

Penallta House
Tredomen Park
Ystrad Mynach
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**Gwent Police
and Crime Panel**

**Panel Heddlu
Gwent a Throseddu**

For all enquiries relating to this agenda please contact
Helen Morgan (Tel. 01443 864267; Email: morgah@caerphilly.gov.uk)

Date: 4th October 2102

Dear Sir/Madam,

A meeting of the **Gwent Police and Crime Panel** will be held at **Penallta House (Sirhowy Room), Tredomen Park, Ystrad Mynach** on **Friday 12th October 2012** at **9.30am** to consider the matters contained in the following agenda.

A G E N D A

1. To elect a Chair of the Gwent Police and Crime Panel.
2. To elect a Vice Chair of the Gwent Police and Crime Panel.
3. Declarations of Interest.
4. Apologies for Absence.
5. Presentation: Background and Role of Police and Crime Panels/Police and Crime Commissioners.
6. Approval of Terms of Reference, Rules of Procedure and Panel Arrangements (copy attached).
7. Appointment of Co-opted Members to Serve on the Gwent Police and Crime Panel (copy attached)
8. To discuss the timetable for future meetings.

MEMBERSHIP:

Blaenau Gwent County Borough Council - Councillors M.J. Bartlett and Mrs. K. Bender

Caerphilly County Borough Council - Councillors C.P. Mann and K.V. Reynolds

Torfaen County Borough Council - Councillors L. Jones and P. Seabourne

Monmouthshire County Council - Councillors P. Clarke and Mrs. F. Taylor

Newport City Council - Councillors J. Guy and I. Hayat

Gwent Police Authority - Ms S. Bosson

Gwent Police
and Crime Panel

Panel Heddlu
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**SUBJECT: APPROVAL OF TERMS OF REFERENCE, RULES OF PROCEDURE AND
PANEL ARRANGEMENTS**

DATE: 12TH OCTOBER 2012

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to invite the Gwent Police and Crime Panel to approve their Terms of Reference, Rules of Procedure and Panel Arrangements.

2. LINKS TO STRATEGY

- 2.1 The Police Reform and Social Responsibility Act 2011 requires the establishment of a Police and Crime Panel within each police force area. This report seeks Members approval for the Panel's operational procedures.

3. BACKGROUND

- 3.1 The Police Reform and Social Responsibility Act 2011 made significant changes to the structure of the Police Service with the introduction of Police and Crime Commissioners and Police and Crime Panels. In light of these new arrangements Police Authorities will be abolished.
- 3.2 The Home Secretary invited local authorities to act as 'Lead Authorities' for Police and Crime Panels. Caerphilly County Borough Council was nominated to act as the lead authority for the Gwent Police force area. The lead authority is responsible for providing the administrative and professional support required by the Police and Crime Panel. In addition, the Panel will receive reports from the Office of the Gwent Police and Crime Commissioner when undertaking certain statutory functions, for example, the Commissioners annual precept and draft Police and Crime Plan
- 3.3 Police and Crime Panel's will formally come into existence on 23rd November 2012 following the elections for Police and Crime Commissioners on 15th November. The Home Office has suggested that Police and Crime Panels meet in 'shadow form' prior to their statutory implementation date to prepare for their new responsibilities.

4. TERMS OF REFERENCE, RULES OF PROCEDURE AND PANEL ARRANGEMENTS

- 4.1 The draft Terms of Reference and Rules of Procedure document is attached at appendix 1. Likewise, the Panel Arrangements can be found at Appendix 2. The key aspects of the documents are outlined below:

Terms of Reference

- 4.2 The draft Terms of Reference are prescribed as they are based on the Panel's statutory duties. It is important to highlight that the role of the Panel is two fold; namely, to support and challenge the Gwent Police and Crime Commissioner. These roles may seem contradictory, however, this approach is inclusive and allows the Panel to exercise a 'critical friend challenge' by ensuring the impact of the Commissioners important future plans, budgets and decisions are shared and considered by the Panel before being implemented.

Membership

- 4.3 The Home Secretary has approved the Panel shall consist of 10 elected members and 2 co-opted members. At a meeting of Gwent Police Joint Committee held on 18th June, it was agreed that the Panel should increase its size by 2 Members to reflect the populations of Caerphilly County Borough and Newport. Subject to the Panel's agreement, a report on increasing its membership will be tabled at a future meeting. An increase in the size of the Panel will require approval by the Home Secretary.
- 4.4 An advert was placed in the Western Mail for the statutory Co-opted Members and 6 applications were received. A report on the shortlisting and appointment of Co-opted Members is included as part of this agenda.

Allowances and Expenses

- 4.5 It is proposed that Members are paid a daily rate fee equivalent to the full daily rate fee determined from time to time by the Independent Remuneration Panel for Wales for the Chair and Members of Local Authority Standards Committees. Payments will be capped at 6 meetings per annum to reflect the number of expected meetings to be held per annum and the grant funding available from the Home Office. The daily rate fees as at October 2012 are:
- Chair of the Gwent Police and Crime Panel - £256.00 per day
 - Member of the Gwent Police and Crime Panel - £198.00 per day
- 4.6 Members can claim travel and subsistence at rates outlined in the Terms of Reference and Rules of Procedure.

Openness and Transparency

- 4.7 All meetings of the Panel must be held in public and all agendas and accompanying reports shall be published electronically 3 working days before a meeting. All agendas and reports will be published on the Gwent Police and Crime Panel website (www.gwentpoliceandcrimepanel.org) currently in development. Papers will be distributed to Members electronically and in hardcopy.

Complaints

- 4.8 The Panel will have a statutory role in considering complaints made against the Police and Crime Commissioner. Work is progressing on this issue and a further paper will be drafted for the Panel to consider once discussions have concluded with the Police Authority and other lead authorities in Wales.

Panel Arrangements

- 4.9 Panel Arrangements are a statutory requirement and must be made by the Home Secretary. The Home Office has invited Panel Arrangements to be proposed locally and forwarded to the Home Secretary for approval. The Panel Arrangements sets out the framework of operational rules for the Panel's Membership, Promotion and Members Allowances and Expenses.

5. FINANCIAL IMPLICATIONS

- 5.1 Members Allowances and Expenses are estimated to be £20,000 per annum and can be paid from the Police and Crime Panel grant funding paid to lead authority by Home Office.

6. CONSULTATION

- 6.1 There are no consultation responses that have not been reflected in the recommendations of this report.

