlements to allowances and expenses are subject to deductions for income tax and national insurance. In respect of mileage expenses, the HM Revenue and Customs approved rates adopted by the OPCC are exempt of payment of income tax and national insurance.

PAYE tax will be deducted at the basic rate on tax code BR unless a tax code can be provided/assessed via Form P45/P46 or the tax office can send a form P6. In these cases deductions will be made in accordance with the tax code issued.

Flat rate Class 1 National Insurance contributions (Category A) will be deduction on pay when the lower earnings limit is exceeded unless you produce a valid exemption certification available from your local tax office.

Claimants, who are self-employed or have full-time employment with another employer, may pay more National insurance than is needed. If so, a refund will be initiated by the Department of Works and Pensions (DWP) after the year-end and when the total overpayment can be accurately assessed.

If the claimant is over retirement age they need pay no contributions, regardless of whether they are receiving a pension. The claimant should require a 'certificate of age exemption' from HM Revenue and Customs and arrange for this to be forwarded to the OPCC. The OPCC will make the necessary arrangements to stop National Insurance contributions being deducted.

If the claimant or their spouse is in receipt of benefits they should note that all allowances count as earning whether or not they are actually being claimed and paid. Consequently, they should declare their 'earning' to the DWP in cases where a state benefit is also being received.

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OFFICE OF POLICE AND CRIME COMMISSIONER

Ethics, Integrity and Complaints Committee

The Recruitment Process

Recruitment is through application and open competition. Applicants are required to complete an application form (Part I *enclosed*) setting out how they meet the essential and desirable criteria for the role and answer the 6 questions contained within Part II (enclosed). Both parts of the form should be returned to:-

The Police and Crime Commissioner for Leicestershire
Police Headquarters
Enderby
Leicester
LE9 6SW

The completed form should be returned by the closing date of Friday 11 October 2019. Following the closing date shortlisting will take place. Applicants will be assessed against the criteria within the person specification. Successful candidates will be invited to interview.

Interviews will take place at Police Headquarters, Enderby, Leicester on Tuesday 19 November 2019.

Persons exempt from applying

The following persons are exempt from applying:-

- Currently serving with or employed by the Police and Crime Commissioner for Leicestershire or the Chief Constable of Leicestershire Police.
- Ex-members of the previous Police Authority.
- Currently a serving Independent Custody Visitor or Misconduct Panel members.
- A standing or ex-PCC or ex-Chief Constable.
- A current member or ex-member of a Police and Crime Panel.
- Has served as a police officer within the last 8 years.
- Serving officers of the Special Constabulary or have served as a Special Constable within the last 8 years.
- Elected councillors, currently serving in that role, or those active in local or national politics.

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- Individuals who have significant business or personal dealings with the Office of the Police and Crime Commissioner or Leicestershire Police.
- Individuals who are immediate family members of the PCC or the Chief Constable or who have a very close relationship with either and as such may not have the requisite level of independence required for Committee membership.
- Individuals removed from a trusteeship of a charity.
- Individuals under a disqualification order under the Company Directors Disqualification Act.
- A person who has been adjudged as bankrupt, or made a composition or arrangement with his creditors.
- Convicted in the UK, Channel Islands or the Isle of Man of any offence and has had passed on a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine, within the last five years prior to their appointment.

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Ethics, Integrity and Complaints Committee

Timeline for Recruitment Process

<u>DATE</u>	<u>ACTION</u>
11 October 2019	Deadline for completed applications
24 October 2019	Shortlisting.
19 November 2019	Interviews
Week commencing 25 November 2019	Applicants informed of outcome of interviews
13 December 2019 20 March 2020	Ethics, Integrity and Complaints Committee meetings

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Member of the Ethics, Integrity and Complaints Committee Members

PERSON SPECIFICATION

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
<u>Eligibility</u>	<ul style="list-style-type: none"> • To be 18 years of age or over and live or work in the Leicestershire Police force area. • Be independent of both Leicestershire Police and Police and Crime Commissioner and his office. • Must not be in one of the exempt categories. • Must be granted vetting clearance in accordance with National Vetting Policy for the police. 	
<u>Knowledge and experience</u>	<p>Experience in one or more of the following fields:</p> <ul style="list-style-type: none"> • Law and Criminal Justice • Applied Ethics and Public Policy • Commerce/Finance and Business due to the vulnerabilities around procurement and contracts • Community Service/ Partnership/Voluntary working • Health and Medicine due to the ethical dilemmas and skills deemed transferable to a policing environment. • Private sector experience where ethical dilemmas have featured. • Youth engagement to provide a youth perspective. 	Current or previous membership of a group where there is an ethical dimension.

