

# **NOTTINGHAMSHIRE POLICE AND CRIME PANEL Confirmation Hearing Deputy Police & Crime Commissioner**

**Monday, 16 September 2024 at 15:30  
County Hall, West Bridgford, Nottingham, NG2 7QP**

**There will be a pre-meeting for Panel Members only  
in the Civic Suite at 1pm**

## **AGENDA**

- |          |   |               |
|----------|---|---------------|
| <b>1</b> | <b>Apologies for Absence</b>  |               |
| <b>2</b> | <b>Declarations of Interests by Members and Officers:- (see note below)</b> |               |
| <b>3</b> | <b>Proposed appointment of a Deputy Police and Crime Commissioner</b>       | <b>5 - 28</b> |

#### **4 EXCLUSION OF THE PUBLIC**

The Committee will be invited to resolve:-

“That the public be excluded for the remainder of the meeting on the grounds that the discussions are likely to involve disclosure of exempt information described in Schedule 12A of the Local Government Act 1972 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

##### **Note**

If this is agreed, the public will have to leave the meeting during consideration of the following items.

##### **EXEMPT INFORMATION ITEMS**

#### **5 Proposed appointment of a Deputy Police and Crime Commissioner - Panel's decision-making**

##### **Notes**

- (a) Members of the public are welcome to attend to observe meetings of the Police and Crime Panel. Please note that there is no opportunity for the public to speak at these meetings.
- (b) Declarations of Interests – Persons making a declaration of interest should have regard to their own Council's Code of Conduct and the Panel's Procedural Rules.

Members or Officers requiring clarification on whether to make a declaration of interest are invited to contact Noel McMenamin (Tel. 0115 9932670) or a colleague in Democratic Services at Nottinghamshire County Council prior to the meeting.

- (c) Members of the public wishing to inspect 'Background Papers' referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:

Customer Services Centre 0300 500 80 80

- (d) Membership:

##### **Independent Co-optees**

Lesley Dalby  
Christine Goldstraw OBE  
Suma Harding  
Vacancy

## **Council representatives**

Ashfield District Council – Councillor John Wilmott  
Bassetlaw District Council – Councillor Madelaine Richardson  
Broxtowe Borough Council – Councillor Helen Faccio  
Gedling Borough Council – Councillor David Ellis  
Mansfield District Council – Mayor Andy Abrahams  
Newark & Sherwood District Council – Councillor Paul Taylor  
Nottingham City Council – Councillor Linda Woodings  
Nottingham City Council – Councillor Corall Jenkins  
Nottinghamshire County Council – Councillor Boyd Elliott  
Nottinghamshire County Council – Councillor Mike Introna  
Rushcliffe Borough Council – Councillor Rob Inglis



**PROPOSED APPOINTMENT OF A DEPUTY POLICE AND CRIME COMMISSIONER**

**Purpose of the Report**

1. To enable the Panel to review this proposed appointment by the Police and Crime Commissioner (PCC).

**Information and Advice**

**Background**

2. The Police Reform and Social Responsibility Act 2011 (the 2011 Act) provides, under section 18(1), that the PCC for a police area may appoint a person as the Deputy Police and Crime Commissioner (Deputy PCC) for that area.
3. Schedule 1 of the 2011 Act requires Police and Crime Panels to hold confirmation hearings for proposed appointments to the posts of Chief Executive, Chief Finance Officer and Deputy PCC.
4. Under Schedule 1, paragraph 9 of the 2011 Act, the PCC has given notice to the Panel of his proposal to appoint a Deputy PCC. The PCC must also notify the Panel of the following information:
  - 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
  - c) why the candidate satisfies those criteria, and
  - d) the terms and conditions on which the candidate is to be appointed.
5. The PCC proposes to appoint Angela Kandola BEM as his Deputy PCC and has complied with the other notice provisions (see **Appendix A**). As a result, the Panel must now review this proposed appointment through a confirmation hearing.
6. The notice sets out the PCC's reasons for establishing the post, details of the candidate's suitability for the role and the proposed terms and conditions on which the appointment will be made. The curriculum vitae of the candidate is also included for members' information (see **Appendix B**).

**Process**

7. The confirmation hearing should be held in public, with the proposed appointee requested to attend to answer questions.