7. RECOMMENDATION

8-17.1 The Panel are invited to:

- a. Receive a future report outlining a proposal to increase the Panel's membership as outlined in paragraph 4.3. ~~oversee the Social Services Integration Project work streams and develop decision-making and scrutiny governance arrangements for the new Social Services organisation.~~
- b. Approve the Panel's Terms of Reference and Rules of Procedure at appendix 1.
- c. Approve the Panel Arrangements at appendix 2.

8. REASONS FOR THE RECOMMENDATIONS

- 8.1 To establish the Panel's operational framework and Panel Arrangements submission to the Home Secretary.

9. STATUTORY POWERS

- 9.1 Police Reform and Social Responsibility Act 2011.

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Consultees: Dan Perkins, Head of Legal and Governance, Caerphilly County Borough Council
Gail Williams, Corporate Solicitor and Deputy Monitoring Officer, Caerphilly County Borough Council

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Gwent Police
and Crime Panel

Panel Heddlu
Gwent a Throseddu

**DRAFT TERMS OF REFERENCE
&
RULES OF PROCEDURE**

Overview

1. Introduction and General Operating arrangements

Gwent Police and Crime Panel Terms of Reference

2. Terms of Reference

Membership of the Gwent Police and Crime Panel

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7. Removal of Members
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Meeting Arrangements

13. Appointment of Chair and Vice Chair
14. Meetings of the Police and Crime Panel
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16. Voting
17. Work Programme
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19. Police and Crime Commissioner and Officers giving account
20. Attendance by others
21. Sub committees and task groups
22. Carrying out 'special functions'
23. Police and Crime Plan
24. Annual Report
25. Senior Appointments
26. Appointment of an Acting Police and Crime Commissioner
27. Proposed Precept
28. Complaints
29. Suspension of the Police and Crime Commissioner
30. Suspension or removal of the Chief Constable
31. Public Participation
32. Promotion of the Panel.
33. Validity of Proceedings

OVERVIEW

1. Introduction and General Operating arrangements

- 1.1 Caerphilly County Borough Council shall act as the 'Host Authority' in establishing the Gwent Police and Crime Panel.
- 1.2 The Panel shall be made up of ten Elected Members and two Co-opted Members
- 1.3 The Host Authority shall provide the required support services for the operation and discharge of duties of the Gwent Police and Crime Panel.
- 1.4 Due to the legal status Police and Crime Panels in Wales ('free-standing public body'), in accordance with the Police Reform and Social Responsibility Act 2011, they are the responsibility of the Home Secretary.
- 1.5 Due to the legal status of Police and Crime Panels in Wales all costs incurred in relation to the 'hosting' of the Police and Crime Panel shall be the responsibility of the Home Secretary. The Home Secretary shall discharge this responsibility with the provision of an annual grant to the Host Authority to cover all costs associated with hosting.
- 1.6 The Authorities and the Panel shall, so far as is reasonably practical, ensure at all times that the Panel membership meets the 'balanced appointment objective' requirements of the legislation and that the Members appointed together have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively.
- 1.7 Any queries relating to the Gwent Police and Crime Panel's Terms of Reference and Rules of Procedure should be addressed to Dan Perkins, Head of Legal and Governance, Caerphilly County Borough Council.

GWENT POLICE AND CRIME PANEL TERMS OF REFERENCE

2. Terms of Reference

- 2.1 To support the effective exercise of the functions of the Gwent Police and Crime Commissioner.
- 2.2 To review and make a report or recommendation(s) on the draft Police and Crime Plan (or variations), produced by the Gwent Police and Crime Commissioner.
- 2.3 To scrutinise the Gwent Police and Crime Commissioner's Annual Report and make a report or recommendation(s) to the Commissioner.
- 2.4 To hold a confirmation hearing to review proposed senior appointments of Deputy Police and Crime Commissioner, Chief Executive and Chief Finance Officer of the Police and Crime Commissioner and make a report with recommendation(s) to the Police and Crime Commissioner.
- 2.5 To review (to confirm or veto) and make a report on the proposed appointment of the Chief Constable.
- 2.6 To review (and if necessary veto) and make a report and recommendation(s) on the proposed precept.
- 2.7 To review decisions made, or other actions taken, by the Gwent Police and Crime Commissioner in connection with the discharge of the Commissioner's functions.
- 2.8 To make reports or recommendations to the Gwent Police and Crime Commissioner with respect to the discharge of the Commissioner's functions.
- 2.9 To consider serious non criminal complaints and conduct matters concerning the Gwent Police and Crime Commissioner or Deputy Gwent Police and Crime Commissioner.
- 2.10 To suspend the Gwent Police and Crime Commissioner if it appears to the Panel that the Commissioner has been charged in the United Kingdom or Isle of Man with an offence which carries a maximum term of imprisonment exceeding two years.
- 2.11 To appoint an Acting Gwent Police and Crime Commissioner, if necessary.
- 2.12 To review and make recommendations to the Gwent Police and Crime Commissioner on proposals to call for the Chief Constable's retirement or resignation.

MEMBERSHIP OF THE GWENT POLICE AND CRIME PANEL

3. Membership: Elected Members

- 3.1 Elected Members' Membership of the Panel is regarded as a 'voluntary public appointment'.
- 3.2 The Host Authority shall make appropriate arrangements, as set out in this document, for the establishment of the membership of the Gwent Police and Crime Panel.
- 3.3 The Panel shall contain 10 Elected Members and 2 Co-opted Members. The Elected Members of the Police and Crime Panel shall consist of the following number of Members by Local Authority area:
- | | |
|--------------------------------------|-------------|
| Blaenau Gwent County Borough Council | x 2 Members |
| Caerphilly County Borough Council | x 2 Members |
| Monmouthshire County Council | x 2 Members |
| Newport City Council | x 2 Members |
| Torfaen County Borough Council | x 2 Members |
- 3.4 The Elected Members of the Panel shall, as far as practical, reflect the political balance and community demographic of Gwent.
- 3.5 Following each local election or Annual General meeting (as appropriate) individual authorities shall make membership nominations to the host authority in accordance with their own political balance.
- 3.6 The term of office of the nominated Members shall be a matter for each nominating local authority, subject to a minimum planned term of one municipal year.
- 3.7 If membership of the Panel cannot be agreed, in accordance with the Police Reform and Social Responsibility Act 2011, the Home Secretary will nominate members of local authorities to the Panel.
- 3.8 The host Authority will be responsible for notifying the Secretary of State of the nominations of the elected membership for the Panel.
- 3.9 All members of the Police and Crime Panel may vote in proceedings.

