**NOTTINGHAMSHIRE POLICE AND CRIME PANEL**

**INDEPENDENT CO-OPTED MEMBERS – PERSON SPECIFICATION**

**Eligibility**

The following cannot be considered for a position on the Panel:

* anyone under 18 years old
* the Police and Crime Commissioner (PCC), their close relatives or a member of their staff
* MPs, Members of the National Assembly for Wales, Members of the Scottish Parliament, Members of the European Parliament
* Police Officers
* Civilian staff members of the Nottinghamshire Police
* People who do not live or work in the Nottinghamshire Police Force area
* Civil servants engaged in political activity

Also, **Independent co-optees** cannot be a local authority Councillor.

**Abilities/skills**

As well as being of good character, candidates will need to possess most, if not all, of the following competencies:

1. **The ability to think strategically**: To have breadth of vision, to rise above detail, and to see problems and issues from a wider, forward-looking perspective and to make appropriate linkages.
2. **The ability to make good judgements and be decisive**: To take a balanced, open-minded and objective approach, for example, in evaluating the priorities of the PCC, assessing candidates for top-level appointments or considering complaints against the PCC.
3. **The ability to be supportive**: To be able to support the pcc and the other members of the Panel in delivering their duties.
4. **The ability to scrutinise and challenge**: To be able to rigorously scrutinise and challenge constructively without becoming confrontational, using appropriate data, evidence and resources.
5. **The ability to be analytical**: To interpret and question complex written material, including financial and statistical information and other data such as performance measures and identify the salient points.
6. **The ability to communicate effectively**: To be able to communicate effectively both verbally and in writing – and to interact positively with other members of the Panel, the PCC and the public.

**Other Requirements and Considerations**

1. **Enthusiasm, commitment, drive and a willingness to undertake training and development** To prepare for and attend regular meetings at County Hall, West Bridgford and to be proactive in seeking out learning and developmental opportunities to enhance knowledge and understanding (for example, on financial matters and statutory requirements).
2. **Team working**: The ability to play an effective role in meetings through listening, persuading and showing respect for the views of others.

1. **Self-confidence**: The skill to challenge accepted views constructively without becoming confrontational.

10) **Respect for others and an ability to work with people from diverse backgrounds**: The capacity to treat all people fairly and with respect, to value diversity and respond sensitively to difference.

11) **An interest in policing issues and current affairs:** Specifically in respect of the ways in which they affect people locally.

12) **A personal commitment to the Nolan Principles** relating to Standards in Public Life, namely:

Selflessness: Holders of public office should act solely in terms of the public interest.

Integrity: Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity: Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability: Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness: Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.

Honesty: Holders of public office should be truthful.

Leadership: Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour whenever it occurs.

**Roles and Responsibilities of Panel Members**

Independent co-optees and elected members on the Panel have the same responsibilities and duties. All co-optees are full voting members and will have access to the same level of support and information as elected members on the Panel.

**The core roles** of all Panel Members (both elected members and independent co-optees) include:

1. Scrutinising the work of the PCC to ensure that the Commissioner’s functions are discharged effectively
2. Bringing any specialist knowledge, skills, experience and expertise to the scrutiny work of the Panel
3. Ensuring that there is an effective independent challenge to the PCC and that this challenge is constructive to support the Commissioner in carrying out their role

**Key Responsibilities** of all Panel Members include:

1. Attending all formal meetings of the Panel (approximately 6 per year) at currently at County Hall, West Bridgford but may be in other locations across Nottinghamshire
2. Establishing good relations with other members, officers and co-optees
3. Attending additional meetings, e.g. working groups or evidence gathering sessions, as required
4. Preparing for each meeting by reading the agenda, papers and additional information to familiarise yourself with the issues to be covered during the meeting. Prior to the meeting, considering the questions you may wish to put to the PCC and other expert witnesses
5. Listening carefully at the meetings, asking questions in a way which is non-judgmental, respecting confidentiality and helping the Panel to make practical suggestions for improvements in services
6. Assisting in the preparation of reports and the formulation of recommendations - this may involve volunteering to participate in a task group to conduct a scrutiny review
7. Attending training and development events as needed
8. Abiding by the Panel arrangements and rules of procedure which set out how the Police and Crime Panel will operate in the Nottinghamshire area
9. Keeping abreast of the key issues in relation to the responsibilities of the PCC and the priorities within the Police and Crime Plan
10. Contributing to achieving an open, accountable and transparent decision-making process in relation to policing and community safety issues in the Nottinghamshire area
11. In accordance with Nottinghamshire County Council’s Code of Conduct, registering any interests for publication and declaring any such interests and private interests in public meetings where appropriate

**Elected members are required to follow the Code of Conduct of their own Authority during any Panel dealings. Independent co-optees are required to sign up to the Code of Conduct of the host authority (Nottinghamshire County Council).**