8. At the start of the hearing the PCC will introduce the candidate and explain why they are an appropriate person to undertake this role. This will be followed by questions from Panel Members to the candidate.
9. In line with guidance from the Local Government Association and Centre for Public Scrutiny, the focus of questioning from the Panel should be limited to issues of **professional competence** and **personal independence**.
10. This guidance also recommends that the Panel's considerations should take place in closed session rather than in public.
11. Under Schedule 1, paragraph 10 of the 2011 Act, the Panel must review the proposed appointment and make a report to the PCC on the proposed appointment, including a recommendation to the PCC 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 PCC of the proposed appointment.
12. A recommendation that an appointment is not made is different to a veto and the PCC could choose to ignore any such recommendation (with regard to appointments, the Panel only has power of veto over the appointment of a Chief Constable).
13. In response to the Panel's report, the PCC must then notify the Panel whether they will accept or reject the Panel's recommendation. There is no duty for the PCC to give reasons for his decision.

### **Other Options Considered**

14. None – the Panel is required to hold a confirmation hearing for any senior appointment made by the PCC.

### **Reasons for Recommendation/s**

15. To enable the PCC's appointment of a Deputy PCC in line with the requirements of Schedule 1 of the 2011 Act.

### **RECOMMENDATION/S**

That the Panel reviews the proposed appointment of the PCC's nominated candidate for the post of Deputy PCC and makes a report to the PCC.

### Background Papers and Published Documents

- 1) 'Police and Crime Panels – Guidance on confirmation hearings' – Local Government Association and Centre for Public Scrutiny (published).
- 2) Briefing Note for Panel Members on Schedule 1 Appointments

For any enquiries about this report please contact:

Noel McMenamin, Democratic Services Officer, Nottinghamshire County Council

[noel.mcmenamin@nottscc.gov.uk](mailto:noel.mcmenamin@nottscc.gov.uk)

Tel: 0115 993 2670







Ref: GG/CJ

2 September 2024

F.A.O. Chair of the Police and Crime Panel for Nottinghamshire Via  
Email only - [noel.mcmenamin@nottscg.gov.uk](mailto:noel.mcmenamin@nottscg.gov.uk)

Dear Chair,

**Re: Notice under Schedule 1, paragraph 9 to the Police Reform and Social Responsibility Act 2011 – Proposed appointment of a Deputy Police and Crime Commissioner for Nottinghamshire**

Please accept this letter as notice to the Police and Crime Panel under Schedule 1, paragraph 9 of the 2011 Act of my proposal to appoint a Deputy Police and Crime Commissioner (Deputy PCC) for Nottinghamshire permissible under section 18(1) of the 2011 Act.

As you are aware, Schedule 1 of the 2011 Act now requires the Panel to hold a confirmation hearing for this proposed appointment and, in anticipation of that hearing, and to comply with the notice requirements, I set out below and attached the following information:

1. the name of the person I am proposing to appoint is Angela Kandola;
2. a description of the role of Deputy Police and Crime Commissioner for Nottinghamshire is attached at Annex A to this letter;
3. a suitability statement is attached at Annex B to this letter, explaining why the candidate is suitable for appointment given the responsibilities of the role set out at Annex A (a separate Curriculum Vitae has been submitted by the candidate in support of her suitability and we understand this will appear at Appendix 2 to the Panel's cover report); and

**Nottinghamshire Police & Crime Commissioner**

Forces Headquarters |  
Sherwood Lodge Arnold |  
Nottingham | NG5 8PP

T 0115 844 5998

E [officepcc@notts.police.uk](mailto:officepcc@notts.police.uk)

[www.nottinghamshire.pcc.police.uk](http://www.nottinghamshire.pcc.police.uk)

4. a draft statement of particulars of employment (the terms and conditions on which the candidate is to be appointed) is attached at Annex C to this letter.

This formal notice follows dialogue between my office and the Panel's supporting officers since July. Panel members will recall that I originally submitted a proposal to appoint the same Deputy PCC on 26 July 2024. A Panel confirmation hearing was arranged for 6 August 2024, but I had to ask for a short postponement of that date on the day of the confirmation hearing, with apologies to Panel members. For a role like this, there are due diligence checks that need to be carried out and can take time to complete. Due diligence has taken slightly longer than expected so we asked for a postponement of the hearing to ensure it could be fully completed.

I am delighted that all the checks have now been completed and I can confidently put Angela forward for this role. I understand a confirmation hearing can be accommodated for this re-presented proposal on the day the Panel is next meeting – 16 September.

Please let my Chief Executive know if you require any further information.

