



INDEPENDENT MEMBERS OF MISCONDUCT PANELS

Police and Crime Commissioners are required to maintain lists of independent people to sit on police misconduct panels.

Vera Baird is seeking new panel members.

Candidates must be at least 18 years of age, have an understanding of the need for high standards of conduct in the police service and a commitment to fairness and equality. The qualities sought include strong analytical and communication skills, self-confidence and the ability to take a balanced, open minded and objective approach to issues presented.

Independent members will be expected to be available to attend misconduct hearings when required.

A daily allowance for attending hearings is payable.

Further information and the application form are attached.

If you have any queries, please contact -

Mr Dean Lowery
Office of the Police and Crime Commissioner for Northumbria
Victory House
Benton Lane
Newcastle upon Tyne
NE12 8EW

E-mail: dean.lowery@northumbria-pcc.gov.uk

Telephone: 0191 221 9800

The closing date for completed applications is **Friday 7th March**

Interviews will take place mid March.

Successful candidates will be required to attend a training session before they may sit on a misconduct panel. We will provide the training date to successful candidates.



VERA BAIRD^{QC}
POLICE & CRIME COMMISSIONER

JOB DESCRIPTION

Position

Independent Member of Police Misconduct Panel

Role

- To assist misconduct panels in coming to fair and evidence based judgements about a particular officer's conduct and deciding on an appropriate sanction.
- To ensure that there is an independent and impartial voice on such panels.
- To provide assurance to the community that conduct matters are treated seriously and that misconduct proceedings are being properly investigated and adjudicated.

Responsibilities

- To attend and participate effectively in misconduct hearings as required.
- To challenge constructively accepted facts and views in these hearings where appropriate.
- To prepare for such hearings by considering in advance relevant papers, reports and background information.
- To take advantage of any training offered that is relevant to the role, and to take a proactive approach to considering what additional development would be appropriate.
- To keep abreast of general developments affecting policing, both locally and nationally, that may have an impact on the role of independent member of a misconduct panel.
- To maintain the highest standards of professional conduct and ethics.



PERSON SPECIFICATION

Independent Member of Police Misconduct Panel

Analytical Skills.	The ability to interpret and question material relevant to the case under consideration.
Judgement.	The ability to take a balanced, open minded and objective approach to the issues and come to evidence based conclusions that are robust and will withstand challenge.
Communication.	The ability to clearly and cogently articulate views while being receptive to the opinions of others.
Independence.	The capacity to think independently while being part of a wider panel demonstrating resilience to external and peer pressure.
Self confidence.	The ability to challenge the accepted view of senior police officers on the panel in a constructive but non-confrontational manner.
Time Management.	An appropriate level of commitment to the process, ensuring that sufficient time is set aside to both attend and prepare for hearings.
Integrity.	Embrace high standards of conduct and ethics.
Diversity.	A commitment to fairness and equality.



NORTHUMBRIA POLICE AND CRIME COMMISSIONER

INDEPENDENT MEMBERS OF POLICE MISCONDUCT PANELS

MEMORANDUM OF UNDERSTANDING

1. The Northumbria Police and Crime Commissioner is compiling and maintaining a list of Independent Members to sit on Misconduct Panels as required under regulations issued under the Police Reform Act 2002. This document sets down the principal conditions of appointment and associated matters.
2. Appointment as an Independent Member is initially until May 2016 with a full review of continuing suitability at the end of that time. Subject to that review, a further period of service may be agreed.
3. Independent Member appointments will be subject to satisfactory police vetting checks in accordance with procedures adopted by the Police and Crime Commissioner (PCC)/Force.
4. An Independent Member will be expected to serve on Misconduct Panels convened by the Office of the Police and Crime Commissioner (Northumbria).
5. The role and responsibilities of Independent Members of Misconduct Panels and the personal qualities and skills sought are set out in the attached Job Description/Person Specification.
6. Independent Members must consider their availability to prepare for and attend hearings before they make a firm commitment to sit. Failure by a member to meet an agreed sitting may result in the hearing having to be cancelled and a new hearing arranged at considerable expense and inconvenience to all parties.
7. The independence and impartiality of Independent Members is a fundamental requirement of the misconduct panel process. The Commissioner has agreed that persons falling within the 'exclusion' categories listed below will not be eligible for appointment as Independent Members. In accepting appointment, Independent Members have declared that they do not fall into any of the listed categories. Similarly, ongoing independence is essential and Independent Members must immediately inform the Chief Executive of the Office of Police and Crime Commissioner – Northumbria, if there is any change in their circumstances that may affect their eligibility to continue as an Independent Member.