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	Knowledge and awareness of ethical principles and how they apply to the police service.	Experience of a local government Standards Committees.
<u>Knowledge and Experience</u>	An understanding of the integrity and ethical agenda facing the police service.	Experience of advisory groups whether in the private sector or voluntary service.
	Active participation in an area of work or interest in which ethics is a core dimension.	
	Excellent communication skills and be willing to attend meetings and carry out additional work outside of planned meeting dates.	
<u>Working with People</u>	Establish and maintain good working relationships with a wide range of people.	
	Ability to work as part of a team.	
	Capacity to treat people fairly and with respect. To value diversity and respond sensitively and constructively to difference of opinion.	
<u>Skills and abilities</u>	Ability and confidence to scrutinise and challenge and make balanced reasonable and proportionate judgements.	
	Ability to debate issues concerning professional standards, integrity and ethics and to challenge and make recommendations about ethical dilemmas facing the organisation.	
	To have high personal integrity and the utmost respect for confidentiality.	

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	Self-motivated and able to think independently, critically and analytically.	
	Ability to examine evidence and complex documentation and take an independent and unbiased view.	

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OFFICE OF POLICE AND CRIME COMMISSIONER

ETHICS, INTEGRITY AND COMPLAINTS COMMITTEE

ROLE PROFILE

Reports to: The Police and Crime Commissioner

Responsibilities:

- To attend quarterly meetings at Police Headquarters Enderby.
- To contribute to the effective discharge of the Committee Terms of Reference.
- To develop and maintain effective working relationships with Committee members, the Police and Crime Commissioner and his senior officers and the Chief Constable and his senior officers.
- Contribute to the business of the meetings in a manner which supports all matters on the agenda being dealt with effectively and appropriately.
- Advise the Committee Chair where an interest or potential conflict of interest may exist in respect of a matter to be discussed at a meeting.
- Address the Committee on all matters where an opinion or decision is required and in such a manner that does not inhibit other members of the Committee wishing to express a different opinion.
- To be diligent in preparing for Committee meetings and making an effective contribution to those meetings to provide independent assurance.
- In addition to quarterly meetings to attend at other police premises as necessary to undertake actions outside of the formal meetings within the remit of the role.
- To work with other Committee members to reach a consensus on recommendations to the Police and Crime Commissioner and Chief Constable.
- To attend seminars, developmental and training sessions as and when required.
- To read relevant documentation in advance of meetings.
- During Committee meetings to follow the procedure determined by the Chair.

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- Promote compliance with the Code of Ethics for police officers and the wider police family.
- Ensure Leicestershire Police takes steps to promote the culture of learning from its experiences.
- To maintain security and confidentiality of the information received.
- To ensure a culture of learning from the Force's experiences
- To contribute to the delivery of defensible decision making by the senior leaders of Leicestershire Police to ensure that those decisions are in keeping with the Code of Ethics and the Force's 'Our Duty' principles and have the public interest at heart.
- To promote compliance with the Code of Ethics and Standards of Professional Behaviour for all who work for Leicestershire Police.

ROLE PROFILE - CHAIR

- To lead the committee and ensure it is an effective working group.
- To promote a culture of integrity, openness and debate and be responsible for effective communication with stakeholders.
- To ensure that all committee members receive accurate, timely and clear information. To ensure that committee members act proactively in ensuring current issues are brought to the attention of the Police and Crime Commissioner.
- Contribute to the delivery of transparent and ethically rooted decision making ensuring those decisions are in the public interest.
- Contribute to the continuing development of the committee.
- To be aware of and keep up to date with local and national ethical matters generally and particularly relating to policing and to be proactive in ensuring that such issues are brought to the attention of the Police and Crime Commissioner.
- To communicate the Force's ethics and compliance standards ensuring the effectiveness of that communication.

NOT PROTECTIVELY MARKED

ROLE PROFILE – DEPUTY CHAIR

- To support the Chair in leading the Committee in considering ethical issues to support decision making in relation to complex policing issues.
- To assist the Chair in setting the Committee's agenda and ensuring it functions as an effective working group. The Deputy Chair must promote a culture of integrity, openness and debate and will be responsible for effective communication with the Commissioner and/or his officers.
- To assist the Chair in monitoring and auditing compliance.
- To assume the role and powers of the Chair if the Chair is not present or unavailable until such time as the Chair becomes available.

Reviewed EICC June 2019