Yours sincerely



**Gary Godden**  
**Nottinghamshire Police & Crime Commissioner**

**Nottinghamshire Police & Crime Commissioner**

Forces Headquarters |  
Sherwood Lodge Arnold |  
Nottingham | NG5 8PP

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[www.nottinghamshire.pcc.police.uk](http://www.nottinghamshire.pcc.police.uk)

**Annex A –  
A description of the role of Deputy Police and Crime  
Commissioner for Nottinghamshire**

# Deputy Police and Crime Commissioner

Salary: £62,720 (pro rata)

Office of the Police & Crime Commissioner (OPCC)

**Responsible to:** The Police and Crime Commissioner (and to the Chief Executive as Head of Paid Service)



**NOTTINGHAMSHIRE  
POLICE & CRIME  
COMMISSIONER**

## Job Purpose

To deputise for the Police and Crime Commissioner (PCC) in discharging such delegable functions as the PCC determines, to improve the PCC's resilience arrangements.

To take a strategic lead on the specific areas set out within this Job Description, to ensure successful delivery of themes deemed by the PCC to be critical to the achievement of Police and Crime Plan objectives.

To work co-operatively with the OPCC, Nottinghamshire Police, a wide range of partners and stakeholders and the diverse communities of Nottinghamshire to help identify opportunities to secure improved outcomes for local people.

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## Office of the Nottinghamshire Police & Crime Commissioner Values

**RESPECT** – Everyone feels valued and respected on a personal and professional level. We operate on a basis of trust and have honest and open conversations in order to advance our objectives.

**COMMITMENT TO PUBLIC SERVICE** – We proudly and professionally serve our communities and aim to place their needs, views, and interests at the heart of everything we do.

**ONE TEAM** - The OPCC is a welcoming and supportive place to work where we recognise each other's contribution and collaborate across teams and partnerships to become stronger and more resilient.

## Key Responsibilities

### Principal Accountabilities

1.	Deputising for the PCC in discharging such delegable functions in accordance with the Joint Corporate Governance Framework, and in circumstances as determined by the PCC (or, in the absence of the PCC, by the Chief Executive, OPCC) to improve the PCC's resilience arrangements.
2.	Championing the PCC's commitment to preventing and tackling Violence Against Women and Girls (VAWG) by overseeing delivery of Nottinghamshire's VAWG Strategy, leading projects, initiatives and activities, and representing the PCC at associated meetings and events to ensure progress against Nottinghamshire's VAWG Strategy and the objectives of the PCC's Police and Crime Plan.
3.	Working directly with the OPCC's Head of Commissioning & Partnerships and Head of the Violence Reduction Partnership team to develop and improve links and engagement with women's organisations and groups across Nottinghamshire to enhance understanding of the PCC's role and responsibilities, further Police and Crime Plan objectives.
4.	Working directly with OPCC's Head of Communications & Engagement on strengthening links between the PCC, OPCC, Police and local communities with a particular emphasis on engagement and participation with young people, Black and minority ethnic communities, those with disabilities and other underrepresented communities to help improve access to, and public trust and confidence in, policing, criminal justice and victims' services.
5.	Working directly with the OPCC's Chief Executive to explore opportunities for collaborative working between the PCC/OPCC and Nottinghamshire Police and the Mayor of the East Midlands and the East Midlands Combined County Authority in areas which would support the PCC's role and responsibilities and achievement of the PCC's Police and Crime Plan objectives.
6.	Undertaking additional or other duties, which are within the skills and competences held, to meet the needs of the business.

### **Sphere of activity**

The Deputy Police and Crime Commissioner (Deputy PCC) is an appointment by the Police and Crime Commissioner (PCC) provided for under section 18(1) of the Police Reform and Social Responsibility Act 2011 (the 2011 Act).

Under section 18(10) of the 2011 Act, the Deputy PCC is a member of the PCC's staff managed by the OPCC's Chief Executive as Head of Paid Service. Thus, the Deputy PCC is subject to a contract of employment and terms and conditions applicable to the PCC's staff with one exception; the Deputy PCC post is not politically restricted.

### **Financial:**

Act in accordance with Delegations, Financial Regulations, Financial Instructions, policies procedures, and guidance at all times.

### **Internal:**

The PCC, OPCC's Senior Leadership Team, Chief Officer Team, Police Officers and Staff at all levels.

