

Public Document Pack

Avon and Somerset Police and Crime Panel

Hosted by Somerset County Council Democratic Services



Date: Friday 18th February 2022

Time: 10.30 am

**Venue: John Meikle Room, Somerset West and Taunton Deane
Council, The Deane House, Belvedere Road, Taunton TA1 1HE**

Membership:

Bath & North East Somerset	Alastair Singleton
Bath & North East Somerset	Andy Wait
Bristol City Council	Asher Craig
Bristol City Council	Jonathan Hucker
Bristol City Council	Lisa Stone
Independent Member	Richard Brown
Independent Member	Gary Davies
Independent Member	Julie Knight
Mendip District Council	Heather Shearer (Chair)
North Somerset Council	Peter Crew
North Somerset Council	Richard Westwood (Vice-Chair)
Sedgemoor District Council	Janet Keen
Somerset County Council	Neil Bloomfield
South Gloucestershire Council	Franklin Owusu-Antwi
South Gloucestershire Council	Pat Trull
South Somerset District Council	Nicola Clark
Somerset West and Taunton Council	Chris Booth

Contact Officer:

Patricia Jones

Governance Specialist

07855 284506

pljones@somerset.gov.uk

Agenda published: 9th February 2022

Somerset County Council

County Hall, Taunton

TA1 4DY

Are you considering how your conversation today and the actions you propose to take contribute towards making Somerset Carbon Neutral by 2030?



RNID typetalk

Agenda Public Information Sheet

Guidance about procedures at the meeting follows the agenda. This meeting will be open to the public and press, subject to the passing of any resolution under Section 100A (4) of the Local Government Act 1972. This agenda and the attached reports and background papers are available on request prior to the meeting in large print, Braille, audio tape & disc and can be translated into different languages. They can also be accessed via the council's website on www.somerset.gov.uk/agendasandpapers

**** Public Guidance notes contained in agenda annexe ****

1 Apologies for Absence

To receive apologies for absence from Panel members.

2 Public Question Time

Members of the public who reside or work in the Avon and Somerset Force area may submit a statement or petition or ask a maximum of two questions at a Panel meeting.

Statements or questions should be e-mailed to PLJones@somerset.gov.uk, or sent to the Democratic Services Team, County Hall Taunton TA1 4DY (marked for the attention of Patricia Jones). Statements must be received no later than 12:00 noon the working day prior to the meeting. For the purposes of this meeting, your statement should be submitted by noon on 17th February 2022. Questions must be received no later than three clear working days before the meeting, in this case by 5:00 pm on 14th February 2022.

Please note that all statements and questions must relate to matters that fall within the Panel's functions and responsibilities.

3 Declarations of Interest

The Statutory Register of Member's Interests can be inspected by contacting Patricia Jones in the Democratic Services Team on Tel: 07855 284506 or PLjones@somerset.gov.uk.

4 Confirmatory Hearing - Deputy Police and Crime Commissioner (Pages 7 - 38)

- (a) Report of the Lead Officer
- (b) Report of the Police and Crime Commissioner
- (c) Advert
- (d) Role Profile
- (e) Terms of Appointment

(f) Independent Consultant Report

**5 Consideration of Panel Recommendation for the Appointment of DPCC -
Exclusion of the Press and Public**

It is recommended that, under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the consideration of Item 5 on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act (as amended). Exempt Paragraph 1 Information relating to any individual.

6 Panel Decision

To receive the decision of the Panel.

7 Date of Next Meeting

The date of the next meeting is 17th March 2022 at 10:30 am in the Luttrell Room at County Hall.

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Avon & Somerset Police and Crime Panel

Public Information Sheet

Inspection of Papers/Register of Member Interests

You can find papers for all our meetings on our website at www.somerset.gov.uk

Please contact Patricia Jones, Governance Specialist on telephone: 07855 284506 if you wish to inspect the papers or the Statutory Register of Member's Interests.

Public Question Time

Members of the public may make a written statement to most meetings, provided that the statement is received by the Democratic Services Team no later than 12.00 noon on the working day before the meeting and the statement is about a matter the Panel has responsibility for.

Questions must be received no later than 3 clear working days before the meeting and must also relate to Panel business. Questions will be limited to 2 per person/organisation.

Statements or questions should be e-mailed to democraticservices@somerset.gov.uk or PLJones@somerset.gov.uk

Alternatively, you can post your statements or questions to Somerset County Council, Democratic Services Team, County Hall, Taunton, TA1 4DY.

Any statement submitted should be no longer than one side of A4 paper. For copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements.

By participating in Public Question Time business, we will assume that you have consented to your name and the details of your submission being circulated to the Panel and recorded in the minutes.

We will try to remove personal information such as contact details. However, because of time constraints we cannot guarantee this, and you may therefore wish to consider if your statement contains information that you would prefer not to be in the public domain. Statements will not be posted on the council's website.

Process during the meeting:

Public Question Time is normally one of the first items on the agenda. If a statement concerns a specific item on the agenda, it may be taken just before the Item concerned.

- Statements or questions will not be taken if they are defamatory, frivolous, vexatious or offensive.
- You will be allowed a maximum of 2 minutes.
- The Chair will call each submission in turn. When you are invited to speak, please make sure that your presentation focuses on the key issues that you would like Members to consider. This will have the greatest impact.
- You may direct any questions or comments through the Chair. You may not take direct part in the debate.
- Your time allocation may have to be strictly limited if there are a lot of submissions.
- You do not have to speak or even attend the meeting at which your submission is being taken. However, if you do not present it, it will not be read out. It will nevertheless be considered by Members.

Emergency Evacuation Procedure

In the event of a fire alarm sounding, you are requested to leave the building via the nearest available signposted emergency exit and make your way to one of the assembly points around the building. Officers and councillors will be on hand to assist.

