

APPLICATION PACK FOR CHAIR OF THE INDEPENDENT ETHICS AND SCRUTINY BOARD



Thank you for your interest in this highly important role.

A few years ago we changed and strengthened our approach to scrutiny.

A key part of the change was the development of an overarching Independent Ethics and Scrutiny Board, whose role is to explore ethical issues and matters raised by our Scrutiny Volunteers (through the Police Powers and Hate Crime Scrutiny Groups) in depth and from multiple perspectives, with the purpose of generating genuine and positive organisational learning, informing local priorities, challenging when appropriate and helping us to create and ensure openness and transparency.

The term of office for our current Chair is coming to a close and we are looking for another exceptional individual to Chair the Independent Ethics and Scrutiny Board – someone with experience of chairing high-level meetings, who communicates effectively and concisely, is willing to ask the tough questions and make balanced judgements, is motivated and open to new ideas, treats people with respect and works as part of a team.

The Independent Ethics and Scrutiny Board delivers findings (via the Chair) directly to the Police and Crime Commissioner.

The remainder of this pack includes:

- 1. About the Independent Ethics and Scrutiny Board**
- 2. Role of the Chair of the Independent Ethics and Scrutiny Board**
- 3. Application Form**

Please feel free to contact Paul Wainwright, Head of Assurance and Statutory Duties, if you need any further information or an informal chat about the role as follows:

Email: paul.wainwright@humberside.pnn.police.uk

Phone: 07814 976773

The closing date for applications is **midday on Friday 28 April 2023**.

Interviews will be held between 8-14 May 2023 - TBA.

We look forward to receiving your application.

1. ABOUT THE INDEPENDENT ETHICS AND SCRUTINY BOARD

Aim:

Objectively explore ethical issues and matters raised by Scrutiny Group volunteers, in depth and from multiple perspectives, with the purpose of generating genuine and positive organisational learning, informing police and OPCC (Office of the Police and Crime Commissioner) policy and priorities, challenging things when appropriate and creating openness and transparency.

The Board is the overall 'home' for OPCC scrutiny activity. Findings from the OPCC Scrutiny Groups and reports are considered at the Board and provide a central focus for the OPCC. The Board is responsible for delivery of the OPCC scrutiny work programme and decide how certain scrutiny activities should be completed, setting the terms of reference for any specific pieces of work. Their role is to provide specialist and independent scrutiny findings and recommendations directly to the PCC.

Scope:

The Board will:

1. Work according to the OPCC assurance and scrutiny requirements.
2. Respect the operational independence of the Chief Constable.
3. Receive and scrutinise reports and findings/recommendations from the OPCC Scrutiny Groups.
4. At all times consider ethical issues raised.
5. Feed-back their issues and ensure that action is taken.
6. Commission work on key ethical issues and matters based on the evidence received.
7. Proactively seek ethical issues from the Force, OPCC and wider providers where relevant.
8. Discuss wider issues impacting on policing (including national considerations) and the public perspective.
9. Report back directly and regularly to the PCC through the Independent Chair.

Decision Making:

The Board will deliver findings (via the Independent Chair) directly to the PCC.

Tenure:

The Chair will serve for a period of two years.

Support:

The Board will be supported by the OPCC Assurance and Statutory Duties Team. The OPCC will take notes of all meetings, working with the Independent Chair to ensure commissioned work and actions are undertaken, and provide a public summary where relevant.

Quorum:

The Board will not meet formally unless the Independent Chair (or suitably agreed substitute) and the nominated Chairs of the OPCC Scrutiny Groups (or nominated representative) are present.

Meeting Dates:

The Board will meet quarterly (or more frequently for emerging issues) for around 2-3 hours. The agenda will be generated by the OPCC (in conjunction with the Independent Chair) and sent out at least seven days prior to any meeting.

Chair:

The Independent Chair will be recruited by the OPCC. The Chair will also be expected to meet regularly with the PCC and provide appropriate feedback.