Exclusions:

- ☐ **Serving police officers;**
- ☐ **Serving police staff;**
- ☐ **Serving special constables;**

8. In order to maintain confidence in the process, the Commissioner will not normally appoint someone with unspent criminal convictions (with the exception of fixed penalties). Each case will be considered on its merits. Persons applying to become Independent Members will be subject to a criminal record check prior to appointment. Independent Members appointed must immediately notify the Chief Executive of the OPCC if they are reported, or arrested for, or charged with a criminal offence.
9. Whilst there will be no formal appraisal of an Independent Member's performance, the Assistant Chief Constable (ACC) chairman of a panel, or other officiating police officer on a panel, will be expected to bring to the attention of the Chief Executive to the OPCC any concerns about the performance of the Member against the person specification criteria or any other matter. The OPCC will consider any concerns received in accordance with paragraph 11 below.
10. Similarly, the PCC will welcome feedback from Independent Members at any stage on their experiences of the process, including any concerns they may have about officiating Police Officers' attitudes and performance. Such feedback should be referred by the Independent Member to the Chief Executive to the OPCC.
11. Any concerns about an Independent Member or his/her performance and/or conduct will be discussed with the individual by the Chief Executive to the OPCC or his/her nominated representative. However, should the matter remain unresolved the procedures for considering possible removal would be invoked.
12. Misconduct may include such matters as a conviction for a criminal offence or abusing the position of an Independent Member by failing to act in accordance with the agreed Job Description/Person Specification.
13. The appointment of an Independent Member may be suspended at any time by the Chief Executive of the OPCC upon receiving a report of misconduct or poor performance on the part of the Independent Member.
14. The Chief Executive of the OPCC may terminate the appointment of an Independent Member having considered a report of misconduct or poor performance on the part of the Independent Member providing that before a decision to terminate or not is taken an opportunity is given to the Independent Member in question to make oral and/or written representations to the Chief Executive. The Chief Executive of the OPCC will notify the Independent Member of the grounds on which removal is being considered in advance of their being given the opportunity to make representations.

15. An appeal lies from this decision to either the Director of Business, Director of Policy or Director of Community and Commissioning.
16. Independent Members of Misconduct Panels may claim a fee for all sittings and preparation time, and travelling, subsistence and accommodation expenses, in accordance with the attached rates and guidance (Appendix 1).



VERA BAIRD^{QC}
POLICE & CRIME COMMISSIONER

Appendix 1

NORTHUMBRIA POLICE AND CRIME COMMISSIONER GUIDANCE FOR INDEPENDENT MEMBERS OF POLICE MISCONDUCT PANELS ON THE CLAIMING OF FEES AND EXPENSES

SITTINGS FEES

Fees may be claimed at the following rates:

Full day,	sitting of more than 4 hours (excluding meal breaks)	£211.50
Half day,	sittings of 4 hours or less (excluding meal breaks)	£104.50

The “fees” rates may be claimed for all meetings of the panel.

There is no mileage payment.

PREPARATION FEES

A fee may be claimed at the rate of **£15** for each hour necessarily spent in preparatory work in advance of a hearing (e.g. reading relevant papers, reports and background information). This fee may, however, only be claimed where it is necessary for the work to be undertaken on a day other than the day(s) on which the hearing takes place. It is expected that the preparation fee will not exceed four hours.

COMPLETION OF CLAIM FORMS

Blank claim forms are available from the Office of Police & Crime Commissioner. Completed claims should be returned to that office.

Members should clearly separate on the claim forms the actual times spent at a sitting.

If you have any queries about these expenses, please contact the Office of the Police and Crime Commissioner for Northumbria, 0191 221 9800.

RESTRICTED: WHEN COMPLETE

**OFFICE OF THE POLICE AND CRIME
COMMISSIONER FOR NORTHUMBRIA**

APPLICATION FORM

for appointment as an

INDEPENDENT MEMBER

of Panels for

MISCONDUCT HEARINGS

Ref. No.	
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1. PERSONAL DETAILS

TITLE (Mr/Mrs/Ms/Dr etc.)

NAME IN FULL (Please also give any other names by which you have been known)

PERMANENT HOME ADDRESS

HOW LONG HAVE YOU LIVED AT THIS ADDRESS?

