**Notification of Proposed Senior Appointment**

1. The Police and Crime Commissioner for West Yorkshire (The Commissioner) is empowered to appoint a deputy police and crime commissioner under the provisions of s.18 of the Police Reform and Social Responsibility Act 2011 (The Act).
2. The Commissioner proposes to appoint a Deputy Police and Crime Commissioner
3. As this is a “proposed senior appointment” (as defined by para 9(1)(c) of Schedule 1 to the Act), the Commissioner must notify the Police and Crime Panel (The Panel) (para 9(1) Sched 1).
4. The Panel is asked to regard this letter as such a notification.
5. The Act specifies the information that the Commissioner must provide in his notification to the Panel. That information is set out at at para 9(2) of Sched 1 as follows:
   1. The name of the person whom the Commissioner is proposing to appoint;
   2. The criteria used to assess the candidate’s suitability;
   3. Why the candidate satisfies those criteria and
   4. The terms and conditions on which the candidate is to be appointed.
6. Taking these headings in the order in which they appear in the Act:
   1. The name of the person whom the Commissioner is proposing to appoint is Isabel Owen.
   2. The criteria used to assess suitability were set out in a job and person specification drafted and circulated by the Commissioner. The specification is set out at Appendix A to this notification.
   3. The candidate satisfies the criteria for the reasons set out at Appendix B.
   4. The terms and conditions of the appointment meet the requirements of s.18 and para 8, Sched 2 and are set out at Appendix C.
7. The Commissioner accordingly invites the Panel to endorse the candidate as having met the suitability criteria.

**Appendix A – Criteria for Suitability**

1. The following role profile, job specification and person specification was sent to interested candidates who were asked to send a *curriculum vitae* and a covering letter setting out why they were the right person for the post. Applicants were asked to return the applications by 8 March 2013 and interviews were scheduled to take place on 22 March following a shortlisting process.
2. Role Profile - to provide high level political advice and liaison to the Police & Crime Commissioner for West Yorkshire and to represent, assist and support him in delivering on his role, setting the strategic direction and ensuring leadership and management in the delivery of external affairs in the Office of the PCC.
3. Job specification
   1. Performing a key role in fulfilling the legislative requirements of the Commissioner such as the Police and Crime Plan.
   2. Deputising for the Commissioner where appropriate at public events, conferences, meetings, community project visits and in the media.
   3. Providing high level political advice and ensuring effective political liaison and impactful campaigns locally and nationally.
   4. Building and developing strong relations with other elected representatives, political partners, the Labour Party and its affiliates.
   5. Providing leadership in the development and delivery of the policy agenda, identifying areas where change is needed and ensuring key outcomes are achieved across all the communities of West Yorkshire.
   6. Ensuring the implementation of an effective communications strategy and extensive public engagement and consultation across West Yorkshire.
   7. Providing leadership in building and strengthening relations with partners and making sure partners priorities are reflected in the work of the Office of the PCC.
   8. Providing leadership on public affairs including advice and practical support in drafting responses to government consultations and political advocacy.
   9. Being flexible and adaptable, supporting the Commissioner in all aspects of his work and carrying out duties on behalf of the Commissioner as and when required.
4. Person specification
   1. Essential –
      1. High level experience of providing political advice to directly elected office holder or similar figure
      2. Extensive experience of media, communications and campaign management
      3. Experience of managing public engagement and partnership working
      4. Extensive experience of political liaison and party engagement
      5. A proven ability of leading and developing a team at a senior level
      6. A proven ability to represent the Labour Party at a senior level
      7. A strong understanding of Labour Party policies, processes and structures
   2. Desirable –
      1. A strong understanding of policing and crime prevention issues
      2. A strong understanding of West Yorkshire and its communities
      3. A strong understanding of the environment of police and crime commissioners
      4. Experience of working alongside the police force
      5. Experience of developing and implementing strategy across external affairs.

**Appendix B – Satisfaction of the Suitability Criteria**

1. The candidate’s suitability was assessed against the criteria in Appendix A by
   1. Assessment of the letter and CV
   2. Interview by a panel comprising the Commissioner, the Leader of Kirklees Council Cllr Mehboob Khan, the Senior Organiser of the GMB, Steve Jennings and the Commissioner’s Chief Executive, Fraser Sampson.
2. The candidate is an experienced advisor, advocate and programme leader with extensive experience of managing public engagement, strategic partnership working and stakeholder relations. She was able to demonstrate directly relevant and recent experience of working within complex and pressurised environments with proven successes in leading and advising public engagement and external affairs. She has worked in a number of key roles, including as a political advisor to elected office holders in local, national and international settings, engaging with communities, managing campaigns, building relationships, advising on policy and influencing outcomes. The candidate demonstrated a deep understanding of police governance in general and the role of the Commissioner in the context of West Yorkshire. Against a background of being the campaign organiser for the Labour party in the November Police & Crime Commissioner elections the candidate has been the transition advisor to the Office of Police and Crime Commissioner during a critical phase of establishing the Commissioner and his office and building key relationships with the West Yorkshire Police, strategic partners and individuals.
3. The candidate’s experience in, and understanding of, the key areas outlined in the job specification made her an excellent match for the requirements of the Deputy Police and Crime Commissioner position.
4. Overall the candidate was found to have met all the criteria identified as being essential and also those designated as desirable in the person specification, making her eminently suitable in the view of the Commissioner and the assessment panel.

