



Office of the Police, Fire & Crime Commissioner

Community Scrutiny Panel – Chair Role Profile

Purpose:

The role of the chair of the Community Scrutiny Panel is to lead the panel and ensure it operates in an effective and transparent way. The chair must promote a culture of openness and integrity and be responsible for effective communication with the Police, Fire and Crime Commissioner, Chief Constable and the Chief Fire Officer.

The Chair must ensure that the panel receives accurate, timely and clear information; and ensure that issues are brought to the attention of the Police, Fire and Crime Commissioner, Chief Constable and the Chief Fire Officer.

Chair Responsibilities:

In addition to those responsibilities listed within the member role profile the Chair will also be required to:

- 1) Lead the Community Scrutiny Panel ensuring it operates in an effective and transparent way ensuring effective communication with the Police, Fire and Crime Commissioner Chief Constable and the Chief Fire Officer.
- 2) Contribute to transparency and integrity within Cumbria Fire and Rescue Service, Cumbria Constabulary and the Office of the Police, Fire and Crime Commissioner, promoting a culture of learning within both organisations.
- 3) Contribute to the continued development of the Panel and its membership.
- 4) Ensure information received and discussed by the panel is handled appropriately and remains confidential where applicable.
- 5) To attend and chair scheduled and extraordinary meetings of the panel to be held at Police Headquarters, Penrith, and be willing to carry out additional work when required.
- 6) To promote compliance of the Code of Ethics and ethical working in all aspects of work within Cumbria Constabulary, Cumbria Fire and Rescue Service and the Office of the Police, Fire and Crime Commissioner. **Influencing changes** within current policies and procedures.
- 7) To monitor and **scrutinise performance** in relation to integrity and ethics, advising on outcomes and lessons learned. Providing strategic advice and support in relation to ethical and integrity issues.
- 8) Ability to understand, interpret and comment on complex reports; leading to **questioning, challenge and evaluation** of incidents and issues, making balanced, reasonable and proportionate judgements.
- 9) To contribute and agree an annual work programme setting out proposed areas and themes of focus.
- 10) To attend scheduled meetings of the Panel; dip sample sessions, thematic sessions and be willing to carry out additional work when required.

Experience and Knowledge:

Applicants are asked to provide examples in relation to the following areas. We have indicated those which we feel are essential and others which are desirable [(e) - essential / (d) – desirable]. If you do not have any of the desirable elements this should not prevent you from applying as we are looking for individuals who have different skills.

- **Working as part of a team** – Ability to work as part of a team, establishing and maintaining good working relationships with a wide range of people. Be open-minded and willing to consider the views and advice of others (e)
- **Diversity** - Have a sense of fairness, the capacity to treat all people fairly and with respect. Value diversity, inclusion and respond constructively to differing opinions. An understanding and the ability to demonstrate social awareness of the communities within Cumbria (e)
- **Effective communication skills** - The ability to communicate effectively with others both orally and in writing. Interpret written and/or statistical information in relation to work/voluntary/social activity and actively provide feedback contributing to a meeting, group or discussion (e)

- **Scrutiny skills**
 - The ability to question, challenge and debate issues; making balanced, reasoned and proportionate recommendations (e)
 - Experience of a role involving analysing, reviewing information or developing services, including the evaluation of performance or inspection data (d)
- **Ethical skills**
 - Have personal integrity, ability to display sound and reasoned judgement over different areas of work (either paid or voluntary) and able to maintain confidences (e)
 - Knowledge and understanding of ethical principles and their practical application. Previous or active participation in an area of work or interest with ethics as a core dimension (d)
- **Other Experience** – Please let us also know if you have any experience in the following areas [desirable (d)]
 - Professional or personal connection to communities in Cumbria through partnership and/or voluntary work
 - Legal Expertise (potentially in - Policing and/or Criminal Law)
 - Communications
 - Data Ethics
 - Accountability to the public

Eligibility

The following restrictions will apply to ensure the complete independence and objectivity of members of the Panel in the conduct of business.

- Must be over 18 years of age.
- Must not be a serving or retired officer or employee from Cumbria Constabulary, Cumbria Special Constabulary or Cumbria Fire and Rescue Service

- Must not be a current member of staff of the Office of the Police, Fire and Crime Commissioner; a serving member of the Independent Custody Visitors Scheme; or Police Misconduct Independent Panel Member.
- An ex-Police and Crime Commissioner
- Individuals must not have close relationships with any of the above including immediate family members.
- Must not be a Member of Parliament (MP), a current member of a committee, board or panel within Cumbria which has direct oversight of the Police, Fire and Crime Commissioner's work.
- Must not be involved in a complaint or disciplinary process within the last 5 years of the matter being finalised.
- Able to demonstrate an independent and impartial view in relation to both organisations.

Tenure

Panel members will be recruited for a tenure of 2 years, with a possibility of extending, on a 2-year rolling basis, to a maximum of 8 years. The end of a 2-year tenure does not automatically qualify a member to have their appointment extended.

Vetting

All members of the panel will be subject to vetting clearance and the provision of references prior to final confirmation of an appointment being made.

Member Attendance

The panel will meet on a quarterly basis, with additional meetings when required. Members will be required to make a commitment to attend at least 3 meetings annually and to attend provided training in relation to their role.

Remuneration

Panel members will be remunerated at the following rates for their attendance at meetings.

- £262.50 full day (sitting of more than 4 hours (excluding meal breaks))
- £130.09 half day (sitting of less than 4 hours (excluding meal breaks))

Panel Chair's allowance is £1,830.84 per annum

Members will be reimbursed reasonable travel expenses from within the county with the current mileage rate set at 45p per mile; and where eligible can claim a Carer's Allowance

Confidentiality

Panel members will be required not to disclose information which they are provided with as part of their work and sign a confidentiality agreement.

Following Appointment

Upon appointment members will be asked to:

- Sign a Code of Conduct
- Declare any interests relevant to Cumbria Constabulary, Cumbria Fire and Rescue Service or the Office of the Police, Fire and Crime Commissioner (OPFCC); these to be retained by the OPCC.
- Agree to have their name and a short synopsis of their experience published on the OPCC website.
- Undertake a commitment to attend a minimum of 3 meetings annually and attend any relevant training provided.
- Attend an induction session prior to commencement.