4. Membership: Co-opted Members

- 4.1 The Gwent Police and Crime Panel shall co-opt two members (Co-opted Members) onto the Panel. The term of office shall be until 31st October of the same year as the next Police and Crime Commissioner election.
- 4.2 The recruitment and selection process for co-opting members shall include a reasonable period for advertising the positions. To reflect the geographical area that the Panel represents, as far as practical, adverts shall be placed through media and other sources that have equality of access for residents

within the Gwent Police area.

- 4.3 A closing date for applications will be a minimum of 2 weeks after the date of the first advert.
- 4.4 Application packs will be prepared and made available to those who request an application form.
- 4.5 The applications will be considered by the host authority's Head of Legal and Governance against an agreed person specification criteria and shortlisted accordingly. The shortlisted candidates will be subject to approval by the Panel.
- 4.6 If no applications are received or if all applications received fall below the minimum eligibility criteria, the vacancies shall be re-advertised in accordance with this section.
- 4.7 The Chair and Vice Chair of the Panel and the host authority's Head of Legal and Governance (the interview panel) will interview those shortlisted and approved by the Panel.
- 4.8 Following the interviews, the interview panel will make recommendations to the Panel. In making those recommendations the interview panel shall consider the balance of the Panel in accordance with the Equalities Act 2010 and the skills required to enhance the Panel.
- 4.9 The host authority will be responsible for notifying the Secretary of State of the decision to co-opt Members.
- 4.10 The Panel shall ensure that there are always at least two Co-opted Members appointed to the Panel.
- 4.11 A person may not be a co-opted member of the Panel if the person is any of the following:
 - a member of the staff of the Gwent Police and Crime Commissioner;
 - a member of Gwent Police civilian staff;
 - a Member of Parliament;
 - a member of the National Assembly for Wales;
 - a member of the Scottish Parliament;
 - a member of the European Parliament.
 - a member of a local authority within the Gwent Police area
- 4.12 A Co-opted Member can be removed from office through a majority vote of the Panel present, provided the member has been given no less than four weeks' notice of a proposal to remove and provided the Member has an opportunity to make representations about the proposal. Examples of reasons for removal of office include (but are not limited to):-
 - being absent from 3 consecutive meetings.
 - being convicted of a criminal offence

5. Membership: Vacancies.

- 5.1 A vacancy on a Police and Crime Panel arises when an Elected Member or a Co-opted Member resigns from the membership of the Panel.
- 5.2 Each local authority will nominate elected members for vacancies in accordance with their own arrangements. If the local authority makes the nomination, and the nominee accepts the nomination, the Secretary of State must appoint the nominated councillor as a member of the police and crime Panel. Vacancies for Co-opted members will be filled in accordance with the selection process outlined in section 3.

6. Membership: Review

- 6.1 The Gwent Police and Crime Panel can review at any time the appropriateness of its membership in line with the provisions within the Police Reform and Social Responsibility Act and The Police and Crime Panel (Nominations, Appointments and notifications) Regulations 2012.

7. Removal of Members

- 7.1 Any appointed Member may be removed or replaced by their nominating authority at any time.
- 7.2 Any Member may be removed by the Secretary of State at any time.

8. Resignation of Members

- 8.1 Any Member may resign at any time, by notice in writing to the Chair of the Panel and their nominating authority.
- 8.2 In the event of the resignation of the Chair, a new Chair will be appointed at the next meeting and will be drawn from amongst the elected members sitting on the Panel. The same provision will apply to the post of Vice-Chair.

9. Reappointment of Members

- 9.1 All local authority Members are eligible for re-appointment on the expiry of their term. There are no restrictions on the number of terms of office that can be served.
- 9.2 Co-opted Members term of office shall be until 31st October of the same year as the next Police and Crime Commissioner election. The positions must be re-advertised; however this does not restrict Co-opted Members from re-applying or being re-appointed to the position.

10. Code of Conduct

- 10.1 All Panel Members, including co-opted (councillor) members, shall observe the Code of Conduct in force for their respective authorities. Co-opted Members shall observe the host authority's code of conduct, and any related

protocols agreed by the Panel.

11. Indemnity

- 11.1 All relevant liabilities relating to the Panel are liabilities of the Secretary of State (and accordingly are not liabilities of any Member of the Panel).
- 11.2 Any expense incurred by a Member of a Police and Crime Panel:
- (a) in respect of a relevant liability, or
 - (b) otherwise in the exercise of, or purported exercise of, a function of the Panel, is to be borne and repaid by the Secretary of State.
- 11.3 Relevant liability” means a liability which, but for this paragraph, would be a liability of a Member of the Panel (whether personally or as a member of that Panel) in respect of anything done by:
- (a) that person in the exercise, or purported exercise, of a function of a member of the Panel,
 - (b) any other member of the Panel in the exercise, or purported exercise, of a function of a member of the Panel, or
 - (c) the Panel in the exercise, or purported exercise, of a function of the Panel.

12. Payment of Allowances, Travel and Subsistence

- 12.1 Panel Members are paid a daily rate fee. The rate shall be the same as the full daily rate fee determined from time to time by the Independent Remuneration Panel for Wales for the Chair and Ordinary Co-opted Members of a Local Authority Standards Committees. The daily rate fee is capped at a maximum of 6 days a year per Panel Member. Payments are made for meeting time or attendance at training/conferences only and are inclusive of preparation time and travelling.
- 12.2 The daily rate fees as at September 2012 are outlined below:
- Chair of the Gwent Police and Crime Panel - £256.00 per day.
 - Member of the Gwent Police and Crime Panel - £198.00 per day.
- 12.3 All claims for the daily rate fee must be detailed on the appropriate claim form (appendix 1) and returned to the host authority.
- 12.4 It is expected that the Independent Remuneration Panel for Wales will review the daily rate annually. Changes to the daily rate will be implemented in line with the Independent Remuneration Panel for Wales’ annual determination.
- 12.5 Travel allowances can be claimed for ‘approved duties’ defined as:
- (a) attendance at a meeting of the Panel or of any sub committee of the Panel.
 - (b) a duty undertaken for the purpose of or in connection with the

- (c) discharge of the Panel's functions.
 - (c) attendance at any training or developmental event approved by the Panel.
- 12.6 The rates of travel claims shall be the same as those determined from time to time by the Independent Remuneration Panel for Wales for Members of Local Authorities. The rates as at September 2012 are:
- Motor vehicles up to 10,000 miles – 45p per mile
 - Motor vehicles over 10,000 miles – 25p per mile
 - Passenger supplement – 5p per passenger per mile
 - Motor cycles – 24p per mile
 - Pedal cycles – 20p per mile
- 12.7 Members can claim for other forms of travel (bus, train & taxi) and appropriate receipts showing the actual expense incurred must accompany claims. Members should always be mindful of choosing the most cost effective method of travel.
- 12.8 Subsistence for overnight accommodation and meals are available to Panel Members whilst undertaking an approved duty. The rates of subsistence shall be the same as determined from time to time by the Independent Remuneration Panel for Wales for Members of Local Authorities. The current rates as at September 2012 are as follows £150 for London, £120 for Cardiff and £95 elsewhere with receipts to be provided.
- 12.9 All claims must be detailed on the travel expense claim form (appendix 2) and returned to the host authority. Claims must be supported by receipts.
- 12.10 It is expected that the Independent Remuneration Panel for Wales will review the travel and subsistence rates annually. Changes to travel and subsistence rates will be implemented in line with the Independent Remuneration Panel for Wales' annual determination.