Excluding the Press and Public

Occasionally, there will be items on the agenda that cannot be debated in public for legal reasons and these will be highlighted on the agenda as appropriate. In these circumstances, the public and press will be asked to leave the room and the Panel will go into Private Session.

Recording of Meetings

Somerset County Council supports the principles of openness and transparency. It allows filming, recording and taking photographs at its meetings that are open to the public providing it is done in a non-disruptive manner. Members of the public may use Facebook and Twitter or other forms of social media to report on proceedings and a designated area will be provided for anyone who wishing to film part or all of the proceedings. No filming or recording will take place when the press and public are excluded for that part of the meeting. As a matter of courtesy to the public, anyone wishing to film or record proceedings is asked to provide reasonable notice to the clerk so that the Chair can inform those present at the start of the meeting.

We would ask that, as far as possible, members of the public are not filmed unless they are playing an active role such as speaking within a meeting and there may be occasions when speaking members of the public request not to be filmed.

AVON AND SOMERSET POLICE AND CRIME PANEL
18th February 2022

**Report title: Confirmation Hearing Process for the role of
Deputy Police and Crime Commissioner**

1. Executive Summary

The purpose of this report is to outline the confirmatory hearing process following notification of the appointment of a Deputy Police and Crime Commissioner (DPCC) by the Avon and Somerset Police and Crime Commissioner. This process will allow the Panel to fulfil its statutory obligation to review the proposed appointment and make a recommendation to the Commissioner.

The role of a DPCC differs from other senior officer appointments - it is the only post in the OPCC which is not politically restricted. It is a discretionary appointment and the Commissioner is not required to appoint on merit. The appointment is arguably less able to be tested in terms of professional judgement and expertise.

In line with the "Tone from the Top" report published by the Home Affairs Parliamentary Committee on Standards in Public Life, the Commissioner has conducted an open and transparent recruitment process. The associated shortlisting and selection processes were observed by Panel Member Richard Brown and the Chair Heather Shearer, and the relevant reports are attached as Appendix 1 and 2 to this report.

On 27th January 2022, the Commissioner formally notified the Panel that he wishes to appoint Claire Hiscott to the position of DPCC. As part of the on-going Home Office review of PCCs, the appointment of a DPCC will be mandated in 2024 to ensure continuity in extenuating or unforeseen circumstances.

2. Recommendations:-

The Panel is recommended to:-

1. Consider the information which has been submitted by the Lead Officer and Office of the Police and Crime Commissioner (OPCC) in accordance with statutory responsibilities
2. Conduct a confirmatory hearing process as a means of confirming the candidate's suitability for the role in accordance with the Panel's statutory

duty and with due regard to guidance from the Home Office and Centre for Public Scrutiny.

3. Agree a report incorporating the Panel's recommendation on the appointment to be submitted to the Commissioner as soon as possible thereafter.

3. Background

The Police Reform and Social Responsibility Act 2011 ("the Act") requires the Police and Crime Panel to conduct confirmatory hearings for specific key appointments under Schedules 1 and 8 to the Act.

The confirmation hearing scheduled for 22nd February 2022 has been arranged in accordance with Schedule 1 of the Act and relates to the proposed appointment of a Deputy Police and Crime Commissioner for Avon and Somerset.

4. Notification

Under the 2011 Act, the Commissioner must provide the Panel with the following information:-

1. The name of the person whom the Commissioner is proposing to appoint;
2. The criteria used to assess the suitability of the candidate for the appointment;
3. Why the candidate satisfied those criteria; and
4. The terms and conditions on which the Candidate is to be appointed.

The Panel has been provided with the following documents:-

- Advert
- Role profile
- Terms of appointment
- Independent Consultant Statement
- Personal confidential documentation including the criteria summary (Exempt para 1- Information relating to any individual)

5. At the Hearing

The first part of the meeting will be conducted in public and structured as follows:-

- a. The candidate will be welcomed to the meeting.
- b. The Chair will outline the role of the Panel.

- c. The Commissioner will be given the opportunity to summarise the rationale/business case for appointing a Deputy and comment on the selection process and the proposed appointment.
- d. The candidate will be given an opportunity to present to the Panel her understanding of the role.
- e. The Panel will be invited to question the proposed candidate in order to confirm that she has the necessary professional competence and personal independence to carry out the role of Deputy Police and Crime Commissioner.
- f. The candidate will be given opportunity to clarify any answers given during the hearing.

6. Closed Session

Following the completion of questioning and points of clarification, the Panel will go into closed session to deliberate on the suitability of the candidate, make its decision, and prepare any recommendations to the Commissioner.

7. Panel Report and Recommendations

In accordance with Schedule 1 to the Act, the Panel is obliged to submit a report to the Commissioner containing a recommendation on whether the candidate should or should not be appointed. The content of this report and the nature of the recommendation(s) will be decided during the Panel's deliberations.

If the Panel chooses not to approve, this can only be on the basis that the candidate has not reached the minimum standards required in relation to professional competence and personal independence. Otherwise, your obligation is to confirm the appointment. In doing so, you will have satisfied your statutory obligation.

In the event that the Panel determines that the candidate does not meet the requirements for the post, the Panel may provide advice and recommendations to the Commissioner in its report. However, there is no power of veto for this appointment.

In response to the Panel's report, the Commissioner must then notify the Panel whether he will accept or reject the recommendation.

The report will be published on the Panel's webpages following its submission to the Commissioner and any press releases will be issued in accordance with the agreed Communications Protocol.