### **External:**

Members of Parliament, the Home Office, Ministry of Justice, Lord Lieutenancy, High Sheriff of Nottinghamshire, Council Leaders, Local Councillors, Local Authority Chief Executives, the APCC, NPCC and other strategic partners as necessary.

### **Other: N/A**

Prepared by:

Signature:

Date:

**Annex B –  
Statement on the suitability of Angela Kandola to meet  
the criteria for the role of Deputy Police and Crime  
Commissioner**

As Police and Crime Commissioner for Nottinghamshire (PCC), I must discharge a wide range of statutory functions, including the duty to set and deliver a Police and Crime Plan for 2024- 29.

PCC responsibilities have vastly developed since PCCs were introduced in 2012 and nearly all PCCs have now appointed a Deputy Police and Crime Commissioner (Deputy PCC) to assist them cover these responsibilities day to day.

I therefore wish to appoint a Deputy PCC to ensure that important priorities are progressed for Nottinghamshire's communities. In particular, I need a Deputy PCC to:

- lead my drive to make Nottinghamshire a safer place for women and girls;
- play a key role in helping me reach more of our diverse communities, by improving our engagement with young people, black and minority ethnic communities, people with disabilities and other protected characteristics – to improve trust and confidence in policing;
- lead on regional collaboration with the East Midlands Mayor to help maximise investment and partnership working in Nottinghamshire that relates to prevention and tackling the causes of crime; and
- deputise for me at meetings and events to ensure the expanding demands on my time can be met.

I have set a role description for Deputy PCC to provide clarity of roles and responsibilities between myself as PCC, the Deputy PCC and senior roles within the Office of the Police and Crime Commissioner (OPCC) – see Annex A.

I believe Angela Kandola is suitable for the role described at Annex A, because she has relevant skills and experience set out in her supporting CV (submitted separately to the Panel) and has over 25 years' experience of:

- working with individuals on preventing and tackling Violence against Women and Girls, including supporting many women and young girls with honour-based violence.
- championing and working with various women's organisations such as the Women's' Centre, POW, Jericho project, to support women against violence and with refugees. She has previously worked with a national organisation, Southall Sisters.
- working with the most vulnerable communities around mental health,

- substance misuse, offending, homelessness, and domestic violence.
- leading and delivering on a wide range of contracts for multiple complex needs, independent living support services, employment, housing, welfare rights, advocacy, and culturally appropriate services.
- working with a diverse range of communities and continuing to sustain trusted working relationships.
- collaborative working both in the third sector and mainstream services.
- (for the past year) engaging with established and new community organisations raising awareness and championing Severe Multiple Disadvantage (SMD). This service is delivered with Nottinghamshire Healthcare NHS Trust, Probation, Social Services, POW, Juno Women's Aid & Al-Hurra.

Given these skills and experience, the Police and Crime Panel is asked to support the appointment of Angela Kandola as Deputy PCC.

**Gary Godden, The Police and Crime Commissioner for Nottinghamshire,**



**Annex C –  
Draft Statement of Particulars of Employment (the terms  
and conditions on which the candidate is to be  
appointed)**



**NOTTINGHAMSHIRE POLICE & CRIME COMMISSIONER**

**STATEMENT OF PARTICULARS  
(Employment Rights Act 1996)**

**FORCE HEADQUARTERS  
SHERWOOD LODGE  
ARNOLD  
NOTTINGHAM  
NG5 8PP**

This statement gives details of your terms and conditions of employment with **Nottinghamshire Police & Crime Commissioner** and is correct at **DATE**

Name: **INSERT**

Job Title: Deputy Police and Crime Commissioner for Nottinghamshire

Normal place of work: The Office of the Police and Crime Commissioner for Nottinghamshire (OPCC), Joint Police and Fire Headquarters, Sherwood Lodge, Arnold, Nottingham NG5 8PP, but you may be required to work from other locations

Appointing Police and Crime Commissioner: Gary Godden

Term of Appointment: Appointment to the position of Deputy Police and Crime Commissioner is linked to the appointing Police and Crime Commissioner's current term of office

Date employment commenced: **INSERT SUBJECT TO CONFIRMATION HEARING OF THE POLICE & CRIME PANEL**

Politically restricted post under the Police Reform and Social Responsibility Act 2011:  
No

**TERMS & CONDITIONS OF EMPLOYMENT**

**PARTIES**

- (1) The Police and Crime Commissioner for Nottinghamshire ('the PCC', 'we' or 'us'); and
- (2) **INSERT** ('you')