MEETING ARRANGEMENTS

13. Appointment of Chair and Vice Chair

- 13.1 The Chair of the Police and Crime Panel will be appointed at the first meeting of the Panel following the appointment of Members to the Panel and thereafter at the first meeting of the municipal year of the Panel. The Chair will be drawn from amongst the Elected Members of the Panel.
- 13.2 The Vice Chair of the Police and Crime Panel will be appointed at the first meeting of the Panel following the appointment of members to the Panel and thereafter at the first meeting of the municipal year of the Panel. The Vice Chair will be drawn from amongst the Elected Members of the Panel in the first year of the Panel and selected from all the members thereafter.
- 13.3 In the event of the resignation or removal of the Chair, a new Chair will be appointed and will be drawn from amongst the Elected Members of the Panel.

- 13.4 The Panel may remove the position of Chair by a vote supported by a majority of the whole membership of the Panel.
- 13.5 The Panel may remove the position of Vice Chair by a vote supported by a majority of the whole membership of the Panel.
- 13.6 The Panel will elect a person, from amongst the Elected Members of the Panel, to preside at a meeting if the chair and vice chair are not present.

14. Meetings of the Police and Crime Panel

- 14.1 All Panel meetings will be held in public unless there is a statutory requirement to meet in private.
- 14.2 The Panel shall hold an annual meeting between the 1 April, and the 30 June each year or unless otherwise provided for by statutory regulation. The first item of business on the agenda for the annual meeting shall be the appointment of a Chair for the year ahead.
- 14.3 Panel Members shall receive agendas and any accompanying reports at least 3 clear days before a meeting. All Panel agendas and reports shall be published electronically at least 3 clear days before a meeting. Clear days do not include the day agendas and reports are received by Panel Members or the day of the meeting.
- 14.4 An urgent meeting maybe called by the Chair, by a majority of Panel Members or by the Head of Legal and Governance at the hosting authority.
- 14.5 The Chair shall agree the agenda for Panel meetings. Any member of the Panel shall be entitled to request an item to be placed on an agenda for a future meeting, subject to the approval of the Panel.
- 14.6 Ordinary meetings of the Panel will:
- Receive any declarations of interest from Members.
 - Approve the minutes of the last meeting.
 - Consider reports from the Police and Crime Commissioner and officers.
- 14.7 No discussion shall take place upon the minutes, except upon their accuracy.

15. Quorum

- 15.1. A meeting of the Police and Crime Panel cannot take place unless one third of the whole membership is present.

16. Voting

- 16.1 Voting will be by majority unless regulations made under the Police Reform and Social Responsibility Act require otherwise.

- 16.2 All Panel members may vote in proceedings of the Panel, unless they have declared an interest in relation to the matter requiring a vote.
- 16.3 The Chair will have a second or casting vote in the event of a tied vote. All other Panel members will have one vote. Voting will be by a show of hands.
- 16.4 Any member of the Panel can ask for the way in which they voted to be recorded in the minutes.

16. Work Programme

- 17.1 The work programme must include the functions described in the terms of reference of the Panel.
- 17.2 The Panel will approve an annual work programme which will take into account the Panel's statutory duties, and priorities identified by the Panel.
- 17.3 So far as practicable the Panel shall consult with the Office of the Police and Crime Commissioner in developing its work programme in order to ensure the Panel is able to support and challenge the Police and Crime Commissioner.

18. Reports from the Police and Crime Panel

- 18.1 The Panel will publish all reports and recommendations made to the Police and Crime Commissioner.

19. Police and Crime Commissioner and Officers giving account

- 19.1 The Panel may scrutinise and review decisions made or actions taken in connection with the Police and Crime Commissioners role. As well as reviewing documentation, in fulfilling its scrutiny role it may require the Police and Crime Commissioner and staff of the Office of the Police and Crime Commissioner to attend before the Panel (at reasonable notice) to answer any questions which appear to the Panel to be necessary in order to carry out its functions.
- 19.2 If the Panel requires the Police and Crime Commissioner to attend before the Panel, the Panel may (at reasonable notice) request the Chief Constable to attend before the Panel on the same occasion to answer any questions which appears to the Panel to be necessary in order for it to carry out its functions.

20. Attendance by others

- 20.1 The Panel may invite people other than those referred to above to address it, discuss issues of concern and/or answer questions. It may for example wish to hear from residents, stakeholders, or councillors who are not members of the Panel and officers in other parts of the public sector and may invite such people to attend.

21. Sub committees and task groups

- 21.1 Time limited task groups or sub-committees may be established from time to time by the Police and Crime Panel to undertake specific task based work.
- 21.2 The work undertaken by a sub-committee or task group will be scoped and defined beforehand, together with the timeframe within which the work is to be completed and the reporting time for the outcome of the work.
- 21.3 A sub committee of the Panel may not co-opt additional members.
- 21.4 The “special functions” (see 22 below) of the Panel may not be discharged by a sub-committee of the Panel or task group.

22. Carrying out ‘special functions’

- 22.1 Reports and recommendations made in relation to the functions outlined in the terms of reference will be carried out in accordance with the procedure outlined in section 17 (reports from the Panel)
- 22.2 The “special functions” of a Panel may not be discharged by a committee or sub-committee of the Panel. “Special functions” means the functions conferred on the Gwent Police and Crime Panel by:
 - (a) section 28(3)* (scrutiny of Police and Crime Plan);
 - (b) section 28(4)* (scrutiny of Annual Report);
 - (c) paragraphs 10 and 11 of Schedule 1* (Deputy Police and Crime Commissioner, The Commissioner’s Chief Executive and the Commissioner’s Chief Finance Officer);
 - (d) Schedule 5* (issuing precepts); and
 - (e) Part 1 of Schedule 8* (scrutiny of appointment of Chief Constable).