Patricia Jones
PCP Lead Officer
07855 284506
PLJones@somerset.gov.uk



Deputy Police and Crime Commissioner Recruitment 2021 - 3rd September 2021

I wanted to update Panel members that both the Chair and I sat in as observers in the paper sift for the Deputy Police and Crime Commissioner interview selection via a Microsoft Teams. The Panel consisted of Mark Shelford our Police and Crime Commissioner, Matthew Barber the Thames Valley Police and Crime Commissioner and Councillor Tom Aditya. Kate Watson from the OPCC oversaw proceedings.

All Panel members had received redacted papers for the 6 applicants in advance of the meeting and had scored them independently. The purpose of this meeting was then to understand the scoring applied, and to check consistency of approach in scoring through application of the performance statements and evidence offered. Each Panel member delivered their score and then a discussion took place between Panel members with Mark Shelford always being the last to comment so as not to influence the others. The discussion was focused on verifying that scores were appropriate, this included sometimes both raising and lowering scores where Panel members considered they had been either too generous or too harsh in the context of evidence offered and discussed. In any event all Panel members throughout were never more than one point adrift for each of the eighteen competency areas scored.

At the conclusion of the event, Panel members scores were aggregated and there was a clear differentiation between the top four candidates achieving benchmark of 70% and those the two that did not. The decision of which candidates to bring forward to interview was uncontested.

The top four candidates will be invited to interview and the bottom two will not. Whilst neither the Chair or I had sight of the redacted applications we were satisfied that the process applied was fair and in the interest of the communities living within Avon and Somerset Constabulary area.

Richard Brown

A handwritten signature in black ink that reads 'Richard Brown'. The signature is written in a cursive style and is underlined with a single horizontal stroke.

Richard Brown

Independent Member



8th October 2021

Deputy Police and Crime Commissioner – recruitment 2021

I would like to update Panel members on the Deputy Police and Crime Commissioner interview selection process.

On 15th September 2021, I attended Avon and Somerset Police Headquarters and observed the interview selection process. The Panel consisted of Mark Shelford our Police and Crime Commissioner, Mathew Barber, Thame Valley Police and Crime Commissioner and Councillor Tom Aditya. Kate Watson from the OPCC again retained oversight of the arrangements for the day and its proceedings.

All Panel members had taken part in the paper sift of redacted papers which had led to 4 candidates being invited to interview.

Candidates had to present for 10 minutes on a previously identified subject ' As Deputy Police & Crime Commissioner, how will you work with both Avon and Somerset Police and The Office of the Police and Crime Commissioner to improve recruitment from ethnic minority backgrounds?' Having presented, the Panel members asked questions relevant to the presentations given, in order to seek further evidence and clarifications. Thereafter the Panel members took turns to ask a range of questions relevant to the role profile of Deputy Police and Crime Commissioner.

Panel members scored presentation and answers to questions independently and then took time to compare and moderate scores based on evidence provided. This was an identical process that took place during the paper sifting and the focus was to verify that scores were appropriate and in line with the scoring matrix. This process resulted in scores occasionally both being raised and lowered where Panel members considered they had been either too generous or too harsh in the context of evidence offered and discussed. As with the paper sift, Panel members applied the scoring system correctly and were never more than one mark adrift from each other.

The individual candidate scores were then aggregated. The interview process was professionally conducted in a style that treated each candidate fairly, with dignity and respect and that provided opportunities for each candidate to excel.

Regards,

Richard Brown

Richard Brown,
Independent Member

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Proposed Appointment of a Deputy Police & Crime Commissioner

Summary

The purpose of this report is to enable members of the Police and Crime Panel (PCP) to consider the Police and Crime Commissioner's (PCCs) proposed appointment of a Deputy Police & Crime Commissioner (DPCC) and to report back to the Commissioner.

The report provides an overview of the appointment process that was undertaken in July to September 2021 by the Commissioner to select a preferred candidate.

Background

The Police Reform and Social Responsibility Act 2011 ("the Act") provides, under section 18(1), that the Police and Crime Commissioner (PCC) for a police area may appoint a person as the deputy police and crime commissioner (DPCC) for that area and delegate certain functions and responsibilities to that person.

The PCC is looking for someone with leadership and with a strong sense of civic duty.

The PCC worked with HR advisers, the Appointment Panel and the interim Chief Executive Officer (CEO) to devise a recruitment process for the interim CEO post.

The Appointment process

The post was advertised as follows:

- PCC website, Linked-in and social media;
- Via PCCs network of contacts;
- Via Local Authority Leaders;
- Via the Police & Crime Panel;
- Via Stepping Up and other diverse community contacts;
- Via ASC BME and Staff Support – external links including BPA and DPA;
- Via SIAG Chair;
- Via Victim Services/stakeholders;
- Radio interviews with the PCC;
- Press release;
- In Mark's Bristol Post & Somerset columns (5 publications).

The advert is included as part of the document bundle. The advertising campaign went live week commencing 5 July and closed at 12 noon on 10 August.

Candidates were required to submit applications via a Competency-based Self-Assessment application form. Candidates were also asked to complete an Equality Monitoring form (in compliance with the Equality Act 2010).

Role Profile

The role profile defined what personal qualities, experience, qualifications, skills and competencies are required to meet the demands of the role and for effective performance. The role profile reflects the PCC's priorities and local requirements.

The seven Principles of Standards in Public life were included in the role profile as were the OPCCs Mission, Vision and Values.

Appointment Panel

The Appointment Panel was convened by the PCC before any stage of the selection process took place. The panel members were as detailed:

- Mark Shelford, Police & Crime Commissioner;
- Matthew Barber, PCC for Thames Valley;
- Councillor Tom Aditya, Member of SIAG and Independent member.