**General Statement of Conditions**

1. You are appointed as the Deputy Police and Crime Commissioner ('Deputy PCC'), by the PCC for Nottinghamshire. By virtue of Section 18 of the Police Reform and Social Responsibility Act 2011 ('the 2011 Act') you are a member of the PCC's staff. You will receive direction from, and report to, the PCC. You will co-operate at all times with the PCC's Chief Executive and Monitoring Officer, who is the Head of Paid Service responsible for line managing all PCC staff, and with the PCC's Chief Finance Officer, and with the Chief Constable. Your terms and conditions of employment are those contained in this document. A copy of your Job Description is attached.
2. The terms and conditions of your employment with the PCC are in accordance with and subject to the 2011 Act, the Policing and Crime Act 2017 as well as any national or local agreements, rules and regulations currently in operation (as amended or introduced from time to time), the rules of the Local Government Pension Scheme and any Acts or Statutory provisions that may apply.
3. The content of some of the HR policies and procedures may change over time to reflect the changing needs of the PCC and accommodate additional influences such as employment legislation and governmental requirements.
4. You represent and warrant that:
  - 4.1. you meet the eligibility requirements necessary to hold the role of Deputy PCC required by the 2011 Act and supporting regulations/guidance;
  - 4.2. you are not subject to any relevant disqualification as defined by paragraph 8 of Schedule 1 of the 2011 Act;
  - 4.3. you are not subject to any restriction which will hinder or restrict you from performing any duties which you are or may be required to perform as Deputy PCC;
  - 4.4. all of the information that you have provided to the PCC or Police and Crime Panel at any confirmation hearing or otherwise, prior to the commencement of the appointment is complete, true and up-to-date and you have not deliberately omitted any material information relevant to your appointment.
5. Your appointment and your continuing employment are at all times conditional upon the above warranties being accurate and you being permitted to work in the UK.

**Appointment and Term**

6. Your employment with us under this contract will start on **INSERT** (the 'Start Date').
7. Your appointment to the position of Deputy PCC is linked to the appointing PCC's current term in office. As required by the 2011 Act and Part 5 of the Policing and Crime Act 2017 (as amended) your appointment will terminate when the appointing PCC ceases to hold office unless the PCC leaves office mid-term (for whatever reason), in which case your term of office will run until the arrival of the newly elected PCC. As a result, your appointment is for a fixed period matching the PCC's current term continuing until (whichever is the sooner):
  - 7.1. the sixth day after the day of the poll at the next ordinary election of Police and Crime Commissioners;
  - 7.2. upon a subsequently elected PCC delivering a declaration of acceptance of office (should the appointing PCC cease to hold office for any reason prior to the next ordinary election); or

## **CONFIDENTIAL - APPOINTMENTS**

- 7.3. it is brought to an end by either you or us giving the required notice as set out in clauses 20-23.
8. Should you be reappointed as Deputy PCC, whatever the circumstances, the processes are identical to those of an initial appointment, including the notification requirements to the Police and Crime Panel.

### **Duties / Role**

9. Listed within your Job Description annexed to these Terms and Conditions is a guide to your main duties at the start of your employment. Please be aware that because of the evolving nature of our organisation and over the passage of time, your job duties will inevitably change. You will be notified of any material changes when they occur. You are required to be flexible in the duties that you undertake and carry out any reasonable duties that you are requested to do, that fall within your capabilities.
10. During your employment you will:
- 10.1. unless prevented by illness or accident or during an authorised absence, devote the whole of your time, attention, and skill during your working hours to the carrying out of your duties under this contract and you will not engage in any activities which would conflict with the proper performance of your duties or with our interests;
  - 10.2. receive direction from, and report to, the PCC, cooperate at all times with the PCC's Chief Executive (the Head of Paid Service responsible for line managing all PCC staff), with the PCC's Chief Finance Officer as well as the Chief Constable;
  - 10.3. comply at all times with our policy on Business Interests and promptly declare, so far as you are aware, the nature of any interest or conflict whether held by yourself personally or any member of your family, in any work or service undertaken by the PCC;
  - 10.4. obey all lawful and reasonable directions or instructions from time to time given to you by the PCC or any other authorised person;
  - 10.5. not, without the prior written consent of the PCC, directly or indirectly hold any office in, or be employed or engaged by, or concerned or interested in any capacity (whether paid or unpaid), in any other business or undertaking;
  - 10.6. comply with our rules, regulations and policies from time to time in force;
  - 10.7. use your best endeavours to promote, develop and protect our interests, and reputation; and
  - 10.8. not use (or allow to be used) your knowledge of or connection with us or your knowledge of or connection with any of our objectives, investigations, plans, staff, suppliers, partners (including Nottinghamshire Police), for any purpose other than our proper purposes.
11. If we consent to your working for another employer, you must give us such information as we may reasonably require from time to time regarding your working time and related arrangements to enable us to satisfy ourselves that such work would not in any way diminish or restrict the performance of your duties under this contract.