Data Protection:

Information used for the purpose of scrutiny will usually be anonymised of personal (or other identifiable) information unless there is a justified, proportionate and legal reason for sharing more detailed information (which will be clearly recorded). The Independent Chair will undertake normal police vetting (unless there are reasons not to do so), will sign confidentiality agreements and must adhere to relevant legislation.

Training:

The Independent Chair will receive 'familiarity' training to assist them in developing their knowledge. The OPCC will assist with any training and developmental needs, providing regular new information and updates as relevant.

Attendees:

Independent Chair (or suitably agreed substitute).

Nominated Chairs of the OPCC Scrutiny Groups (or nominated representative).

Force representatives: Deputy Chief Constable, Head of Professional Standards, Forum Chair, Staff Association Representatives.

OPCC representatives: Chief Executive, Head of Assurance and Statutory Duties, Assurance Officer.

Others to attend as required at the discretion of the Independent Chair.

All to send substitutes where representatives are unavailable.

2. ROLE OF THE CHAIR OF THE INDEPENDENT ETHICS AND SCRUTINY BOARD

Who We Are

The role of the Police and Crime Commissioner (PCC) is to be the voice of the people in policing, to hold the Chief Constable to account and to commission a range of services to improve criminal justice and support for victims and witnesses.

The Office of the Police and Crime Commissioner (OPCC) supports the functions of the PCC and works to engage with all sections of communities in order to ensure their voices are listened to. More information about the OPCC may be found here: <https://www.humberside-pcc.gov.uk/Home.aspx>

Independent Ethics and Scrutiny Board

The Independent Ethics and Scrutiny Board Chair will play a key role in supporting the Police and Crime Commissioner (PCC) to objectively explore ethical issues and matters raised through scrutiny, in depth and from multiple perspectives, with the purpose of generating genuine and positive organisational learning, informing police and OPCC policy and priorities, challenging things when appropriate and creating openness and transparency.

The Independent Ethics and Scrutiny Board will deliver findings (via the Chair) directly to the Police and Crime Commissioner (PCC).

Scope of the Independent Ethics and Scrutiny Board

1. Work according to the OPCC assurance and scrutiny requirements.
2. Respect the operational independence of the Chief Constable.
3. Receive and scrutinise reports and findings/recommendations from the OPCC Scrutiny Groups.
4. At all times consider ethical issues raised.
5. Feed-back their issues and ensure that action is taken.
6. Commission work on key ethical issues and matters based on the evidence received.
7. Proactively seek ethical issues from the Force, OPCC and wider providers where relevant.
8. Discuss wider issues impacting on policing (including national considerations) and the public perspective.
9. Report back directly and regularly to the PCC through the Independent Chair.

Person Specification

General

- Knowledge and experience in dealing with ethical issues and scrutiny roles.
- Experience of chairing high-level meetings.

Communication Skills

- Ability to communicate effectively orally/in writing and interpret complex information.
- Ability to offer verbal and written feedback in a clear and concise way.
- Ability to review and contribute to the development of formal reports for the Police and Crime Commissioner

Scrutiny Skills

- Ability to question and challenge established practice where necessary.
- Ability to weigh up issues and make balanced, reasonable and proportionate judgements.

Motivation

- Enthusiasm for improving policing.
- Openness to new ideas and organisational learning.

Respect for people

- Capacity to treat all people fairly and with respect.
- Commitment to equality and diversity and an understanding of the effects of discrimination.

Working with people

- Ability to work as part of a team.
- Ability to establish and maintain good working relationships with a wide range of people including the PCC, OPCC, Humberside Police, Scrutiny Volunteers from the OPCC Scrutiny Groups and partner agencies.

Hours Board meetings shall be held at least every three months, usually during office hours (9am to 5pm) and lasting 2-3 hours. Induction session shall be held upon recruitment and additional training when required. Optional ad hoc meetings may be held throughout the year. Regular informal meetings will be held with the PCC as required.

Tenure The Chair will be expected to commit for a period of two years and subject to a review after 12 months.

Payment Chair of the Independent Ethics and Scrutiny Board:

£3,600 per annum.

Reasonable travel expenses will be paid and refreshments will be provided at meetings.

