**Friday December 13th, 2013**

**Jonathan Skinner**

**AWYA**

**01924 305191**

**Item 14**

**Committee Room A, County Hall, Wakefield**

**Recruitment Process for Independent Panel Members**

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

1.1 In addition to the Police and Crime Panel’s elected member membership, drawn from all constituent district authorities based on the population and political proportionality agreement reached with the Home Secretary, the Police Reform and Social Responsibility Act 2011 also requires Panels to appoint two independent members.

1.2 The Panel’s two independent members were appointed on Panel’s establishment in December 2012 for an 18-month term following an open recruitment process. The term, therefore, expires in May 2014. The Panel should therefore consider how it might establish and oversee a recruitment process for Independent Members from June 2014 onwards.

1. **Process for Appointments**

2.1 It is recommended that that the Panel agrees to a similar process as was used in 2012. That is, to delegate the short-listing and interviewing of candidates for co-opted independent members to a sub-group.

2.2 It is suggested that this sub-group is made up of :-

* The Chair of the PCP
* Two other elected members of the PCP.

2.3 The sub-group will be supported by the AWYA secretariat.

2.4 It is proposed that officers draft supporting material for the recruitment of the co-opted independent members including:

* Advert
* Letter to potential applications
* Summary of new arrangements for police governance and accountability
* Summary of the arrangements for the West Yorkshire Police and Crime Panel
* Required competencies, personal skills and qualities for co-opted independent members of the West Yorkshire Police and Crime Panel (draft attached as Appendix A for information)
* Application form
1. **Advertising**

3.1 It will be necessary to ensure that as wide and audience as possible is alerted to the opportunity to apply for these co-opted roles. It is planned to circulate information through as many existing channels as possible via local authorities, criminal justice organisations and community organisations. Where possible free press opportunities and press releases will also be used to advertise the role.

3.2 Background information and application material will be hosted on the Panel’s website ([www.westyorkshire-pcp.gov.uk](http://www.westyorkshire-pcp.gov.uk/)).

1. **Timescales**

4.1 The following timetable is proposed. Whilst there is scope for some movement within this timescale, however, it is important to ensure that if practically possible, the appointments are made to enable the additional Panel members to attend the September Panel meeting.

 Mid-January Establishment of the sub-panel

 Mid-February Sign – off of the recruitment information and launch of adverts

 Completion of the skills audit

 Early April Closing date for applications

 Mid-April Shortlisting by the sub-panel

 Early May Interviews

 May Sub-Group to make recommendation of appointments to the Panel

1. **Skills Requirements**

5.1 There is a requirement that the Panel, when co-opting independent members, must secure (as far as is reasonably practicable) that all members of the Panel, when taken together, have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively.

5.2 To ensure that this requirement can be met, it is proposed that all Panel members are asked to complete a short skills audit.

1. **Recommendations**

6.1 It is recommended that the Panel members agree:

* That officers draft supporting material for the recruitment of Co-opted independent panel members
* That all Panel members complete a short skills assessment to help identify any gaps that will need to be considered when appointing co-opted independent members.

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