**Appendix C - Terms & Conditions on which the Candidate is to be Appointed**

**DRAFT TERMS & CONDITIONS OF EMPLOYMENT**

**– DEPUTY POLICE AND CRIME COMMISSIONER**

**Terms & Conditions of Employment**

1. The Deputy PCC will be employed by the Police and Crime Commissioner for West Yorkshire (The Commissioner) and, by virtue of s.18(10) of the Police Reform and Social Responsibility Act 2011, you will be a member of the Commissioner’s staff. The Deputy PCC terms and conditions of employment are those contained in this document. A copy of the Job Profile is attached.

**Continuous Employment**

1. The Deputy PCC’s continuous service for statutory employment rights will commence on 10 Aprilwhen the Deputy PCC begins their service with the Commissioner. When calculating the entitlement to a redundancy payment, continuous service is defined by the Redundancy Payments (Local Government) (Modification) Orders.

**Salary and Allowances**

1. The Deputy PCC salary band is between £52,995 - £56,571. The Commissioner will pay the salary each month in 12 equal payments (normally on the 15th day of each month) into the Deputy PCC’s bank account. If the Commissioner over pays the Deputy PCC’s salary or other payments, he has the right to recover the over payment by taking phased salary deductions from other salary payments made. The Commissioner will review the Deputy PCC’s salary in line with the reviews that are conducted by the Home Secretary of his own salary.

**Hours of work**

1. The Deputy PCC’s working hours are 37 hours a week, and normally will require attending on any day, or parts of days as reasonably required by the Commissioner. To meet Commissioner requirements he may be required to vary the Deputy PCC’s normal working arrangements. This will involve working outside normal office hours. No overtime payment will be made for such working.
2. The Commissioner must protect the health and safety of all staff.  The Commissioner has a policy on hours of work under the Working Time Regulations 1998 with which the Deputy PCC must comply and which may be amended from time to time by the Commissioner at his discretion.  A copy of this policy can be obtained from the Chief Executive.

**Holiday**

1. The Deputy PCC is entitled to 30 days annual leave pro rata to the hours worked. The holiday year is from 1 April to 31 March. If the Deputy starts or leaves employment during the year, they are entitled to days off in proportion to the number of completed months’ service during the year. If the Deputy PCC does not take the owed days off within the holiday year, they will lose those days. In exceptional cases, with approval from the Commissioner, they may carry over days from one holiday year to the next. The Deputy PCC must take these days before the end of May of the subsequent leave year. The Deputy PCC will also be entitled to public and bank holidays.
2. The Commissioner must approve any time the Deputy PCC wants to take off. However they may have to work on public and bank holidays and will be entitled to take appropriate time off in the remainder of the leave year.
3. If, when the Deputy PCC’s employment ends, they have taken less than the Deputy PCC’s holiday entitlement for the holiday year so far, the Working Time Regulations automatically entitles them to receive pay for the holiday leave not taken. Also, if the Deputy PCC has taken more days than the entitlement a pay adjustment will be made.

**Sickness absence**

1. Payments during any absence owing to sickness or injury will be in accordance with the requirements of the legislation relating to statutory sick pay. For these purposes the Deputy PCC’s ‘’qualifying day(s)’’ will be those day(s) on which they are normally required to work. SSP is payable from the fourth qualifying day in any ‘period of incapacity for work’.

1. Arrangements for reporting and monitoring sickness absence are set out in the Commissioner’s Attendance Management Policy. The Commissioner has the right at any time to require that the Deputy PCC is examined by a medical practitioner /clinician and to cease the Deputy PCC’s pay if they do not comply with the Commissioner’s attendance policy.

**Pension and Retirement**

1. Unless they choose to opt out, the Deputy PCC will automatically become a member of the Local Government Pension Scheme. When the Deputy PCC retires, the pension scheme provides benefits based on the Deputy PCC’s length of service and the salary received in the best of the Deputy PCC’s last three years of service.
2. While a member of the scheme the Deputy PCC 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 the Deputy PCC’s entitlement to the Basic State Pension.
3. The Deputy PCC will be sent details of the pension scheme, its effect on S2P and how to opt out of membership, if they wish to do so.

**Notice Period/Termination of Contract**

1. The appointment as Deputy PCC may be terminated at any time by the Commissioner and will terminate in any event upon the Commissioner’s ceasing to hold office for any reason, including reaching the end of the term of office under which the appointment is made. Three months’ notice is ordinarily required by either party to terminate the contract of employment. This contract will also terminate in the event of the Deputy PCC’s being subject to a relevant disqualification as defined by paragraph 8 of Schedule 1 to the Police Reform and Social Responsibility Act 2011.

**Complaints**

1. If the Deputy PCC has a complaint about their employment they should first contact the Commissioner. If the Commissioner cannot solve the Deputy PCC’s complaint, further steps are governed by the Commissioner’s resolution procedure.