Location Board meetings are held at a location within the Humberside Police area or may be held online depending on circumstances.

Eligibility Criteria

- You must be 18 years or over and reside in the Humberside Police area.
- You must be willing to undertake security vetting to an appropriate level and must disclose in your application form whether you have ever been convicted of any offences punishable with imprisonment within the last five years, or have any criminal convictions. This information is a requirement in all applications but may not necessarily affect your application.
- You must be willing to serve for a period of two years.
- You must be willing to attend regular meetings throughout each year (usually between 4-5 meetings) as well as regular meetings with the Police and Crime Commissioner (PCC), be willing to undertake induction and other training as required, be involved in the creation of agendas, read information ahead of meetings and be prepared to challenge and make decisions as required.
- You must not be a current member of the Force/Local Independent Advisory Groups (IAG), a serving Councillor within the Humberside Police area, a current police officer/member of police staff, or a member of the Office of the Police and Crime Commissioner. This is not an exhaustive list and is in order to avoid any conflict of interest. Other restrictions could apply depending on circumstances.

Commitment from the OPCC

The OPCC will support the Chair in their role, to scrutinise and challenge when necessary, in order to effect positive change. Together we shall ensure we work with Humberside Police to continue to maintain fair and proportionate policing of all communities.

We will provide documents in plain language that are accessible to the Chair and all Scrutiny Volunteers, and keep paperwork to a minimum.

3. CHAIR OF THE INDEPENDENT ETHICS AND SCRUTINY BOARD APPLICATION



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Please read the information about the role of Chair of the Independent Ethics and Scrutiny Board before completing this application form. Ensure you complete all sections.

Note that a Curriculum Vitae (CV) will not be accepted as an alternative.

Surname		Title	
Forename(s)			
E-Mail Address			
Contact Telephone Number (s)			
Address (you must reside or be looking to reside in the Humberside Police area)			
How long at this address?			

Have you ever been convicted of any offences punishable with imprisonment within the last five years, or have any criminal convictions? (Information provided will not necessarily disqualify you from the role)

Yes	
No	

If yes, please give details below. This information is a requirement in all applications but may not necessarily affect your application. Offences covers by the Rehabilitation of Offenders Act 1974 if spent need not be listed.

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CHAIR OF THE INDEPENDENT ETHICS AND SCRUTINY BOARD APPLICATION



There are three key questions below that we would like you to answer. Only these questions will be used for shortlisting.

1. Why do you most want to be the Chair of the Independent Ethics and Scrutiny Board? (no more than 500 words)

2. Have you ever undertaken a similar role? If yes, please tell us more (no more than 500 words)

3. What skills, experience and qualities do you feel you would bring if appointed? (no more than 500 words)

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Please tick to confirm you are aware that we will take up two references if you are appointed		
Please tick to confirm you have read and understood the Eligibility Criteria (see Note 1 below)		
Please tick to confirm you have read and understood the Privacy Statement (see Note 2 below)		
Signed:		Date:

Please return your completed Application Form to PCC@humberside.pnn.police.uk or post to OPCC Humberside, The Lawns, Harland Way, Cottingham, HU16 5SN.

Please also use the above contact method or telephone our office on (01482) 220787 in normal office hours if you require any further information or assistance – leave a message and we will call you back.

NOTE 1: ELIGIBILITY CRITERIA

- You must be 18 years or over and reside in the Humberside Police area.
- You must be willing to undertake security vetting to an appropriate level and must disclose in your application form whether you have ever been convicted of any offences punishable with imprisonment within the last five years, or have any criminal convictions. This information is a requirement in all applications but may not necessarily affect your application.
- You must be willing to serve for a **period** of two years.
- You must be willing to attend regular meetings throughout each year (usually between 4-5 meetings) as well as regular meetings with the Police and Crime Commissioner (PCC), be willing to undertake induction and other training as required, be involved in the creation of agendas, read information ahead of meetings and be prepared to challenge and make decisions as required.
- You must not be a current member of the Force/Local Independent Advisory Groups (IAG), a serving Councillor within the Humberside Police area, a current police officer/member of police staff, or a member of the Office of the Police and Crime Commissioner. This is not an exhaustive list and is in order to avoid any conflict of interest. Other restrictions could apply depending on circumstances.

