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Old Court Room, Town Hall, Wakefield

Recruitment Process for Independent Members

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1. Appointment of Independent Members to the Police and Crime Panel

- 1.1 The legislation for the Police and Crime Panel Membership states that a Panel will be made up of 10 elected members and 2 independent co-opted members. Provision is also made for the PCP to elect further co-opted members to the Panel (to a maximum Panel size of 20) to ensure that the Panel can be, as far as possible, politically and geographically balanced.
- 1.2 In December 2012, two independent Panel members were co-opted onto the Shadow Panel, in time for the Police and Crime Panel's inaugural meeting. In accord with the Panel's own Procedures and Protocols, the appointments were initially for 18 months; however, Panel amended its own protocols and procedures to extend the appointments to cover a longer period of four years in line with the Commissioner's appointment term.
- 1.3 As the current appointments expire at the end of October, this report outlines the process required to co-opt independent Panel members for a new term.

2. Process for Appointments

- 2.1 Panel have previously agreed that the appointment of co-opted independent Panel members is via a competitive selection process. It is recommended that that the Panel now agrees to delegate the short-listing and interviewing of candidates for co-opted independent Panel members to a sub-group.
- 2.3 It is suggested that this sub-group is made up of :-
 - The Chair of the PCP
 - Two other elected members of the PCP.
- 2.4 The sub-group will be supported by the Police and Crime Panel secretariat.
- 2.5 It is proposed that officers draft supporting material for the recruitment of the co-opted independent members including:
 - Advert
 - Letter to potential applicants

- Background information including summary of the arrangements for the West Yorkshire Police and Crime Panel
- Review and update the required competencies, personal skills and qualities for co-opted independent members of the West Yorkshire Police and Crime Panel
- Application form

3. Appointment Term

- 3.1 Panel members will be aware of the impending changes in legislation which will allow for Police and Crime Commissioner’s to take on responsibility for fire and rescue where there is a local desire and business case to do so. In such circumstances, a Police and Crime Panel’s remit would then be changed to include fire and rescue in line with the Commissioner’s new responsibilities.
- 3.2 In view of the above, it may be necessary to review or curtail terms of appointment depending upon the circumstances. It is suggested that discussions with HR and legal are undertaken before appointments are made to establish what review clauses might be required.

4. Advertising

- 4.1 It will be necessary to ensure that as wide an audience as possible is alerted to the opportunity to apply for these co-opted roles. It is suggested that information is circulated through as many existing channels as possible via local authorities, the police and Police and Crime Commissioner’s websites, criminal justice organisations and community organisations. Where possible free press opportunities and press releases will also be used to advertise the role.
- 4.2 Information regarding the co-opted roles will also be made available on the Police and Crime Panel website.

5. Timescales

- 5.1 The following outline timetable is proposed to ensure that appointments are made to enable the appointed independent Panel members to attend the November Panel meeting.

w/c 5 th Sept	Sign – off of the recruitment information and launch of adverts
w/c 26 th Sept	Closing date for applications
w/c 3 rd Oct	Shortlisting
w/c 17 th Oct	Interviews
4 th Nov	Sub-Group to make recommendation of appointments to the Panel

6. Recommendations

6.1 It is recommended that the Panel members agree:

6.1.1 The outline timetable

6.1.2 That officers draft supporting material for the recruitment of Co-opted independent panel member

6.1.3 That officers make the necessary enquiries regarding changes to co-opted membership mid-tem

6.1.4 The method for dissemination of the advertisement

6.1.5 To appoint a sub-panel to deal with the shortlisting and interviewing of co-opted independent panel members for recommendation to the Panel.