### **Remuneration and Allowances**

12. Your starting salary will be at a rate of £62,720 per annum pro rata. You are appointed to perform the role on a 0.9 FTE basis.

## **CONFIDENTIAL - APPOINTMENTS**

13. This will be subject to annual review by the PCC. Salary reviews will be in line with those made to the PCC's salary which is set by the Home Secretary.
14. All payments of salary are subject to deductions for income tax and National Insurance contributions (NICs) and other authorised deductions or deductions required by law.
15. You will not receive any additional allowances. Travelling and subsistence expenses which are reasonably, wholly, necessarily and exclusively incurred by you in the performance of your Deputy PCC duties will be paid in accordance with the policy and at the rates applicable to the PCC's staff.
16. You will be paid monthly in arrears by direct credit transfer into a bank or building society account on the 27<sup>th</sup> of each month.
17. If we overpay 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.

### **Hours of work**

18. You are appointed on a 0.9 FTE basis so your normal working hours are 33 hours a week, and will require you to attend on any day, or parts of days as reasonably required by the PCC. To meet the PCC's requirements you may be required to vary your normal working arrangements. This will involve working outside normal office hours. Overtime is not a regular feature of employment and is not payable to senior staff.
19. The PCC has a policy on hours of work under the Working Time Regulations 1998 to protect the health and safety of all our staff with which you must comply.

### **Notice Period/Termination of Contract**

20. One month's notice is required by either party to terminate the contract of employment, unless a different notice period is agreed with you and the PCC.
21. The appointment as Deputy PCC may be terminated at any time by the PCC, including as a result of a performance review, and will terminate in any event in accordance with clause 7 above. A new PCC will then determine whether they wish to re-appoint you, (subject to a Police and Crime Panel confirmation hearing). It is the decision of the Chief Executive who is put forward to the Police and Crime Panel for confirmation as an Acting PCC in the case of any vacancy in office for the PCC.
22. These notice rights do not affect the PCC's right to terminate your employment summarily without pay in lieu of notice in cases of gross misconduct.
23. 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 2011 Act.
24. The PCC reserves the right to suspend an employee if circumstances warrant. Suspensions will normally be with pay.

### **Performance Review and Appraisal**

25. The PCC will conduct a performance review and appraisal of the Deputy PCC in line with the OPCC's policy and procedure determined by the Chief Executive).
26. You will receive appropriate training for your role as determined by the PCC in consultation with the Chief Executive.

### **Holiday**

27. You will be entitled to receive normal remuneration for all Bank and Public holidays normally observed in England and Wales. You may have to work on Public and Bank holidays and will be entitled to take appropriate time off in lieu, in the remainder of the leave year.
28. You are entitled to 158 hours and 24 minutes Annual leave entitlements are reduced on a pro-rata basis for those appointed to work less than 52 weeks per annum or on a part-time basis.
29. 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. Leave entitlement of a maximum of 33 hours may be carried over into the next year with the specific approval of the PCC and Chief Executive.
30. All proposed leave must be arranged and agreed with the PCC before it is taken and appropriate documentation / systems entries completed. Every effort will be made to accommodate your wishes on the timing of annual leave, however there may be occasions when requests cannot be met.

### **Sickness absence**

31. Payments during any absence due to sickness or injury will be in accordance with the requirements of the legislation relating to statutory sick pay. 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'.
32. Arrangements for reporting and monitoring sickness absence are set out in the attached Attendance Management Policy. The PCC 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 attendance policy.
33. Annual leave may not be taken as an alternative to certificated sickness absence.

### **Maternity, Paternity, Adoption and Parental Leave**

34. Employees who become pregnant will be eligible to receive maternity leave and may be eligible to receive maternity pay.
35. If you adopt a child you may be entitled to adoption leave and may be entitled to receive adoption pay.

