



**RECRUITMENT PACK FOR THE ROLE OF DEPUTY  
POLICE & CRIME COMMISSIONER FOR LANCASHIRE**



## Contents

<b>1</b>	<b>Welcome from Clive Grunshaw, Police &amp; Crime Commissioner for Lancashire .....</b>	<b>3</b>
<b>2</b>	<b>The Role of the Police &amp; Crime Commissioner .....</b>	<b>4</b>
<b>3</b>	<b>Police &amp; Crime Plan 2016-2021 .....</b>	<b>5</b>
<b>4</b>	<b>Appointment &amp; Selection Process .....</b>	<b>6</b>
<b>5</b>	<b>Role Profile .....</b>	<b>7</b>
<b>6</b>	<b>Person Specification .....</b>	<b>8</b>
<b>7</b>	<b>Eligibility and Disqualification Criteria .....</b>	<b>10</b>
<b>8</b>	<b>Terms &amp; Conditions of Appointment .....</b>	<b>11</b>
<b>9</b>	<b>Expenses .....</b>	<b>15</b>
<b>10</b>	<b>Office Structure .....</b>	<b>17</b>
<b>11</b>	<b>Data Protection .....</b>	<b>18</b>



## **1 WELCOME FROM CLIVE GRUNSHAW, POLICE & CRIME COMMISSIONER FOR LANCASHIRE**



Thank you for taking an interest in this role which will support me in my role as Police & Crime Commissioner.

The role of Deputy Police & Crime Commissioner will be interesting and challenging. The successful candidate will play an important part in helping me deliver a more effective and efficient policing service.

My role is to be the public voice of policing. My role is to be an advocate for the public of Lancashire in ensuring that the Police have the resources to keep people safe. This means influencing other agencies, stakeholders and partners in the decisions they make for their services, as well as lobbying government, to ensure Lancashire is adequately resourced.

I look forward to receiving applications from a range of wide and varied candidates.

In line with the principles set out by the Committee on Standards in Public Life, I am running a transparent and open process, where the selected candidate will be selected on merit.

I look forward to hearing from you.

Good Luck!

*Clive Grunshaw*



## **2 THE ROLE OF THE POLICE & CRIME COMMISSIONER**

The role of the Police & Crime Commissioner is to be the voice of the people and to hold the police to account. They are responsible for the sourcing of policing in their policing area.

The Commissioner:-

- ❖ Must secure an efficient and effective police force for their area;
- ❖ Must appoint a Chief Constable, hold to account and if necessary, dismiss them;
- ❖ Must produce a Police & Crime Plan;
- ❖ Must produce an Annual Report;
- ❖ Must set the local precept;
- ❖ Must commit and engage with communities and victims of crime;
- ❖ Must keep under review the opportunities for collaboration;
- ❖ Shall bring together Community Safety Partnerships to deliver community safety;
- ❖ Shall ensure enhanced delivery of criminal justice;
- ❖ Has a duty to promote equality and diversity

The Commissioner is supported and scrutinised by the Lancashire Police & Crime Panel. The Panel is made up of 18 Councillors across Lancashire, with 2 independent members.



### **3 POLICE AND CRIME PLAN**

The Police & Crime Plan 2016-2021 outlines the priorities for policing and crime in Lancashire. It also tells you about the funding received and how it is spent.

The following are my Police & Crime Plan priorities:

- Priority 1      Protecting Local Policing
- Priority 2      Tackling Crime and Re-offending
- Priority 3      Supporting Vulnerable People and Victims
- Priority 4      Developing Safe and Confident Communities

The Plan can be accessed [here](#)



#### **4 APPOINTMENT AND SELECTION PROCESS**

An appointment will be made on merit by an objective, fair and open selection process.

Applications must consist of a 2 page CV (max) together with a supporting statement of no more than 2 pages.

The supporting statement should set out how you meet the role profile and person specification. You must also sign and return the Eligibility & Disqualification Certificate. Any further documents will not be considered in the shortlisting process.