DAYTIME TELEPHONE NUMBER	EVENING TELEPHONE NUMBER

MOBILE TELEPHONE NUMBER	E-MAIL ADDRESS

DATE OF BIRTH	PLACE OF BIRTH

2. WHAT SKILLS AND EXPERIENCE DO YOU HAVE?

Please say what skills, experience and qualities you would bring to the role of independent member of a misconduct panel. You may find it helpful to refer to the job description and person specification in preparing your answer (please continue on a separate sheet if necessary).

3. WHAT IS YOUR UNDERSTANDING OF THE ROLE OF AN INDEPENDENT MEMBER?

Please say what you understand to be the role of an independent member of a misconduct panel and what added value this brings to the process.

4. ACTIVITY HISTORY FOR LAST 10 YEARS (most recent first)

Please provide details of part-time and full-time employment as well as any voluntary work, career breaks or any work you do, or have done, in the local community.		
Name and address of employer/organisation	Dates	Position held and nature of responsibility

5. OTHER RELEVANT INFORMATION

Please give details of any other relevant information, for example educational, vocational or other qualifications.

6. REFERENCES

Please give details of two people, not related to you, who have agreed to be contacted by us about your application.			
1. Name		2.Name	
Address		Address	
Tel No:		Tel No:	
Position		Position	

7. CONVICTIONS

Please note that a criminal record check will be made on all successful applicants prior to appointment .The interview panel reserves the right not to appoint if any issue of concern subsequently arises from an applicant's criminal record check.

8. RELATIONSHIPS

Are you related to, or do you have a close friend, who is either the Police and Crime Commissioner for Northumbria, an employee of the PCCs, or an officer or employee of Northumbria Police? If yes, please provide full details.

10. PLEASE SIGN AND DATE THIS FORM

I declare that the information I have given is true and complete.	
Signed.....Date.....	

11. WHAT TO DO NOW

Please return this completed Application Form and Monitoring Questionnaire by Friday 7th March 2014 to:

Mr Dean Lowery
Office of the Police and Crime Commissioner for Northumbria
Victory House
Balliol Business Park
Benton Lane
Newcastle upon Tyne
NE12 8EW

If you have any questions or queries or require further information please contact

Mr Dean Lowery
Office of the Police and Crime Commissioner for Northumbria
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E-mail: dean.lowery@northumbria-pcc.gov.uk
Telephone: (0191) 221 9800



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 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. **It will not form part of the selection process.**

Reference No.

<p>Age</p> <p><input type="checkbox"/> <25</p> <p><input type="checkbox"/> 26-40</p> <p><input type="checkbox"/> 41-55</p> <p><input type="checkbox"/> >55</p> <p>Gender</p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p> <p>Gender identity (optional) If your identity as transsexual or transgender (in that you have effected a permanent change of gender identity) or as intersex, please state which group you identify with</p> <p><input type="checkbox"/> Transsexual</p> <p><input type="checkbox"/> Transgender</p> <p><input type="checkbox"/> Intersex</p> <p>Sexual orientation</p> <p><input type="checkbox"/> Bisexual</p> <p><input type="checkbox"/> Gay or lesbian</p> <p><input type="checkbox"/> Heterosexual</p> <p><input type="checkbox"/> Prefer not to say</p> <p>Disability</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Under the Disability Discrimination Act 1995 and Disability Discrimination Act (Amendment) 2005, a person is disabled if they have (or have recovered from) a physical or mental impairment (including learning disabilities) which has a substantial and long-term adverse effect on their ability to carryout normal day-to-day activities such as those involving mobility, manual dexterity, physical co-ordination, speech, hearing, eyesight or communication, or a permanent condition which is controlled by medication, e.g. diabetes or epilepsy. Individuals with HIV, cancer or multiple sclerosis are automatically treated as disabled.</p> <p>Current Working hours</p> <p><input type="checkbox"/> Part-time</p> <p><input type="checkbox"/> Full-time</p>	<p>Ethnic origin</p> <p>White</p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other White background</p> <p>Mixed</p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other Mixed background</p> <p>Asian or Asian British</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Any other Asian background</p> <p>Black or Black British</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background</p> <p>Chinese or other ethnic group</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other background</p> <p>Please specify</p> <p>Religious belief or faith</p> <p><input type="checkbox"/> Buddhist</p> <p><input type="checkbox"/> Christian</p> <p>State Denomination if you wish</p> <p><input type="checkbox"/> Hindu</p> <p><input type="checkbox"/> Jewish</p> <p><input type="checkbox"/> Muslin</p> <p><input type="checkbox"/> Sikh</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Any other religious belief or faith</p> <p>Please specify</p> <p><input type="checkbox"/> Prefer not to say</p>
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Thank you for completing this form