NOTE 2: PRIVACY STATEMENT

The Office of the Police and Crime Commissioner for Humberside will use your personal information to administer any application for the role of Scrutiny Volunteer. This privacy statement explains what personal data we collect from you and how we use it.

Personal Data We Collect

We collect the following personal data relating to your Expression of Interest and any application:

- Contact Details (Name, Address, E-Mail Address, Telephone and/or Mobile Number)
- Employment history
- Qualifications
- Equality of Opportunity (Ethnicity, Disability Details) under Special Categories

How We Use Personal Data

Your personal data will be used to process your Expression of Interest any application.

How Long We Will Hold Personal Data

Successful candidate's data will be held under our Organisation's Retention Policy, details of which will be made available upon any offer. Data relating to Expressions of Interest will be held securely for a period of 12 months from the date of receipt and may be used to contact you when a volunteer role becomes available. Unsuccessful applicants' data will be held securely for a period of six months from the date of application, whereupon it will be confidentially destroyed.

Reasons We Share Personal Data

We may share your personal data with:

- Human Resources (HR) consultant to aid our selection process.
- Humberside Police and the Disclosure and Barring Service (DBS) for DBS and vetting checks, where required.

We will not normally share personal data with anyone else, but may do so where:

- There is an issue that puts the safety of our staff at risk.
- We need to liaise with other agencies or third parties – we will seek consent as necessary before doing this.

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

- The prevention or detection of crime and/or fraud.
- The apprehension or prosecution of offenders.
- In connection with legal proceedings.
- Where the disclosure is required to satisfy our legal obligations.

How We Protect Your Personal Data

We use secure systems to store and transfer electronic data and have password access controls in place. If paper copies are utilised, information is held in secure locked cabinets with controlled access.

MONITORING QUESTIONNAIRE

The Police and Crime Commissioner is firmly committed to promoting equality of opportunity for all local people and communities, irrespective of gender, ethnic origin, disability, religious belief, sexual orientation, age, or any other irrelevant factor. We therefore ask you to complete this questionnaire to enable us to monitor the effectiveness and fairness of our policy and processes.

This information is for statistical monitoring purposes only and does **not** form part of any selection process.

(A) GENDER (please tick one box)

Male		Female		Trans	
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(B) AGE (please tick one box)

18-24		25-34		35-44		45-54		55-64		65+	
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(C) ETHNIC GROUP (please tick one box)

Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Any Other Asian Background	
Black or Black British	Caribbean	
	African	
	Any Other Black Background	
Chinese or Other Ethnic Group	Chinese	
	Any Other Background	
Mixed	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Any Other Mixed Background	
White	British	
	Irish	
	Gypsy Traveller (Romany, Pavee, Minceir)	
	Any Other White Background	

(D) DISABILITY

Do you consider yourself to have a disability?	Yes		No	
In support of your application, please let us know if you believe there are any reasonable adjustments we should be making to enable you to undertake the role or assist with your application				

(E) RELIGION

Christian (includes Church of England, Catholic, Protestant and all other Church denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Other	
No Religion	
Prefer not to say	

(F) SEXUAL ORIENTATION

Bi-Sexual	
Gay/Lesbian	
Heterosexual	
Prefer not to say	

(G) ADDITIONAL INFORMATION

	Yes	No
Are you related to the Police and Crime Commissioner (PCC) or members of the Police and Crime Panel? * If yes, please state name and relationship		
Are you related to a serving police officer or member of police staff in Humberside Police? * If yes, please state name and relationship		
Do you or your employer have any direct contractual/partnership relationship with the Office of the Police and Crime Commissioner (OPCC)? * If yes, please detail below		
How did you learn about being a Scrutiny Volunteer? (e.g. media, community group, etc.)		

* **NOTE:** Applicants who knowingly fail to disclose such a relationship or employment will be disqualified from appointment.