**General Behaviour and Conduct**

1. The Commissioner expects the Deputy PCC to follow the highest standards of behaviour in the workplace and when not at work. The Deputy PCC must contribute fully to delivering services and must support activities to the highest standards and behave at all times with integrity and honesty. All colleagues have the right to be treated with dignity and respect. Behaviour which is in any way offensive or demeaning is not acceptable.
2. If the Deputy PCC’s behaviour falls below the necessary standard, the Commissioner may take action against them under the relevant disciplinary procedure. The Deputy PCC is also subject to the Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012.

**Disciplinary and Grievance**

1. The Deputy PCC must adhere to all of the relevant employment policies of the Commissioner and with the Deputy PCC’s Terms & Conditions of Employment. Failure to do so may result in disciplinary action being taken against them, including ending the Deputy PCC’s employment immediately without notice.

**Dress Code**

1. The Commissioner expects the Deputy PCC to dress appropriately and in a way that gives confidence to our communities and public.

Diversity and Equal Opportunities

1. The Commissioner’s aim is to employ a workforce at all levels that reflects the culture and the diverse mix of the communities he/she serves. The Commissioner is committed to providing fairness and equal opportunities to the Deputy PCC as a member of staff in a workplace that is free from bullying, intimidation, harassment and discrimination. This means that the Commissioner will recognise and develop the talents of all and treat everyone with dignity and respect. The Commissioner will treat the Deputy PCC fairly and they must behave in this way towards others, in accordance with the Commissioner’s Equal Opportunities Policy.

**Performance and Training**

1. The Deputy PCC will have an annual performance and development review and appropriate training.

**Confidentiality**

1. The Commissioner expects the Deputy PCC to keep official information and documents strictly confidential. Any unauthorised disclosure of information that is confidential to the Commissioner or the force will be regarded as a breach of discipline. The Deputy PCC is reminded, as they are subject to the Official Secrets Act 1989, that it is an offence to reveal without authorisation any information, document or other item, which is or has been in the Deputy PCC’s possession.
2. Unauthorised access to or use of computer systems, or information stored on computer or otherwise, may be an offence under the Data Protection Act 1998, the Copyright, Designs and Patents Act 1988 or the Computer Misuse Act 1990. The Deputy PCC must keep information confidential (especially under the legislation above).

**Data Protection Act 1998**

1. The Data Protection Act 1998 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. The Deputy PCC must follow the requirements of the Data Protection Act 1998 and must not breach regulations. In order to assist them to comply with the Act the Deputy PCC will be required to complete appropriate training prior to being given access to the Commissioner’s information technology systems.

#### Interception of Telecommunications

1. The Police Crime Commissioner for West Yorkshire shares information technology support systems with the West Yorkshire Police. The Deputy PCC 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**

1. 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 the Deputy PCC alters, tampers with or destroys information on paper or computerised after a request has been received they could be liable to a fine of up to £5000 and disciplinary action.
2. In order to assist the Deputy PCC to comply with the Act they will be required to complete relevant training.

**Government Protective Marking Scheme**

1. It is important that official documents and other data sources which the Deputy PCC may handle are adequately protected and managed. The Deputy PCC will be required to complete relevant training designed to familiarise them with the requirements of the scheme.

**Vetting Procedure**

1. The Commissioner applies a vetting procedure to all members of his staff. The Deputy PCC is required to notify the Commissioner of any changes in the Deputy PCC’s personal circumstances which could affect the vetting status which they have been granted.

**Other employment**

1. The Deputy PCC should not carry out any extra employment where this conflicts with the Deputy PCC’s role, or which harms the Deputy PCC’s performance at work or the Deputy PCC’s employment. As a result, the Deputy PCC must follow the Commissioner’s policy in declaring the Deputy PCC’s Business Interests which applies to designated posts. Details of the Business Interest Policy are available from the Chief Executive.

#### Health & Safety

1. The Commissioner is committed to protecting the health and safety of all staff, visitors, contractors and the public. The Deputy PCC must co-operate on all issues of health and safety. This is an important part of the Deputy PCC’s health and safety responsibility. The Deputy PCC must take reasonable care of their own health and safety and the safety of others who may be affected by the Deputy PCC’s actions.

#### Smoking at Work

1. All West Yorkshire Police Crime Commissioner’s premises are designated as smoke free. Smoking is not permitted in any part of any building or within the perimeter of any grounds; this includes car parks on the OPCC premises.
2. In order to maintain the professional image of the Commissioner and force, smoking is not permitted in front of any premises. Where the Deputy PCC uses any vehicle owned or leased by the Commissioner car for work purposes, neither the Deputy PCC nor their passengers will be permitted to smoke in the vehicle.

#### Drugs and Alcohol

1. The Commissioner is committed to providing a safe and productive working environment. He does not approve the excessive or inappropriate use of alcohol or the misuse of drugs, whether prescribed or illegal. As a result, please read the policies on Drugs Misuse Policy and Alcohol Misuse Policy (copies of which are available from the OPCC).