## **CONFIDENTIAL - APPOINTMENTS**

36. In addition, a period of paid leave may be granted to a partner of an expectant mother or the parent of an adoptive child, at or around the time of the birth of the child.
37. In line with the provisions of the Employment Relations Act 1999 and subject to one year's continuous service, you may also be entitled to take unpaid parental leave.

### **Pension and Retirement**

38. 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.
39. 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.
40. 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.

### **Disciplinary Procedure**

41. You must adhere to all of the relevant employment policies of the PCC and with your Terms and Conditions of Employment. Failure to do so may result in disciplinary action being taken against you, including ending your employment immediately without notice.
42. If your behaviour falls below the necessary standard, the PCC may take action against you under the disciplinary procedure. You are also subject to the Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012.

### **Complaints**

43. If you have a complaint about your employment you should first contact the PCC. If the PCC cannot solve your complaint, further steps for resolution will be advised by the Chief Executive.

### **General Behaviour and Conduct**

44. The PCC 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.
45. 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 PCC code of conduct which applies to the PCC and the Deputy PCC.



## **CONFIDENTIAL - APPOINTMENTS**

46. If your behaviour falls below the necessary standard, the PCC may take action against you under the disciplinary procedure (details of which are attached). You are also subject to the Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012.

### **Diversity and Equal Opportunities**

47. The PCC's aim is to employ a workforce at all levels that reflects the culture and the diverse mix of the communities he serves. The PCC 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 PCC will recognise and develop the talents of all and treat everyone with dignity and respect. The PCC will treat you fairly and you must behave in this way towards others, in accordance with the PCC's Equal Opportunities Policy.
48. You will be required to comply with the PCC's Equal Opportunities Policy at all times.

### **Dress Code**

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

### **Information Security and Confidentiality**

50. All staff are expected to observe strict confidentiality in respect of official information and documents. Your attention is drawn to the Official Secrets Act 1989, under which it is an offence if, without lawful authority, you disclose any information, documents or other article, which is or has been in your possession.
51. All confidential records, documents and other papers (together with any copies or extracts thereof) made or acquired by you in the course of your employment shall be the property of the PCC and must be returned to the organisation on the termination of your employment.
52. All equipment provided to you in the course of your employment remains the property of the PCC and must be returned to the organisation on the termination of your employment.
53. The copyright in any work performed by you pursuant to this contract shall be the property of the PCC. You agree to execute all documents necessary to vest such copyright in the PCC.
54. Unauthorised access to or use of the Force computer system or information stored on computer may constitute offences under the Data Protection Act 1998, the Copyright, Design and Patents Act 1988 or the Computer Misuse Act 1990. The OPCC reserves the right to regularly monitor the use of electronic mail and/or internet/intranet usage.
55. You must keep information confidential (especially under the legislation above). Any breach of confidentiality, especially under the above legislation, may result in the summary termination of your employment.



### **Data Protection Act 1998**

56. The Data Protection Act 2018 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 2018 and the OPCC's Data Protection Policy and must not breach regulations.

### **Interception of Telecommunications**

57. The PCC shares information technology support systems with the Force. 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**

58. 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.
59. In order to assist you to comply with the Act you will be required to satisfactorily complete an e-learning course. If you have learning difficulties a suitable alternative will be provided.

### **Government Security Classifications**

60. It is important that official documents and other data sources which you may handle are adequately protected and managed. You will be required to satisfactorily complete an e-learning package designed to familiarise you with the requirements of the scheme.

### **Vetting Procedure**

61. The PCC applies a vetting procedure to all members of its staff. You are required to notify the PCC of any changes in your personal circumstances which could affect the vetting status which you have been granted.

### **Disclosable, notifiable and pecuniary interests**

62. You should declare and notify all disclosable, notifiable and pecuniary interests in accordance with the OPCC's policy.

## Health & Safety

63. We are committed to protecting the health and safety of all staff, visitors, contractors and the public. You must co-operate with us on all issues of health and safety. This is an important part of your health and safety responsibility. You must take reasonable care of your own health and safety and the safety of others who may be affected by your actions.

To:

I accept employment under the Terms & Conditions of Employment as set out in this contract. I have received my employment contract and understand the implications of the following attached documents.

Signed..... Date .....

## CHANGES IN TERMS AND CONDITIONS OF EMPLOYMENT

Any changes to your terms and conditions of employment will be notified to you in writing either by way of a revised contract being issued or a letter of amendment.