Independent Member

Public appointments must be made on **merit, fairness and openness** in addition to the eligibility and legal requirements of the posts. An independent member was appointed by the PCC to ensure the selection and appointment process was conducted fairly. The independent member was asked to produce an endorsement of the appointment process. The statement is attached as part of the document bundle.

Applicants

The campaign attracted six candidates three male and three females.

Shortlisting

The applicants were assessed against an agreed appointment criteria and scored against a rating scale. The Avon and Somerset OPCC have a policy to interview all applicants declaring a disability who meet the minimum essential criteria and consider them on their abilities (in compliance with the Equality Act 2010).

The panel undertook a blind paper-sift of all candidates and a short list was agreed. The shortlisting was conducted virtually via Teams.

Two members of the PCP observed the shortlisting process.

Selection

Each element of the selection process was related to evaluating the role profile and core competencies. The Bramshill rating scale was used to score the selection process. This is a 1-7 (+3 to -3) rating scale developed by the Police College to assess candidates for the Senior Police Staff Assessment Process for Strategic Command

where a score of zero represents, “ a sound and acceptable performance. Candidates are required to score 0 or above in all areas to progress at selection stage.

There were two elements to the selection day:

1. Presentation. The brief was issued to the candidates in advance with the application pack. The candidates were asked to give a 10 minute presentation to the Appointment Panel.
2. Interview. A 45-minute interview where candidates were asked questions related to the essential experience and competencies identified for the role and their responses were evaluated against the relevant core competencies.

The Appointment Panel were asked to declare prior knowledge of any of the candidates.

One member of the PCP observed the shortlisting process.

The highest-scoring candidate at interview did not progress to the final stages of the process. The next-highest scoring candidate, Claire Hiscott, is the proposed candidate as outlined below.

Proposed Candidate

The Appointment Panel agreed that Claire Hiscott displayed the appropriate levels of knowledge and skills to make her an appointable candidate.

On 13 January I wrote to Claire Hiscott to offer her the position as my Deputy Police and Crime Commissioner and to confirm if she was still interested in the post. Claire has accepted the offer and my recommendation to the Police & Crime Panel is that **Claire Hiscott** be appointed as Deputy Police & Crime Commissioner, subject to a confirmation hearing.

Confirmation Hearing

Under Schedule 1, paragraph 9, of the Act, the Police and Crime Commissioner must notify the Police and Crime Panel (“the Panel”) of his/her proposed appointment to the post of ‘Deputy Police and Crime Commissioner’.

The Commissioner must also notify the Panel of the following information:

- The name of the person whom the commissioner is proposing to appoint.
- The criteria used to assess the suitability of the candidate for the appointment.
- Why the candidate satisfies those criteria.
- The terms and conditions on which the candidate is to be appointed.

Under paragraph 10 of Schedule 1, the Panel must review the proposed appointment and make a report to the Commissioner on the proposed appointment, including a recommendation to the Commissioner as to whether the candidate should be appointed, within a period of three weeks beginning with the day on which the Panel receives notification from the Commissioner of the proposed appointment. The confirmation hearing is scheduled for 18 February 2022.

This information is set out in this report, to assist the PCP in considering the proposed appointment.

Fare Thee Well

A handwritten signature in black ink, appearing to read 'Mark', with a long horizontal flourish extending to the left and slightly downwards.

Mark Shelford

Police and Crime Commissioner for Avon and Somerset



Deputy Police & Crime Commissioner

Fixed term contract from November 2021 until
the next PCC elections

Pro rata salary £39,015.00

The role is part-time, 3 days per week

Are you an experienced leader with a strong sense of civic duty?

Are you passionate about the importance of accountability, fairness and equality in policing and criminal justice services?

Come and join us and you could play a vital role in an organisation that provides a voice, on these key issues, to people living and working in our area.

The PCC proposes to appoint a Deputy PCC for Avon & Somerset subject to a Police & Crime Panel confirmatory hearing. The Deputy will assist the PCC in all aspects of their work.

The role will involve:

- To work with the PCC to support delivery of the Police and Crime Plan
- To support community engagement on behalf of the PCC and adopt a strategic approach to mapping and understanding the concerns of the diverse communities in the PCC area
- To support partner working on behalf of the PCC and support the OPCC team develop the PCC's partner plan with clarity on how and why the PCC engages with partners and how outcomes are tracked
- To support the PCC engage and seek the views and concerns of the people in the PCC area
- To communicate these views to the PCC and their staff to ensure they are reflected in the work of the PCC
- Support PCC with Criminal Justice Boards
- Support PCC with frequent communication with Local Authority leaders
- Support PCC and CEO to attend Local Resilience Forums

You will be a dynamic, confident, leader who is not afraid to challenge and takes an analytical and problem solving approach to complex issues.

You will be adept at managing and maintaining essential relationships with key stakeholders at high levels across all public sector agencies and local, as well as central government. You will have a good understanding of politics and experience of how to navigate the executive and political arena's at both local and national levels.

You will have strong influencing and advocacy skills and an abundance of experience in corporate governance strategy and legislation in the setting of a large and complex organisation.

You must be a person with the highest levels of integrity and the ability to make objective decisions in the public interest.

You will be professionally objective and neutral in the way you interact with our diverse communities.

Due to the nature of the role, the applicant will be required to be flexible in terms of the total number of hours worked each week and their availability. There may be a requirement for occasional evening and weekend working to fulfil the requirements of the role.

Under Phase 1 of the PCC Review led by the Home Office, candidates may wish to note that from 2024 legislation will stipulate that DPCCs will be political roles aligned to the party of their elected PCC. PCC Mark Shelford is a member of the Conservative party and whilst Conservative affiliation it is not a necessity, the candidate must be able to demonstrate political agility and understanding.