Please submit applications to [commissioner@lancashire-pcc.gov.uk](mailto:commissioner@lancashire-pcc.gov.uk)

If you have any questions, please contact the Director, Angela Harrison on 01772 533587 or [commissioner@lancashire-pcc.gov.uk](mailto:commissioner@lancashire-pcc.gov.uk)

The Interview Panel will consist of:

Clive Grunshaw	Police & Crime Commissioner
Angela Harrison	Director
Clive Portman	Independent Member and Chair of the Audit & Ethics Committee

**Closing Date for Applications:** 17<sup>th</sup> August 2018, 12 noon

**Shortlisting will take place:** 17<sup>th</sup> August 2018

**Successful applicants will be invited to interview:** 23<sup>rd</sup> August 2018

The appointment will be subject to a Confirmation Hearing by the Lancashire Police & Crime Panel on the 19<sup>th</sup> September 2018.



## **5 ROLE PROFILE**

- Pay:** £25,750 plus expenses
- Hours:** 22.2 hours per week (the post holder is expected to work flexibly and outside standard working hours)
- Contract:** Fixed Term for the duration of the Police & Crime Commissioner's term of office.
- Job Purpose:** To support and share the responsibilities and vision of the Police & Crime Commissioner.

### **Main Responsibilities:**

- Develop and promote effective working relationships with key internal and external stakeholders, including local and national media, strategic partners and politicians, in order to further the aims and objectives of the PCC;
- Hold portfolios of work as required by the PCC;
- Support the Commissioner, as required, including summarising and briefing the PCC on these issues;
- Assist the PCC in holding the Chief Constable to account;
- Support the PCC with the development and shape of the future strategy;
- Develop an enhanced understanding of the political landscape in Lancashire and to lobby and influence political stakeholders to support the PCC policy;
- To represent the views of the PCC to all relevant stakeholders, including media and politicians;
- To contribute to the achievement of the Commissioner's priorities as set out in the Police and Crime Plan
- Undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.



## **6 PERSON SPECIFICATION**

### **DEPUTY POLICE & CRIME COMMISSIONER FOR LANCASHIRE**

#### **Skills and Experience:**

#### **Essential Requirements:**

- This post is a political appointment. As such, candidates are expected to share the Commissioner's principles and values;
- Educated to a degree level or equivalent management experience;
- Broad understanding of national policing and criminal justice challenges;
- Experience in governance in a private, public or third sector body;
- Experience of persuading and influencing, including with political and organisational leaders;
- Track record of working with local communities and representing their needs;
- Demonstrable ability to network, build relationships with, and engage with, a wide variety of stakeholders including MPs and councillors;
- Excellent interpersonal and communication skills and the ability to chair and make presentations to meetings with partners or the general public;
- Participation in successful delivery of major organisational change;
- Political astuteness;
- Experience of managing and improving performance;
- Proficient use of IT and Office software
- 

#### **Personal Attributes:**

- Selflessness;
- Honesty and integrity;
- Objectivity;
- Accountability;
- Openness;
- Personal judgement;
- Respect for others;
- Leadership
- 

#### **Special conditions for the role:**

- The PCC is an equal opportunities employer and welcomes applications from all sections of the community;
- All applications must meet the eligibility criteria and must not be disqualified;
- The post holder is required to be vetted; sign the Official Secrets Act; and sign the Code of Conduct





- The successful candidate will be required to work flexibly, including working evenings and weekends;
- The role requires regular travel across Lancashire. A full driving licence and access to transport is required.



## **7 ELIGIBILITY AND DISQUALIFICATION CRITERIA**

The Deputy Police & Crime Commissioner will be a member of the Commissioner's staff, but will not be politically restricted.

In order to be a Deputy Police & Crime Commissioner, you must be able to satisfy the additional conditions set out in the Police Reform and Social Responsibility Act 2011. The key conditions are set out below:

### **Applicants must:**

- a) be over 18 years of age;
- b) be a resident of Lancashire;
- c) not be a serving police officer or employed police staff;
- d) not be subject to bankruptcy, or debt relief order or restriction;
- e) not be subject to disqualification as a company director;
- f) not within 5 years prior to the date of the application, have been convicted in the UK, the Channel Islands, or the Isle of Man, of an offence, nor ever received a sentence of imprisonment (whether suspended or not);
- g) be a qualifying Commonwealth citizen, a citizen of Ireland to a citizen of the European Union

### **Extracts from the Police Reform and Social Responsibility Act 2011**

#### **P18 Delegation of functions by Police & Crime Commissioners**

Relevant extract from paragraph 18, of the Police Reform and Social Responsibility Act 2011

- (3) But a Police & Crime Commissioner may not –
  - (a) appoint a person listed in subsection (6) as the Deputy Police & Crime Commissioner
  
