

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:
 - 5.1. The name of the person whom the Commissioner is proposing to appoint;
 - 5.2. The criteria used to assess the candidate’s suitability;
 - 5.3. Why the candidate satisfies those criteria and
 - 5.4. 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:
 - 6.1. The name of the person whom the Commissioner is proposing to appoint is Isabel Owen.
 - 6.2. 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.
 - 6.3. The candidate satisfies the criteria for the reasons set out at Appendix B.
 - 6.4. 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. 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.
2. Job specification
 - a. Performing a key role in fulfilling the legislative requirements of the Commissioner such as the Police and Crime Plan.
 - b. Deputising for the Commissioner where appropriate at public events, conferences, meetings, community project visits and in the media.
 - c. Providing high level political advice and ensuring effective political liaison and impactful campaigns locally and nationally.
 - d. Building and developing strong relations with other elected representatives, political partners, the Labour Party and its affiliates.
 - e. 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.
 - f. Ensuring the implementation of an effective communications strategy and extensive public engagement and consultation across West Yorkshire.
 - g. 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.
 - h. Providing leadership on public affairs including advice and practical support in drafting responses to government consultations and political advocacy.
 - i. 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.
3. Person specification
 - a. Essential –
 - i. High level experience of providing political advice to directly elected office holder or similar figure
 - ii. Extensive experience of media, communications and campaign management
 - iii. Experience of managing public engagement and partnership working
 - iv. Extensive experience of political liaison and party engagement
 - v. A proven ability of leading and developing a team at a senior level

- vi. A proven ability to represent the Labour Party at a senior level
 - vii. A strong understanding of Labour Party policies, processes and structures
- b. Desirable –
- i. A strong understanding of policing and crime prevention issues
 - ii. A strong understanding of West Yorkshire and its communities
 - iii. A strong understanding of the environment of police and crime commissioners
 - iv. Experience of working alongside the police force
 - v. 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
 - a. Considering their performance in role during 2013-2016
2. Isabel Owen has successfully delivered as the Deputy Police and Crime Commissioner for West Yorkshire since she was recruited for the role, approved by the Police and Crime Panel for the position and therefore appointed to the post in April 2013.

In that time, she has proved that she has the experience and understanding to provide the necessary support and advice to the PCC and has demonstrated clear leadership within the organisation to deliver on the priorities within the Police and Crime Plan.

Isabel deputises for the PCC in his absence, through delegation and wherever it is needed or appropriate whilst also performing the important function as clearly defined in the job description of managing the external affairs of the OPCC.

This includes devising and implementing policy, maintaining and building partnerships, ensuring the delivery of effective communications and public engagement and importantly providing political advice, liaison and management.

Isabel has the proven knowledge, experience and understanding to continue to deliver in this role with a background in advice, advocacy and delivery both within the OPCC and other organisations, including the third, public and private sector.

With a continued desire to deliver the positive change that this position presents, Isabel continually sees the significant challenges we face not as threats but as opportunities to make a real difference to the lives of people in West Yorkshire.