* references to the Police reform and Social Responsibility Act 2011

23. Police and Crime Plan

- 23.1 The Panel is a statutory consultee on the development of the Police and Crime Commissioners Police and Crime Plan and will receive a copy of the draft Police and Crime Plan, or a draft variation to it, from the Police and Crime Commissioner.
- 23.2 The Panel must:
 - (a) Hold a public meeting to review the draft Police and Crime Plan (or a variation to it), and
 - (b) Report or make recommendations on the draft plan which the Police and Crime Commissioner must take into account

24. Annual Report

- 24.1 The Police and Crime Commissioner must produce an annual report about

the exercise of his/her functions in the financial year. The report must be sent to the Panel for consideration.

24.2 The Panel must comment upon the annual report of the Police and Crime Commissioner and for that purpose must:

- (a) Arrange for a public meeting of the Panel to be held as soon as practical after the Panel receives the annual report
- (b) Require the Police and Crime Commissioner to attend the meeting to present the annual report and answer questions about the annual report as the members of the Panel think appropriate
- (c) Make a report or recommendation on the annual report to the Police and Crime Commissioner

25. Senior Appointments

25.1 The Panel is required to hold public confirmation hearings for the Police and Crime Commissioner's proposed appointments of the Chief Executive, Chief Finance Officer and Deputy Police and Crime Commissioner. In addition, the Panel must hold a confirmation hearing for the appointment of the Chief Constable with the power of veto.

25.2 The Panel will be notified of the need for a confirmation hearing in respect of proposed senior appointments made by the Police and Crime Commissioner.

25.3 With regards to the appointment of the Chief Constable, the Panel is required to hold a hearing within a period of three weeks from the day which the Panel receives notification from the Police and Crime Commissioner.

25.4 Confirmation hearings will be held in public, where the candidate is requested to appear for the purposes of answering questions relating to the appointment. Following the hearing, the Panel is required to review the proposed appointment and make a report to the Commissioner on the appointment.

25.5 For a confirmation hearing for the proposed appointments of the Chief Constable, in addition to the requirement to review and report, the Panel has the requirement to make a recommendation on the appointment and the power to veto the appointment.

25.6 Having considered the appointment, the Panel will be asked to either:

- (a) Support the appointment without qualification or comment
- (b) Support the appointment with associated recommendations, or
- (c) Veto the appointment of the Chief Constable (by the required majority of at least two thirds of the persons who are members of the Panel at the time when the decision is made vote in favour of making that decision). Should the Panel veto the appointment the Police and Crime Commissioner shall propose another person for the appointment of Chief Constable and the Confirmation Hearing process will begin again.

- 25.7 If the Panel vetoes the appointment of the candidate, the report must include a statement that the Panel has vetoed the appointment with reasons.
- 25.8 With regards to the appointment of the Chief Executive, Chief Finance Officer of the Police and Crime Commissioner and Deputy Police and Crime Commissioner, the Panel is required to hold a hearing within a period of three weeks from the day which the Panel receives notification from the Police and Crime Commissioner.
- 25.9 Confirmation hearings will be held in public, where the candidate is requested to appear for the purposes of answering questions relating to the appointment. Following the hearing, the Panel is required to review the proposed appointment and make a report to the Commissioner on the appointment.
- 25.10 For a confirmation hearing for the proposed appointments of the Chief Constable, in addition to the requirement to review and report, the Panel has the requirement to make a recommendation as to whether or not the candidate should be appointed.

26. Appointment of an Acting Police and Crime Commissioner

- 26.1 The Panel must appoint a person to act as Police and Crime Commissioner if:
- a) No person holds the office of the Police and Crime Commissioner
 - b) The Police and Crime Commissioner is incapacitated, or
 - c) The Police and Crime Commissioner is suspended
- 26.2 The Panel may appoint a person as acting Police and Crime Commissioner only if the person is a member of the Police and Crime Commissioners staff at the time of appointment.
- 26.3 In appointing a person as acting Commissioner in a case where the Police and Crime Commissioner is incapacitated, the Panel must have regard to any representations made to the Commissioner in relation to the appointment.
- 26.4. The appointment of an acting commissioner ceases to have effect upon the occurrence of the earliest of these events:
- a) The election of a person as Police and Crime Commissioner
 - b) The termination by the Police and Crime Panel, or by the acting Commissioner of the appointment of acting Commissioner
 - c) In a case where the acting Commissioner is appointed because the Police and Crime Commissioner is incapacitated, the Commissioner ceasing to be incapacitated, or
 - d) In a case where the acting Commissioner is appointed because the Police and Crime Commissioner is suspended, the Commissioner ceasing to be suspended

27. Proposed Precept

- 27.1 The Police and Crime Commissioner will notify the Panel of the precept which the Commissioner is proposing to issue for the financial year by 1st February of the relevant financial year. The Panel must review the proposed precept and make a report including recommendations no later than 8th February of the relevant financial year.
- 27.2 Having considered the precept, the Panel will either:
- a) Support the precept without qualification or comment
 - b) Support the precept and make recommendations, or
 - c) Veto the proposed precept (by the required majority of at least two thirds of the persons who are members of the Panel at the time when the decision is made)
- 27.3 If the Panel vetoes the proposed precept, the report to the Commissioner must include a statement that the Panel has vetoed the proposed precept with reasons. The Panel will require a response to the report and any such recommendations by the 15th February which the Panel has until the 22nd February to consider and respond.
- 27.4 If the Panel vetoes the revised proposed precept, a further meeting of the Panel must be held no later than 14 days after the decision is made to consider the Commissioner's response. Having regard to the second report and its recommendations, the Police and Crime Commissioner has until the 1st March to respond and may then issue the precept.

28. Complaints

To follow

29. Suspension of the Police and Crime Commissioner

- 29.1 A Panel may suspend the Police and Crime Commissioner if it appears to the Panel that:
- a) The commissioner has been charged in the United Kingdom, the Channel Islands or the Isle of Man with an offence, and
 - b) The offence is one which carries a maximum term of imprisonment exceeding two years.
- 29.2 The suspension of the Police and Crime Commissioner ceases to have effect upon the occurrence of the earliest of these events:
- a) The charge being dropped
 - b) The Police and Crime Commissioner being acquitted of the offence
 - c) The Police and Crime Commissioner being convicted of the offence but not being disqualified under section 66 of the Police Reform and Social Responsibility Act by virtue of the conviction, or
 - d) The termination of the suspension by the Police and Crime Panel

29.3 In this section references to an offence which carries a maximum term of imprisonment exceeding two years are references to:

- a) An offence which carries such a maximum term in the case of a person who has attained the age of 18 years, or
- b) An offence for which, in the case of such a person, the sentence is fixed by law as life imprisonment

30. Suspension, Removal or Retirement of the Chief Constable

30.1 The Panel will receive notification if the Police and Crime Commissioner suspends the Chief constable.

30.2 The Police and Crime Commissioner must also notify the Panel in writing of his/her proposal to call upon the Chief Constable to retire or resign together with a copy of the reasons given to the Chief Constable in relation to that proposal.