- (6) The persons referred to in subsections (3)(a) are –
  - (a) a constable (whether or not in England and Wales);
  - (b) a Police & Crime Commissioner;
  - (c) the Mayor's office for Policing & Crime;
  - (d) the Deputy Mayor for Policing & Crime appointed by the Mayor's office for Policing & Crime
  - (e) the Mayor of London;
  - (f) the Common Council of the City of London;
  - (g) any other person or body which maintains a police force;
  - (h) a member of any staff of a person falling within any of paragraphs (a) to (g)



**S8 The Deputy Police & Crime Commissioner**

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

- (2) None of the following may be appointed as the Deputy Police & Crime Commissioner:-
- (a) a person who has not attained the age of 18 on the day of the appointment;
  - (b) a person who is subject to a relevant disqualification;
  - (c) a Member of the House of Commons;
  - (d) a Member of the European Parliament;
  - (e) a Member of the National Assembly for Wales;
  - (f) a Member of the Scottish Parliament;
  - (g) a Member of the Northern Ireland Assembly.

**S65 Disqualification from election or holding office as Police & Crime Commissioner: police grounds**

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

- 65 (1) A person is disqualified from being elected as, or being, a Police & Crime Commissioner if the person:-
- (a) is disqualified from being a member of the House of Commons under section 1(1)(d) of the House of Commons Disqualification Act 1975 (members of police forces for police areas in the United Kingdom);
  - (b) is a member of:
    - (i) the British Transport Police Force
    - (ii) the Civil Nuclear Constabulary
  - (c) is a special constable appointed –
    - (i) under section 27 of the Police Act 1996 for a police area or the City of London police area;
    - (ii) under section 25 of the Railways and Transport Safety Act 2003 (British Transport Police Force)
  - (d) is a member of staff of the Chief Officer of police of any police force maintained for a police area;
  - (e) is a member of staff –
    - (i) a Police & Crime Commissioner;
  - (f) is the Mayor of London;
  - (g) is a member of the Common Council of the City of London or a member of staff of that Council in its capacity as a police authority;
  - (h) is a member (including a member who is chairman or chief executive), or a member of staff, of –
    - (i) the British Transport Police;



- (ii) the Civil Nuclear Police Authority;
- (ii) the Independent Police Complaints Commissioner;
- (iv) the Serious Crime Agency;
- (v) the National Policing Improvement Agency;
- (i) holds any employment in an entity which is under the control of –
  - (i) a local policing body;
  - (ii) any body mentioned in paragraph (h);
  - (iii) the Chief Officer of police for any police force maintained for a police area or the City of London police area;
  - (iv) the Chief Officer of police for any police



## **8 THE TERMS & CONDITIONS OF APPOINTMENT**

Under Section 18(10) of the Police Reform and Social Responsibility Act 2011 ("the Act") the Deputy Police and Crime Commissioner (DPCC) is a member of the Police and Crime Commissioner's (PCC) staff.

The DPCC will be employed by the PCC and be subject to a contract of employment which will reflect the terms and conditions applying to the PCC's staff. However, this post is not a "politically restricted" post within the terms of the Local Government and Housing Act 1989 and Local Government (Political Restrictions) Regulations 1990.

- 1 Job Title – 'Deputy Police & Crime Commissioner' (DPCC)
- 2 Responsibilities – the purpose of the role of the DPCC are to support and deputise for the PCC, whose statutory duties and responsibilities are set out in the Act. The specific roles and responsibilities of the DPCC are set out in the Role Profile in the pack. The PCC may delegate to the DPCC the power to carry out some, or all, of the functions of the PCC, with the exception of those functions set out in Section 18 7(a), (e) or (f) of the Police Reform and Social Responsibility Act 2011. These powers are not capable of being delegated.

In carrying out the functions for the PCC, the DPCC must, so far as is reasonable, act in a manner that he/she considers to be in the best interests of the PCC.

- 3 Eligibility – the DPCC will be required, as a condition of employment, to make a declaration of eligibility that the appointment is held subject to the requirements of the Act and is not subject to a relevant disqualification.
- 4 Date of Commencement of Employment and Length of Contract – this appointment is a fixed term contract and will end upon the PCC ceasing to hold office for any reason, including reaching the end of his current term of office in May 2020.
- 5 Remuneration – the DPCC will be paid up to £25,750 for 22.2 hours per week (3 days), effective from the date of appointment. No overtime will be paid. The successful candidate will be subject to a 6 month probationary period from the date of appointment. No increment payments will be payable.
- 6 Allowances – travelling and subsistence allowance will be paid at the rates applicable to the PCC's staff. Allowances paid will be disclosed quarterly under the Elected Local Policing Bodies (Specified Information) Order 2012 (as amended) and in accordance with the Home Secretary's determination.