Potential applicants must reside in A&S in order to meet the application criteria. Having a driving licence is not pre-requisite of the role however considerable travel may be required and applicants without the ability to drive will need to demonstrate how they will meet the travel requirements for the role.

If this sounds like you, and you relish a challenge, then we'd like to hear from you.

For details of how to apply for this post please visit our website <https://www.avonandsomerset-pcc.gov.uk/get-involved/jobs/deputy-police-and-crime-commissioner/>

You can also e-mail PCCRecruitment@avonandsomerset.police.uk to request an application form.

The closing date for applications is 12 noon 10 August 2021.

The selection day will be held week commencing 13 September.



AVON & SOMERSET OFFICE OF POLICE & CRIME COMMISSIONER

Role Profile

Job Title:	Deputy Police and Crime Commissioner (the Deputy) Avon & Somerset
Salary:	£39,015 for three days/week
Term:	Fixed term contract from November 2021 to after the next PCC elections
Expenses:	Rates set by OPCC policy
Responsible to:	Police and Crime Commissioner (“PCC”)
Hours:	3 days per week
Location:	Police Headquarters
Travel:	Extensive travel in Avon & Somerset therefore a driving licence is essential
Security Vetting:	It is a requirement for the role to have a National Security check.
Eligibility:	Must reside in the Avon & Somerset force area

Job Summary

The PCC proposes to appoint a Deputy PCC for Avon & Somerset subject to a Police & Crime Panel confirmatory hearing. The Deputy will assist the PCC in all aspects of their work.

The role will focus on:

- To work with the PCC to support delivery of the Police and Crime Plan
- To support community engagement on behalf of the PCC and adopt a strategic approach to mapping and understanding the concerns of the diverse communities in the PCC area
- To support partner working on behalf of the PCC and support the OPCC team develop the PCC’s partner plan with clarity on how and why the PCC engages with partners and how outcomes are tracked
- To support the PCC engage and seek the views and concerns of the people in the PCC area
- To communicate these views to the PCC and their staff to ensure they are reflected in the work of the PCC
- Support PCC with Criminal Justice Boards
- Support PCC with frequent communication with Local Authority leaders
- Support PCC and CEO to attend Local Resilience Forums



Overview of the role

The Police Reform and Social Responsibility Act 2011 enables the PCC to appoint a Deputy and to delegate certain functions and responsibilities to that person. The Act also outlines certain functions which cannot be delegated.

The role of the Deputy, whilst working with the PCC's other staff, is to deputise and support the PCC in carrying out their functions including:-

- a. Acting as a senior local link between communities and the police
- b. Deputising for the PCC across the diverse communities and range of political landscapes in the PCC area
- c. Assisting in the development of the Police and Crime Plan
- d. Holding the chief constable to account
- e. Working co-operatively with community safety and criminal justice partners
- f. To act on behalf of PCC in periods of absence or incapacity in line with legislation and organisational succession planning

The Deputy Police and Crime Commissioner may not:-

- a. Issue a Police and Crime Plan
- b. Determine police objectives
- c. Attend Police and Crime Panel meetings on behalf of the PCC
- d. Prepare the Annual Report
- e. Appoint or suspend the chief constable or call upon the chief constable to retire or resign
- f. Set the precept

Key responsibilities

1. Support the PCC in the function of their duties
2. Attend meetings and events to represent the PCC
3. To act as a liaison with other external partners
4. Local Resilience Forum – support the PCC and the OPCC team attend and contribute to these meetings
5. Support the PCC Chair Criminal Justice Board and drive improvements in the CJ systems and processes
6. To support the PCC engage with the diverse Partners in the PCC area
7. To lead on community engagement on behalf of the PCC, to understand better and engage with all communities in the PCC area to ensure that their views are heard



8. To proactively enhance relationships with a wide range of stakeholders in the community safety and criminal justice sectors, to identify blockages or identify opportunities to improve the delivery of programmes that secure improved outcomes for local people.
9. Support the PCC in leading collaborative initiatives with local partners and stakeholders to reduce crime, reduce re-offending and enhance community policing.
10. To support the PCC quality assure the Force Futures programme (uplift in officer numbers) and support the PCC in scrutinising the outcomes for the public from this uplift in capacity as well as support overall scrutiny of the effectiveness and efficiency of policing
11. To act as an ambassador for the PCC and engage with relevant community groups, public bodies, elected representatives and organisations to better understand the policing needs of the community.
12. To support the PCC in ensuring that the needs of the community are represented in policing and where appropriate translate the community needs into legitimate actions and outcomes.
13. Represent the authorised views of the PCC to the media where appropriate.
14. On behalf of the PCC, help to generate policy proposals and respond to national policy developments. This will include engaging with other Police and Crime Commissioners.
15. Assist the Commissioner to work with organisations and individuals at regional and national levels.
16. To act on behalf of the PCC in periods of absence or incapacity in line with legislation and organisational succession planning
17. To oversee and support the PCCs information and communication campaigns and strategies
18. Other specific projects as directed by the PCC.

The post holder must be prepared to undertake additional duties arising from changing circumstances but which do not change the general character or level of responsibility of the post. Due to the nature of the role, the DPCC will be required to be flexible in terms of the total number of hours worked each week and their availability. It is expected that a small proportion of duties will take place during evenings and weekends, for which no additional recompense is provided.

Person Specification

Personal qualities – the views of the Commissioner

I am looking for someone in whom the Chief Constable and I have the utmost confidence, someone on whom we can depend and someone who has relevant experience, integrity and good judgement:

- Able to propose solutions to complex issues with the best interest of local people and vulnerable people always a priority;
- Able to engage successfully and form effective working relationships with senior leaders and a diverse range of people;
- Vision and an ability to think strategically, laterally and innovate;
- Strong understanding and knowledge of police and crime risks, issues and opportunities.