## SIGNATORIES

I acknowledge receipt of this Statement of Particulars as required by the Employment Rights Act (1996) and accept the offer of appointment on the terms and conditions outlined in this document.

Signed Recipient: - \_\_\_\_\_ Date: - \_\_\_\_\_

Signed on behalf of  
Nottinghamshire Police: - \_\_\_\_\_ Date: - \_\_\_\_\_  
\_\_\_\_\_

## Important Note:

**A copy of this statement should be signed and returned within 2 weeks of receipt as an indication of your acceptance of the post offered, if the statement is not returned you will be deemed to have accepted the outlined terms and conditions.**

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## **ANGELA KANDOLA BEM, MBA**

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### **SKILLS AND PERSONAL QUALITIES**

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Appointed 2<sup>nd</sup> May 2019 as a Councillor for Nottingham City Council and covered various Executive Assistant roles such as, Education, Transport, Communities, Employment, Energy, Housing and Cemeteries. Through the pandemic, I sustained 40 food banks in Nottingham City. As the chair of the Robin Hood fund, raised £87,000 which was distributed back into the third sector. Part of the Mobilising Civil Society team, we shielded 18,500 clinically vulnerable adults and managed the excess deaths working alongside the Third Sector. I held the portfolio for Transport, Highways and Planning (May 2023 – May 2024)

### **Previous role to becoming a Councillor – Chief Executive for AWAAZ - 1996-2020**

“A Chief Executive with 25 years hands on experience of working in the Third sector, in a senior operational position with vulnerable BAME individuals in multiple complex environments (mental health, substance misuse, offending, homelessness & Domestic Violence) that has a successful track record of creating and delivering services that ensure operational performance targets are achieved. Part of the service supported refugees and asylum seekers. Possesses an excellent track record as a Chief Executive, with experience in leading a team and services with a proven ability to deliver on key objectives”

- Creative and strategic thinker with solution focused approach and use of evidence and research to inform strategic policy
- Able to think strategically and respond positively to challenges and opportunities in developing and implementing new initiatives to improve services and enhance operational performance
- Highly motivated, flexible, and committed to good quality preventative and secondary mental health and complex needs services, with skills in conflict resolution, negotiation and management of organisational priorities
- Excellent track record of delivery in health and social care, with transferable cross sector leadership skills
- Passionate about promoting inclusion, strengthening communities, and enabling communities and families to fulfil their potential through the provision of high-quality care services
- Excellent financial and budgeting skills that ensure good care standards are maintained within agreed financial targets
- Successful in acquiring external funding and delivering KPI's on contracts
- Proven inter-agency collaborative skills, creating, and maintaining effective partnerships between statutory and non-statutory organisations across mental health and Local authority organisations
- Fluent language skills in Punjabi, Hindi, Urdu, and Mirpuri (dialect)

### **PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS**

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Chief Executive – AWAAZ, “Voice” for ALL BAME  
Communities

September 1996 - 2020

#### **Major Success's include:**

- Multi-agency meetings to work within the safeguarding policies and procedures

- Forged, maintained and developed relationships at all levels and wide range of stakeholders both in the statutory, third sector and local faith groups
- Breaking down barriers of mental health, substance misuse, offending, homelessness & Domestic violence within the BAME Communities
- Regular open transparent consultation with beneficiaries
- 50% of service users were board members of the organisation
- Organised annual conferences with the involvement of beneficiaries from diverse groups
- Development and delivered a culturally appropriate day care service based within the third sector in partnership with Statutory service and the Local authorities
- Delivering a cohort (16) residential training for the East Midlands region on race, equality culturally competent training, involved 50% service users
- Secured funding to deliver HealthWatch Nottingham City.
- Third sector representative for the local authority on reviewing services
- Third sector representative for the Health & Wellbeing Board
- Taking the lead and securing funding from the statutory organisations in Nottinghamshire to facilitate the launch of the East Midlands five community engagement projects. Also securing VIP speakers on a national, regional and local level. The five projects were delivering key findings and recommendations on the research carried out through the delivering race equality programme.
- Co-chairing Black History event for Nottinghamshire Healthcare NHS Trust

## Academic Background

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|---|-------------|
| • MBA   | 2018 - 2021 |
| • Prince 2 Foundation                           | 2012        |
| • ILM Level 7 - Diploma in Executive Management | 2011 – 2012 |
| • ILM Level 5 – Diploma in Management           | 2010 - 2011 |
| • Race Equality Cultural Competence Trainer     | 2009        |
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