- 7 Holiday Entitlement – The DPCC will be entitled to 18 days per annum annual leave (pro rata).
- 8 Sickness Absence – Statutory Sick Pay (SSP) is payable in accordance with, and subject to, the provisions specified in the Staff Handbook.
- 9 Pension – The DPCC is entitled to join the Local Government Pension Scheme (LGPS).
- 10 Termination of Contract of Employment – the DPCC is subject to one calendar months' notice on either side. The contract of employment will terminate in any event upon the PCC ceasing to hold office for any reason, including reaching the end of his current term of office in May 2020. The appointment will end if the appointee becomes disqualified under the Act.
- 11 Conduct – the DPCC will be subject to the PCC's Code of Conduct and will at all times be required to conform to the principles of conduct in public life (Nolan principles).
- 12 Performance Review and Appraisal – the PCC will conduct the performance review and appraisal of the DPCC (in a form and frequency as appropriate to be determined by the PCC).
- 13 Official Secrets Act – The post of DPCC and appointed post-holder will be subject to the Official Secrets Act 1989.
- 14 Conflicts of interest – the DPCC will be required to declare pecuniary interests, including detail of other paid offices held, and such interests will be included in the published register of interests.

The DPCC will have an ongoing obligation to immediately declare in writing any matter which may represent a conflict of interest between the service to be provided and other personal interests of the DPCC and to comply with such directions as may be given by the PCC in order to absolve or mitigate the effect of such a conflict of interest.

- 15 Vetting – the DPCC will be subject to vetting in accordance with the vetting policy of the PCC.



## **9 EXPENSES**

### **Secretary of State for the Home Department's determination on Police and Crime Commissioner's expenses**

Paragraph 3 of Schedule 1 to the Police Reform and Social Responsibility Act 2011 provides that a Police & Crime Commissioner (PCC) is to be paid authorised allowances.

'Authorised allowances' means allowances, in respect of expenses incurred by the Commissioner in the exercise of the Commissioner's functions, which are of the kinds and amounts determined by the Secretary of State. This determination will also apply to the Deputy Police & Crime Commissioner.

#### **Authorised Allowances**

The purpose of authorised allowances is to reimburse expenses incurred by PCCs in carrying out their duties, not to provide a general gratuity for undertaking the role. Commissioners are paid a salary determined by the Secretary of State on the advice of the Senior Salaries Review Board.

The allowances amounts are determined by the Secretary of State, as set out below:

Type of Expense	Key Restriction	Rates
Train	In course of business	Reimbursed up to standard class rates
Mileage allowances	Only if necessary	As per HMRC rates
Taxis	Only where public transport is not available	Cost of taxi fare
Foreign travel	Prior authority from the Director and for business purposes	Economy class for flights
Hotel accommodation	Business purposes and agreed in advance. Value for money and best use of public funds – lower priced suitable accommodation	No explicit limitation on star standard of hotel accommodation
Subsistence (UK and foreign)	Only paid for evening meals and, where applicable, breakfast (not lunch)	Breakfast £10, Dinner £30
Exceptional expenses not falling within any of the other types	Reasonable incurred in carrying out business of the authority	As approved by the Director

## **DIRECTOR APPROVAL**



The Director should subject all of the PCC/DPCC claims for expenses to verification and audit.

Any claims for exceptional expenses incurred by the PCC/DPCC in the exercise of their functions will require the approval of the Director and shall take into account the following factors:

- a) whether there are exceptional circumstances warranting additional support;
- b) whether the PCC/DPCC could reasonably have been expected to take any action to avoid the circumstances which gave rise to the expenditure or liability;
- c) whether the performance of the PCC/DPCC will be significantly impaired by a refusal of the claim.

### **Publication of Expenses**

Under paragraph 1(d) of the Schedule to the Elected Local Policing Bodies (Specified Information) Order 2011, PCCs are required to publish the allowances paid to them and to their deputies in respect of expenses incurred by the Commissioner or Deputy in the exercise of the Commissioner's functions.