

**POLICE AND CRIME
COMMISSIONER FOR
LEICESTERSHIRE**

**ETHICS, INTEGRITY AND
COMPLAINTS COMMITTEE**

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| Report of | OFFICE OF POLICE AND CRIME COMMISSIONER |
| Subject | MEMBERSHIP OF THE COMMITTEE/WORKING ARRANGEMENTS |
| Date | FRIDAY 21 MAY 2019 – 2:00 p.m. |
| Author | ANGELA PERRY, EXECUTIVE DIRECTOR |

Purpose of Report

1. The purpose of this report is to update members on the future membership of the Committee and to propose changes to the working arrangements of the Committee.

Recommendation

2. It is recommended that members:-
 - (a) note the position with current members appointment;
 - (b) comment upon the approach to be taken to recruit new members to the Committee;
 - (c) nominate a serving member of the Committee to be involved in the recruitment process; and
 - (c) approve the amendments to the Committee's working arrangements.

Background

3. Members are appointed to the Committee for a 4-year term of office with the option of continuing for a further 4 year period thereafter. The current maximum period of tenure is 8 years.

Current Membership

4. Of the current membership 5 members complete their first term of office in September 2019 with 2 members completing their first term in May 2020. To date six members have indicated their wish to continue for a further 4 year term. One member, due to no longer living or working within Leicestershire

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Police force area, will no longer continue in the role beyond September 2019. Therefore there will be a need to recruit one new member to the Committee.

Recruitment

5. Recruitment of new members will follow a similar process to that undertaken in 2015 and will involve an advertisement being widely published but also disseminated to targeted areas to attract individuals with experience of dealing with ethics or integrity matters on a regular basis or who would have experience of complaints handling or customer service. The person specification and role description is attached at APPENDIX 'A' to the report.
6. The intention is to advertise the one vacancy at the end of July with a closing date at the end of August. Shortlisting will take place at the beginning of September with interviews being held later that month at a date to be arranged. This will avoid annual leave commitments for those involved in the process and will provide sufficient time over the summer period for interested candidates to submit an application.
7. The interview panel will consist of the Police and Crime Commissioner and the Deputy Chief Constable. A current serving member of the Committee is also requested to take part in the recruitment process and members are asked for this to be decided at the meeting.
8. It is expected that the new member will take commencement in the role at the March 2020 meeting of the Committee. Depending on the vetting process this may be brought forward to an earlier meeting date.

Working Arrangements

9. The working arrangements for the Committee is attached at APPENDIX 'B'. The proposed amendments to the arrangements (indicated in red font on the appendix) are as follows:-
 - to allow the Chair and Deputy Chair to service more than one term of 4 years in those respective roles;
 - to clarify the officers attending the meetings;
 - to clarify the provision of secretarial support; and
 - to allow members to serve in excess of 8 years term of office.
10. Members are asked to review the proposed amendments and provide their views.

Background Papers

File – PCC/2/O

Person to Contact

Angela Perry, Executive Director, (0116) 2298982

Email: angela.perry@leics.pcc.pnn.gov.uk

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**Member of the Ethics, Integrity and Complaints
Committee Members**

PERSON SPECIFICATION

| <u>Criteria</u> | <u>Essential</u> | <u>Desirable</u> |
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| <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. | Current or previous membership of a group where there is an ethical dimension. |
| | Knowledge and awareness of ethical principles and how they apply to the police service. | Experience of a local government Standards Committees. |

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| <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. | |
| | 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

MEMBER 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.

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- To read relevant documentation in advance of meetings.
- During Committee meetings to follow the procedure determined by the Chair.
- 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.

Ethics, Integrity and Complaints Committee

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 member elected to serve as Chair will only do so for one term of 4 years.~~ 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.
- (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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- (i) Representation at Committee meetings will be the ~~Chief Executive and Executive Director Head of Governance and Assurance and the Communications and Public Relations lead~~ 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 Service Level Agreement in place with Leicestershire Police~~ for the provision of executive support services.
- (k) All members will be appointed for an ~~initial~~ 4 year term ~~with the option to continue with further 4 year terms 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.

(Previously agreed by the Committee – 25.9.15)