30.3 The Police and Crime Commissioner must provide the Panel with a copy of any representations from the Chief Constable about the proposal to call for his/her resignation or retirement.

30.4 If the Police and Crime Commissioner is still proposing to call upon the Chief Constable to resign, she/he must notify the Panel accordingly (the 'further notification').

30.5 Within six weeks from the date of receiving the further notification the Panel must make a recommendation in writing to the Police and Crime Commissioner as to whether he/she should call for the retirement or resignation. Before making any recommendation the Panel may consult their Chief Inspector of Constabulary, and must hold a scrutiny hearing.

30.6 The scrutiny hearing which must be held by the Panel is a Panel meeting in private to which the Police and Crime Commissioner and Chief Constable are entitled to attend to make representation in relation to the proposal to call upon the Chief Constable to retire or resign. Appearance at the scrutiny hearing can be by attending in person or by participating by telephone or video link.

30.7 The Panel must publish the recommendation it makes on its website and on the website of the Police and Crime Commissioner.

30.8 The Police and Crime Commissioner may not call upon the Chief Constable to retire or resign until the end of the scrutiny process which will occur:

- a) At the end of six weeks from the Panel having received notification if the Panel has not by then given the Police and Crime Commissioner a recommendation as to whether or not he/she should call for the retirement or resignation, or
- b) The Police and Crime Commissioner notifies the Panel of a decision

about whether he/she accepts the Panels recommendations in relation to resignation or retirement.

30.9 The Police and Crime Commissioner must consider the Panels recommendation and may accept or reject it, notifying the Panel accordingly.

30.10 In calculating the six week period, the post election period is ignored.

31. Public Participation

31.1 With the prior permission of the Chair, members of the public are able to ask questions or make a statement in relation to a matter being considered by the Panel, with the exception of personnel matters.

31.2 Members of the public and duly accredited representatives of the media shall be permitted to attend meetings of the Panel or a sub committee.

31.3 If a member of the public interrupts the proceedings at any meeting the Chair shall warn him/her. If he/she continues the interruption, the Chair shall order his/her removal from the meeting and/or suspend proceedings.

32. Promotion of the Panel

32.1 The Panel shall be promoted through:

- a) A dedicated website (with appropriate links to other relevant websites) including information about the role and work of the Panel, Panel Membership, all non-confidential Panel and sub-committee meeting papers, press releases and other publications;

32.2 Support and guidance including training and specialist expertise as necessary shall be arranged for the Panel Members in support of the functions of the Panel. This shall be organised by the host authority.

33. Validity of Meetings

33.1 The validity of the proceedings of the Panel shall not be affected by a vacancy in the Membership of the Panel or a defect in appointment.

33.2 The conduct of the Panel and the content of these arrangements shall be subject to the legislative provisions in the Police Reform and Social Responsibility Act 2011, and any Regulations made in accordance with that Act, and in the event of any conflict between the Act or Regulations, and these arrangements, the requirements of the legislation will prevail.

Appendix 2

**Gwent Police
and Crime Panel**

**Panel Heddlu
Gwent a Throseddu**

GWENT POLICE AND CRIME PANEL – PANEL ARRANGEMENTS

INTRODUCTION

1. The Police Reform and Social Responsibility Act 2012 (Schedule 6, Part 4, Paragraph 24) requires the creation of 'Panel Arrangements' for the establishment and maintenance of a Police and Crime Panel.

SUMMARY

2. Panel Arrangements must make provision for the following:

Membership of the Gwent Police and Crime Panel

- The term of office of appointed Members and Co-opted Members of the Panel.
- Resignation and removal of appointed Members and Co-opted Members of the Panel.
- Conditions for re-appointment of appointed Members and Co-opted Members of the Panel.

Promotion and Support for the Gwent Police and Crime Panel

- The role of the Police and Crime Panel to be promoted.
- Administrative and other support to be given to the Police and Crime Panel and its Members.
- In relation to the functions of the Police and Crime Panel, support and guidance to be given to; Members of the relevant local authorities, Members of the executives of relevant local authorities and officers of the relevant local authorities.

Allowances

3. Panel Arrangements may make provision for:
 - The payment of allowances to Members of the Gwent Police and Crime Panel.

Compliance with Panel Arrangements

4. The following must comply with the Panel Arrangements:
 - Each relevant local authority; namely, Blaenau Gwent County Borough Council, Caerphilly County Borough Council, Monmouthshire County Council, Newport City Council and Torfaen County Borough Council.
 - Each Member of the Gwent Police and Crime Panel.

PANEL ARRANGEMENTS

5. The following Panel Arrangements will apply to the Gwent Police and Crime Panel:

Membership of the Gwent Police and Crime Panel

Term of Office

- 5.1 The term of office of the nominated Members shall be a matter for each nominating local authority, subject to a minimum planned term of one municipal year. The term of office for Co-opted Members shall be until 31st October of the same year as the next Police and Crime Commissioner election.

Resignation and Removal of Appointed Members and Co-opted Members of the Panel

- 5.2 Any Member may resign at any time, by giving notice in writing to the Chair of the Panel and their nominating authority (if appropriate).
- 5.3 Any appointed Member may be removed or replaced by their nominating authority at any time.
- 5.4 A Co-opted Member can be removed from office through a majority vote of the Panel present, provided the Member has been given no less than four weeks notice of a proposal to remove, and provided the Member has an opportunity to make representations about the proposal. Examples of reasons for removal of office include (but are not limited to) being absent from 3 consecutive meetings without consent from the Panel or being convicted of a criminal offence.

Conditions for re-appointment of appointed Members and Co-opted Members of the Panel

- 5.5 Local authority Members are eligible for re-appointment on the expiry of their term. There are no restrictions on the number of terms of office that can be served.

- 5.6 Co-opted Members term of office shall be until 31st October of the same year as the next Police and Crime Commissioner election. The positions must be re-advertised; however this does not restrict Co-opted Members from reapplying or being re-appointed to the position.