Experience & qualifications

- Good understanding of politics and experience of navigating the executive and political arena's at both local and national levels;
- A good understanding of the diverse geographic, social and economic nature of Avon & Somerset;
- Experience of working with diverse communities and working to secure improved outcomes for local people;
- Educated to degree level or equivalent professional/specialised qualification or have experience, which demonstrates their intellectual capacity to operate within a complex role;
- Experience of organisational governance and scrutiny, with a sound understanding of accountability;
- Experience of working across different agencies at strategic and operational levels.

Skills - Essential

- High-level communication skills with the ability to present effectively and the confidence to engage with the media;
- Ability to engage, listen and understand communities with differing needs;
- Ability to deliver on strategic vision and take a co-operative approach to achieving priorities, including developing effective collaboration proposals with relevant organisations;
- Ability to build senior level relationships, influence and negotiate with high ranking officials and partner organisations.

Qualities

- Is able to secure credibility, respect and recognition from peers and stakeholders;
- Shares the Commissioner's aspirations, values and commitments;
- Is able and confident to take personal responsibility for decisions made and to be able to communicate these effectively;
- Is committed to the seven principles of public life (see Appendix A).



Ethical Framework

You will comply with the PCCs Ethical Framework as varied from time to time, it is expected that the OPCC as a public authority supports the Principles of Standards in Public Life. As such, the seven principles of conduct underpin the work of the OPCC and are used as the basis for working practices.

Our mission:

- We improve
- We listed
- We innovate
- We lead
- We challenge

Our vision:

Excellent victim support, better policing and fairer criminal justice services for all.

Our values:

Openness – We will always be transparent and open about the work we do, our services and how we support our communities.

Partnership – We will work with the police and key partners to provide better services to local people.

Compassion – We will continue to take a compassionate approach to commission the most effective support services for victims and survivors.

Courage – We are the voice of local people in policing and we will always share concerns, issues and feedback to the police and partners.



Code of Conduct

The Code of Conduct provides that the Commissioner and his Deputy will abide by the seven principles set out in Standards in Public Life: First Report of the Committee on Standards in Public Life known as — the Nolan Principles.

Selflessness:

We will take decisions solely in terms of the public interest. We will not take decisions in order to gain financial or other material benefits for ourselves, our families, or friends.

Integrity:

We will not place ourselves under any financial or other obligation to outside individuals or organisations that may influence our performance of our official duties.

Objectivity:

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, we will make choices on merit.

Accountability:

We are accountable for our decisions and actions to the public and submit ourselves to whatever scrutiny is appropriate to our office.

Openness:

We will be as open as possible about all decisions and action that we take. We will give reasons for our decisions and restrict information only when the wider public interest clearly demands.

Honesty:

We have a duty to declare any private interests relating to our public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership:

We will promote and support these principles through leadership and by our own example.



Statutory duties of the Police and Crime Commissioner

The PCC's primary duty is to secure an efficient and effective police force, which demonstrates value for money, meets the needs of the communities of the PCC's area and cuts crime.

By:

- holding the Chief Constable to account for the delivery of the police service
- setting and updating the Police and Crime Plan ("the Plan") and holding the Chief Constable to account for the Plan's delivery
- setting the force budget and precept
- regularly engaging with the public and communities

The PCC will set direction. This involves:

Setting the strategic direction and accountability for policing

- setting strategic policing objectives
- holding the force to account through the Chief Constable
- consulting and involving the public
- being accountable to the electorate

Working with partners to prevent and tackle crime and re-offending

- ensuring that the police respond effectively to public concerns and threats to public safety
- promoting and enabling joined up working on community safety and criminal justice
- increasing public confidence in how crime is cut and policing delivered

Invoking the voice of the public, the vulnerable and victims

- ensuring that public priorities are acted upon, victims are consulted and that the most vulnerable individuals are not overlooked
- complying with the Equality Act
- contributing to resourcing of policing response to regional and national threats
- ensuring an effective policing contribution alongside other partners to national arrangements to protect the public from other cross-boundary threats in line with the strategic policing requirement

Ensuring value for money

- responsible for the distribution of policing grants from central government and setting the precept raised through council tax
- holding the Chief Constable to account for the efficient use of funds and budgets delegated to the Constabulary to deliver the policing services



Eligibility and Disqualification Criteria

Extracts from the [Police Reform and Social Responsibility Act 2011](#)

S8 The Deputy Police and Crime Commissioner

Relevant extracts from paragraph 8, Schedule 1, of the Police Reform and Social Responsibility Act 2011

- 8 (1) This paragraph applies to a person appointed under section 18 by a Police and Crime Commissioner to be the deputy police and crime Commissioner.
- (2) None of the following may be appointed as the deputy police and crime commissioner-
- a) a person who has not attained the age of 18 on the day of the appointment;
 - b) a person who is subject to a relevant disqualification;
 - c) a Member of the House of Commons
 - d) a Member of the European Parliament
 - e) a Member of the National Assembly for Wales
 - f) a Member of the Scottish Parliament
 - g) a Member of the Northern Ireland Assembly
- (3) The terms and conditions of a person who is appointed as the deputy police and crime commissioner must provide for the appointment to end not later than the day when the current term of Office of the appointing police and crime commissioner ends.
- (4) Section 7 of the Local Government and Housing Act 1989 (appointment of staff on merit) does not apply to the deputy police and crime commissioner.
- (5) In this paragraph “current term of office”, in relation to the appointment of a deputy police and crime commissioner by a police and crime commissioner, means the PCC’s term of office which is running at the time the appointment is made.
- (6) For the purposes of this paragraph, a person is subject to a relevant disqualification if the person is disqualified from being elected as, or being, a police and crime commissioner under-
- a) section 65(1) (police officers, police-related employment etc), other than paragraph (e)(ii); or
 - b) section 66(1), 3(a)(iii) or (iv), 3(c) or 3(d) (citizenship, bankruptcy, criminal convictions & corrupt or illegal election practices)