Promotion and Support for the Gwent Police and Crime Panel

- 5.7 The Panel shall be promoted through a dedicated website (with appropriate links to other relevant websites) including information about the role and work of the Panel, Panel Membership, all non-confidential Panel and sub-committee meeting papers, press releases and other publications.
- 5.8 Administrative support, guidance, advice, and training shall be made available by the host authority to Panel Members in support of the functions of the Panel. The host authority shall ensure that it disseminates information and best practice made available by the Home Office.
- 5.9 The host authority shall ensure the Gwent Police and Crime Panel's agendas, reports and recommendations will be communicated to nominating authorities.
- 5.10 The host authority will attend any meeting with Executive Members, Scrutiny Members or Officers of relevant authorities to explain and promote the work of Gwent Police and Crime Panel.

Allowances

- 5.11 Panel Members are paid a daily rate fee. The rate shall be the same as the full daily rate fee determined from time to time by the Independent Remuneration Panel for Wales for the Chair and Co-opted Ordinary Member of local authority Standards Committees. The daily rate fee is capped at a maximum of 6 days a year per Panel Member. Payments are made for meeting time or attendance at training/conferences only and are inclusive of preparation time and travelling.

Payment of Travel and Subsistence Allowances

- 5.12 Travel allowances can be claimed for 'approved duties' defined as:
- (a) attendance at a meeting of the Panel or of any sub committee of the Panel.
 - (b) a duty undertaken for the purpose of or in connection with the discharge of the Panel's functions.
 - (c) attendance at any training or developmental event approved by the Panel.
- 5.13 The rates of travel claims shall be the same as those determined from time to time by the Independent Remuneration Panel for Wales for

Members of Local Authorities.

- 5.14 Members can claim for other forms of travel (bus, train & taxi) and appropriate receipts showing the actual expense incurred must accompany claims. Members should always be mindful of choosing the most cost effective method of travel.
- 5.15 Subsistence for overnight accommodation and meals are available to Panel Members whilst undertaking an approved duty. The rates of subsistence shall be the same as determined by the Independent Remuneration Panel for Wales for Members of Local Authorities. Claims must be supported by receipts.

October 2012

Gwent Police
and Crime Panel

Panel Heddlu
Gwent a Throseddu

SUBJECT: APPOINTMENT OF CO-OPTED MEMBERS TO SERVE ON THE GWENT POLICE AND CRIME PANEL

DATE: 12TH OCTOBER 2012

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to suggest the process for the appointment of Co-opted Members to serve on the Gwent Police and Crime Panel.

2. LINKS TO STRATEGY

- 2.1 The Police Reform and Social Responsibility Act 2011 requires the establishment of a Police and Crime Panel within each police force area.

3. BACKGROUND

- 3.1 A Police and Crime Panel is required to appoint a minimum of 2 Co-opted Members but can resolve to appoint more, subject to the subsequent approval of the Home Secretary.
- 3.2 Applicants for the Independent Member role cannot be one of the following:
- A member of the Gwent Police and Crime Commissioner staff.
 - A member of the Gwent Police civilian staff.
 - A member of Parliament; the National Assembly for Wales, Scottish Parliament or the European Parliament.
 - A member of a local authority within the Gwent Police area.

4. APPOINTMENT PROCESS

- 4.1 A copy of the Gwent Police and Crime Panel Co-opted Member Role Description is attached at appendix 1 and an Application Form at appendix 2.
- 4.2 An advert for the statutory Co-opted Members was placed in the Western Mail and advertised on the websites of the Gwent Police, Gwent Police Authority and the 5 local authority partners. Six applications were received before the closing date of 29th August 2012.
- 4.2 The host authority's Head of Legal and Governance assessed the applications against the following key competencies:
- Strategic Thinking
 - Good Judgement
 - Scrutiny and Challenge
 - Analytical Ability
 - Ability to Communicate Effectively
 - Team Working

- 4.3 It is pleasing to note that there was a strong field of applications with all applicants considered suitable to be invited for interview.
- 4.4 It is suggested that the Panel's Chair and Vice Chair along with the host authority's Head of Legal and Governance act as the Interview Panel. The Interview Panel is given authority to appoint 2 candidates to be Co-opted Members and one or more candidates as reserves. The appointment of Co-opted Members and reserves is subject to the Interview Panel being satisfied that the candidates fulfil the key competencies outlined above.
- 4.5 The Co-opted Members term of office will run concurrently with the Police and Crime Commissioners term of office and end on 31st October 2016.

5. FINANCIAL IMPLICATIONS

- 5.1 Subject to Members agreement to implement an allowances and expenses scheme, Co-opted Members will be paid an attendance allowance and expenses. Members' allowances and expenses are estimated to be £20,000 per annum and can be paid from the Police and Crime Panel grant funding paid to lead authority by Home Office.

6. CONSULTATION

- 6.1 There are no consultation responses that have not been reflected in the recommendations of this report.

7. RECOMMENDATION

- 7.1 The Panel agree:
- a. To invite all Co-opted Member applicants to interview.
 - b. Delegate the interviewing and appointment of 2 Co-opted Members and one or more reserve members to the Panel's Chair, Vice Chair and the host authority's Head of Legal and Governance.

8. REASONS FOR THE RECOMMENDATIONS

- 8.1 To comply with the Police and Crime Panel's statutory membership requirements.

9. STATUTORY POWERS

- 10.1 Police Reform and Social Responsibility Act 2011.

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Consultees: Dan Perkins, Head of Legal and Governance, Caerphilly County Borough Council
Gail Williams, Corporate Solicitor and Deputy Monitoring Officer, Caerphilly County Borough Council

GWENT POLICE AND CRIME PANEL

CO-OPTED MEMBER

ROLE DESCRIPTION

1. ROLE, PURPOSE AND ACTIVITY

- 1.1 As a Member of the Gwent Police and Crime Panel you will have responsibility for supporting and challenging the Police Commissioner to ensure their functions are exercised effectively.
- 1.2 To contribute to the Panel's key statutory roles :
- Supporting the Gwent Police and Crime Commissioner to exercise their functions effectively.
 - Reviewing the Police Commissioner's annual draft Police and Crime Plan.
 - Reviewing the Police and Crime Commissioner's annual draft budget.
 - Reviewing and scrutinising decisions and actions taken by the Police and Crime Commissioner.
 - If necessary, reviewing the proposed appointment or removal of the Chief Constable and other senior appointments.
 - Making reports or recommendations to the Gwent Police and Crime Commissioner as needed.
- 1.3 The ability to think and make decisions strategically, informed by rigorous analysis.
- 1.4 Take a balanced and objective approach in supporting the Gwent Police and Crime Commissioner.
- 1.5 Act as a critical friend by challenging accepted views/or proposals for change constructively.
- 1.6 Monitor performance effectively by interpreting and questioning complex material including financial, statistical and performance information
- 1.7 Contribute to developing a forward work programme.