S65 Disqualification from election or holding office as police and crime commissioner: police grounds

Relevant extracts from Section 65(1) of the Police Reform and Social Responsibility Act 2011

- 65 (1) A person is disqualified from being elected as, or being, a Police and Crime Commissioner if the person-
- a) is disqualified from being a member of the House of Commons under section 1(1)(d) of the House of Commons Disqualification Act 1975 (members of police forces for police areas in the United Kingdom);
 - b) is a member of-



- (i) *the British Transport Police Force*
- (ii) *the Civil Nuclear Constabulary*
- c) is a special constable appointed-
 - (i) *under section 27 of the Police Act 1996 for a police area or the City of London police area;*
 - (ii) *under section 25 of the Railways and Transport Safety Act 2003 (British Transport Police Force)*
- d) is a member of staff of the chief officer of police of any police force maintained for a police area;
- e) is a member of staff of-
 - (i) *a Police and Crime Commissioner;*
 - (ii) *the Mayor's Office for Policing and Crime;*
- f) is the Mayor of London;
- g) is a member of the Common Council of the City of London or a member of staff of that Council in its capacity as a police authority;
- h) is a member (including a member who is chairman or chief executive), or a member of staff, of-
 - (i) *the British Transport Police;*
 - (ii) *the Civil Nuclear Police Authority;*
 - (iii) *the Independent Police Complaints Commission;*
 - (iv) *the Serious Crime Agency;*
 - (v) *The National Policing Improvement Agency;*
- i) holds any employment in an entity which is under the control of-
 - (i) *a local policing body;*
 - (ii) *any body mentioned in paragraph (h);*
 - (iii) *the chief officer of police for any police force maintained for a police area or the City of London police area;*
 - (iv) *the chief officer of police for any police force mentioned in paragraph (b).*

S66 Disqualification from election or holding office as police and crime commissioner: other grounds

Relevant extracts from Section 66 of the Police Reform and Social Responsibility Act 2011

- 66 (1) A person is disqualified from being elected as, or being, a police and crime commissioner unless the person satisfies the citizenship condition (see section 68)
- (2) A person is disqualified from being elected as, or being, a police and crime commissioner if the person—
- (a) is disqualified from being a member of the House of Commons under section 1(1)(a) to (c) of the House of Commons Disqualification Act 1975 (judges, civil servants, members of the armed forces), or
 - (b) is a member of the legislature of any country or territory outside the United Kingdom.
- (3) A person is disqualified from being elected as, or being, a police and crime commissioner if:-
- (a) the person is the subject of-
 - (i) *a debt relief restrictions order under paragraph 1 of Schedule 4ZB to the Insolvency Act 1986;*
 - (ii) *an interim debt relief restrictions order under paragraph 5 of that Schedule;*
 - (iii) *a bankruptcy restrictions order under paragraph 1 of Schedule 4A to that Act;*



- (iv) *a bankruptcy restrictions interim order under paragraph 5 of that Schedule;*
- (c) the person has been convicted in the United Kingdom, the Channel Islands, or the Isle of Man, of any imprisonable offence (whether or not sentenced to a term of imprisonment in respect of the offence); or
- (d) the person is incapable of being elected as a member of the House of Commons, or is required to vacate a seat in the House of Commons, under Part 3 of the Representation of the People Act 1983 (consequences of corrupt or illegal practices).

S68 Citizenship condition

Relevant extract from Section 68 Police Reform and Social Responsibility Act 2011

- 68
- (1) This section applies for the purposes of section 66.
 - (2) A person satisfies the citizenship condition if the person is—
 - (a) a qualifying Commonwealth citizen,
 - (b) a citizen of the Republic of Ireland, or
 - (c) a citizen of the Union.
 - (3) For the purposes of this section, a person is a qualifying Commonwealth citizen if the person is a Commonwealth citizen and—
 - (a) is not a person who requires leave under the Immigration Act 1971 to enter or remain in the United Kingdom, or
 - (b) is a person who requires such leave but for the time being has (or is, by virtue of any enactment, to be treated as having) indefinite leave to remain within the meaning of that Act.
 - (4) But a person who does not require leave to enter or remain in the United Kingdom by virtue only of section 8 of the Immigration Act 1971 (exceptions to requirement for leave in special cases) is not a qualifying Commonwealth citizen by virtue of subsection (3)(a).
 - (5) In this section the expression “citizen of the Union” is to be construed in accordance with Article 20(1) of the Treaty on the Functioning of the European Union.



Summary of the Statutory Responsibilities and Functions of the PCC and the permissible delegation of functions by a PCC to a Deputy Police and Crime Commissioner (DPCC)

PCC FUNCTIONAL RESPONSIBILITY	PR&SR Act 2011 Reference to Section of Act (or other legislation as necessary)	Permissible Delegation of PCC function to DPCC?	
		Permissible (at discretion of PCC)	Non-Permissible (s18(3)(b) PR&SR Act)
Policing			
Secure the maintenance of an efficient and effective police force for that area	s1(6)	√	
Strategic Planning			
Issue a Police and Crime Plan	s5		X
Review the Police and Crime Plan	s5(9)	√	
Holding the Chief Constable (CC) to account for:			
<ul style="list-style-type: none"> The exercise of the functions of the CC, and of persons under the direction and control of the CC 	s1(7)	√	
<ul style="list-style-type: none"> The exercise of the duty to have regard to the Police and Crime Plan 	s1(8)(a)	√	
<ul style="list-style-type: none"> The exercise of the duty to have regard to the Strategic Policing Requirement 	s1(8)(b)	√	
<ul style="list-style-type: none"> The exercise of the duty to have regard to codes of practice issued by the Secretary of State 	s1(8)(c)	√	
<ul style="list-style-type: none"> The effectiveness and efficiency of the CC's arrangements for co-operating with other persons 	s1(8)(d)	√	
<ul style="list-style-type: none"> The effectiveness and efficiency of the CC's arrangements for engagement with local people 	s1(8)(e)	√	



• The extent to which the CC achieves value for money	s1(8)(f)	√	
• The exercise of duties relating to equality and diversity	s1(8)(g)	√	
• The exercise of duties in relation to the safeguarding of children and the promotion of child welfare	s1(8)(g)	√	
Partnership Working			
May make a crime and disorder reduction grant to any person	s9(1)	√	
Must have regard to the relevant priorities of each responsible authority	s10(1)	√	
Must act in co-operation with responsible authorities	s10(2)	√	
Must make arrangements with criminal justice agencies for the exercise of functions so as to provide an efficient and effective criminal justice system for the area	s10(3)	√	
Must keep under consideration the ways in which the collaboration functions could be exercised to improve the efficiency and effectiveness of the policing body and/or the Force, or one or more other policing bodies and forces	s89(2)	√	
Enter into collaboration arrangements	s89 & Schedule 12	√	
Keep collaboration agreements under review	s89 & Schedule 12	√	
Provide advice and assistance to a body outside the UK	Schedule 16, para. 25	√	
People			
Appointment, suspension and removal of the Chief Constable	s38		X
Appointment of a chief executive and chief finance officer	Schedule 1	√	
Appointment of Deputy Police and Crime Commissioner	s18(1)		X
Appointment of other staff as appropriate	Schedule 1, para. 6(3)	√	
Information and Engagement			
Publish specified information for the public in the time or manner specified	s11	√	



Produce an Annual Report	s12	√	
Provide the Police and Crime Panel with any information which the Panel may reasonably require	s13	√	
Make arrangements for obtaining:	s14		
• The views of people about matters concerning the policing of the area		√	
• The views of victims of crime about matters concerning the policing of that area		√	
• The views of:			
(a) The people in that area		√	
(b) The relevant ratepayers' representatives		√	
on the proposals of the PCC for expenditure before the first precept for a financial year is issued by the a PCC			
Finance			
Enter into agreements for the supply of goods and services	s15	√	
Keep a Police Fund	s21	√	
Receive grants for police purposes	s24	√	
Receive grants for capital expenditure	s25	√	
Receive national security grants	s25	√	
Receive grants from local authorities	s25	√	
Accept gifts or loans	s25	√	
Borrow monies	s25	√	
Issue a precept	s26		X
Receive emergency financial assistance	s27	√	
Do anything calculated to facilitate the exercise of the PCC's functions, including:	Schedule 1, para. 14	√	
• Entering into contracts and other agreements		√	
• Acquiring and disposing of property (including land)		√	
• Borrowing money		√	
Commissioning			
Victim support services	Anti-Social		



	Behaviour, Crime and Policing Act 2014	√	
Restorative justice services	---- do ----	√	

Avon & Somerset Police & Crime Commissioner

Deputy Police & Crime Commissioner

Terms of Appointment

Appointment

The appointment will be subject to satisfactory references and medical clearance.

The appointment will also be subject to national security vetting clearance.

The appointment is subject to a confirmation hearing with the Police & Crime Panel.

Term

The role is part time, 3 days per week, for a fixed term contract, from November 2021 to after the PCC elections in 2024.

Base salary

The pro rata salary per annum will be £39,015.00 for part-time working, 3 days per week.

The Post

The post holder will be required to travel regularly across the Avon and Somerset region.

The post holder should have access to a vehicle or be able to make alternative arrangements to meet the requirements of the post.

It is expected that the post holder support the Principles of Standards in Public Life. As such, the seven principles of conduct underpin the work of the PCC and are used as the basis for working practices.

Place of Work

The workplace will be the Office of the Police & Crime Commissioner, Valley Road, Portishead, Bristol or at such other place of employment in the service of Avon & Somerset Police & Crime Commissioner. The OPCC team are currently working from home in line with government requirements for the covid-19 pandemic.

Reporting Lines

The post holder will report to the Police & Crime Commissioner.

Hours of work

Part-time, 3 days per week. Due to the nature of the role, the applicant will be required to be flexible in terms of the total number of hours worked each week and their availability. There may be a requirement for occasional evening and weekend working to fulfil the requirements of the role

Notice period

The appointment will be subject to a twelve-week notice period in writing on either side.

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**Avon & Somerset Deputy Police & Crime Commissioner
Appointment Process**

Independent Member Statement
Councillor Tom Aditya
Chairman, Bristol Multi-Faith Forum

7 December 2021

I have reviewed the report to the Police and Crime Panel, by the Police and Crime Commissioner (PCC) Mark Shelford, on the proposed appointment of the Avon & Somerset Deputy Police and Crime Commissioner.

The report is a true account of the various stages of the appointment process.

My role as independent member of the Appointment Panel was to provide an assessment of the extent to which the appointment process has been conducted fairly, openly and based on merit.

I can confirm that:

- the process met the principles of merit, fairness and openness; and
- the Appointment Panel were able to fulfil their purpose, to challenge and test the candidate against the stated criteria.

The Appointment Panel unanimously supported Mark Shelford (PCC) in his recommendation to the Police and Crime Panel (PCP) that **Claire Hiscott** be appointed.

Tom Aditya

Councillor Tom Aditya
Chairman, Bristol Multi-Faith Forum
Independent Member

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