2. INTERNAL GOVERNANCE, ETHICAL STANDARDS AND RELATIONSHIPS

- 2.1 To understand the respective roles of the Police Commissioner, Police Commissioners officers, the Chief Constable and other stakeholders.
- 2.2 To establish excellent interpersonal relationships with other Panel Members, the Police Commissioner, Police Commissioners officers, the Chief Constable and other stakeholders.
- 2.3 Communicate effectively and influence explain your opinions positively and clearly and a willingness to listen to and influence others.
- 2.4 To abide by the Police and Crime Panel's rules of procedure.
- 2.5 To adhere to the highest standards of propriety and ethical behaviour.

3. PERSONAL AND ROLE DEVELOPMENT

- 3.1 Undertake all relevant training and development that may be necessary for the effective discharge of the above responsibilities.

4. PARTICIPATING IN MEETINGS AND MAKING DECISIONS

- 4.1 To participate effectively in meetings of the Police and Crime Panel.
- 4.2 To make informed and balanced decisions, within the Panel's terms of reference, which accord with legal, constitutional and policy requirements.

5. VALUES

- 5.1 To be committed to the following values of public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability

CONFIDENTIAL

APPLICATION FORM

TO BE AN

CO-OPTED MEMBER

OF

GWENT POLICE AND CRIME PANEL

GUIDANCE NOTES FOR THE COMPLETION OF THE APPLICATION FORM

The guidance notes below aim to help you complete the application form. The Selection Panel is not looking for pages of response, but relevant information about you and your interest in this position. You may use additional sheets if necessary. These must be securely attached to your submission.

Section 1

All parts of this section are self-explanatory. You are reminded that applicants for the co-opted member roles must not be:

- A member of the Gwent Police and Crime Commissioner staff.
- A member of the Gwent Police civilian staff.
- A member of Parliament; the National Assembly for Wales, Scottish Parliament or the European Parliament.
- A member of a local authority within the Gwent Police area.

Section 2

In completing Section 2, please provide details of your current and previous employment to provide the Selection Panel with information of your background. Details of any involvement in local community activities should also be included, stating the length of time you have been involved with these.

Section 3

This is a very important section as it outlines the key competencies contained in co-opted members role description. In completing each of the questions, it is important to include examples to demonstrate how you meet the competencies. These can relate to experience gained through work, involvement in the community, voluntary work, or with family and friends.

Section 4

In completing Section 4, you should ensure that the following issues are addressed and where possible you should use examples to demonstrate your commitment.

- Explain why you want to become a Co-opted Member of the Gwent Police and Crime Panel.
- What differences you could make if appointed as an Co-opted Member.

Section 5

The information contained within this section will ensure that any reasonable adjustments you may require as a result of any disability are made during the appointment process or in your role as a co-opted member of the Gwent Police and Crime Panel.

Section 6 – 7

These sections are self-explanatory.

SECTION 1

PERSONAL DETAILS

Title (Mr, Mrs, Dr, etc):	
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Name in Full:	
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Please give any other names by which you have been known:	
---	--

Permanent/Main Home Address:

How long have you lived at this address?

--

If less than five years at the above address, please provide details of your previous address(es):
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--

Daytime Telephone no.	
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Evening Telephone no.	
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Mobile no.	
-------------------	--

Email address:	
-----------------------	--

Date of Birth:	
-----------------------	--

Place of Birth:	
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SECTION 2

PERSONAL HISTORY

Current Occupation (if any) and start date:	
--	--

Please provide details of part-time and full-time employment as well as any voluntary work, career breaks or work you do, or have done, in the local community.

Name of employer/appointing body*	Dates position held (from/to)	Positions held and nature of responsibility

Please provide details of any involvement in voluntary or local community activities not mentioned previously.

--

Please provide details of your academic, professional and/or vocational qualifications.

Qualification	Date obtained

SECTION 3

KEY COMPETENCIES

Please provide examples to demonstrate how YOU meet the following competencies.

1. Strategic thinking

The following competencies will be considered by the Panel when reviewing your application:
The ability to think and make decisions strategically, informed by rigorous analysis; rising above detail and seeing issues from a wider and forward-looking perspective

2. Good judgement

The following competencies will be considered by the Panel when reviewing your application:
To take a balanced, open-minded and objective approach, for example, in supporting the Gwent Police and Crime Commissioner, scrutinising the annual Police and Crime Plan and budget, assessing candidates suitability for appointment as Chief Constable and, developing an understanding of the challenges faced by the Commissioner and Chief Constable.

3. Scrutiny and Challenge

The following competencies will be considered by the Panel when reviewing your application:
To act as a critical friend by challenging accepted views/or proposals for change constructively without becoming confrontational and effective oversight of all aspects of the Commissioner's responsibilities.

4. Analytical ability

The following competencies will be considered by the Panel when reviewing your application:
The ability to monitor performance effectively by interpreting and questioning complex material including financial, statistical and performance information.

5. Ability to communicate effectively

The following competencies will be considered by the Panel when reviewing your application:
To explain your opinions positively and clearly and a willingness to listen to and influence others.

Please provide examples to demonstrate the extent to which YOU possess the following personal skills and qualities.

6. Team working

The following competencies will be considered by the Panel when reviewing your application:
The ability to develop excellent interpersonal relationships with other members of the Panel, the Commissioner, senior staff and key stakeholders.

SECTION 4

WHY DO YOU WANT TO BE A CO-OPTED MEMBER OF THE GWENT POLICE AND CRIME PANEL?

Please state why you are interested in becoming a Co-opted Member of Gwent Police and Crime Panel.

SECTION 5

DISABILITY

If you consider yourself to be disabled and/or feel you would benefit from reasonable adjustments being made to help you in the interview process or in your role, please outline these below. For example, materials provided in large print, hearing loop system at meetings, etc.

SECTION 6

REFERENCES

Please provide details of two people, not related to you, who have agreed to be contacted by us about your application. It would be helpful your referees were familiar with either your work and/or voluntary/community activities.

REFEREE 1

Name:		Telephone no:	
Address:		Position:	
		Time Known:	
Email:			

REFEREE 2

Name:		Telephone no:	
Address:		Position:	
		Time Known:	
Email:			

SECTION 7

PLEASE SIGN AND DATE THIS FORM

I declare that the information I have provided is true and complete.

Signed		Date	
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SECTION 8

WHAT TO DO NOW

Please return this completed application form to Dan Perkins, Head of Legal and Governance, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed CF82 7PG by 29th August 2012.