



Friday, 12th July 2024

Old Court Room, Town Hall, Wakefield

Samantha Wilkinson
Police & Crime Panel Officer
07920 833358

Recruitment Process for Co-opted Independent Panel Members

1. Appointment of Independent Members to the Police and Crime Panel

- 1.1 The legislation for the Police and Crime Panel Membership states that a Panel will be made up of 10 elected members and 2 independent co-opted members. Provision is also made for the PCP to elect further co-opted elected members to the Panel (to a maximum Panel size of 20) to ensure that the Panel can be, as far as possible, politically and geographically balanced.
- 1.2 The two current co-opted independent Panel members were recruited following a competitive process in Autumn 2021. The appointments were made following the election of the new Mayor for West Yorkshire for a period of three years in line with the Mayoral appointment term (which was a shorter period than the usual four years as a result of the pandemic).
- 1.3 As the current appointments expire at the end of October, Panel needs to agree a process to co-opt independent Panel members for a new term.

2. Process for Appointments

- 2.1 Panel have previously agreed that the appointment of co-opted independent Panel members is through a competitive selection process. It is recommended that the Panel now agrees to delegate the short-listing and interviewing of candidates for co-opted independent Panel members to a sub-group.
- 2.3 It is suggested that this sub-group is made up of :-
 - The Chair of the PCP
 - Two or three other elected members of the PCP.
- 2.4 The sub-group will be supported by the Police and Crime Panel secretariat.
- 2.5 It is proposed that officers draft supporting material for the recruitment of the co-opted independent Panel members including:

- Advert
- Letter to potential applicants
- Review existing background information including summary of the arrangements for the West Yorkshire Police and Crime Panel
- Review and update the required competencies, personal skills and qualities for co-opted independent Panel members of the West Yorkshire Police and Crime Panel
- Application form

3. Appointment Term

- 3.1 Appointment terms for co-opted independent Panel members are for a period of four years (in line with the Mayoral term) unless otherwise determined by the Panel in advance of the expiry of a term of office.
- 3.2 At the beginning of last year, the Home Office released some guidance for panels on the recruitment of co-opted independent Panel members which the Panel may wish to refer to and is attached at Appendix A. They make it clear that whilst the process and the length of term is up to the individual Panel, they consider that eight years would be an appropriate total maximum length of service for a co-opted independent Panel member.
- 3.3 The West Yorkshire Panel Arrangements and Rules for the Conduct of Business do not specify a maximum length of service for a co-opted independent Panel member and appointments have always been conducted on a competitive basis, bearing in mind the statutory objective on the local authorities to produce a panel with appropriate skills and experience.
- 3.4 Panel members are asked to consider whether applying the suggested restrictions will allow them to meet the required balance of skills and experience.
- 3.5 The existing role specification and eligibility criteria which were used to appoint the current co-opted independent members is attached as Appendix B.

4. Advertising

- 4.1 It will be necessary to ensure that as wide an audience as possible is alerted to the opportunity to apply for these co-opted roles. It is suggested that information is circulated through as many existing channels as possible via local authorities, the West Yorkshire Combined Authority website, criminal justice organisations and community organisations. Where possible free press opportunities, including social media and press releases will also be used to advertise the role.

4.2 Information regarding the co-opted roles will also be made available on the Police and Crime Panel website.

5. Timescales

5.1 The following outline timetable is suggested to ensure that appointments are made to enable the appointed independent Panel members to attend the November Panel meeting.

w/c 19 th Aug	Sign-off the recruitment information and launch of adverts
15 th Sept	Closing date for applications
w/c 16 th Sept	Shortlisting
w/c 30 th Sept	Interviews
11 th Oct	Sub-Group to make recommendation of appointments to the Panel Private Development Session

6. Decisions Required

6.1 Panel members are asked to consider and agree:

6.1.1 If they wish to make changes to the Procedures and Protocols to include a maximum term for Co-opted Independent Panel member.

6.1.2 That officers draft supporting material for the recruitment of Co-opted Independent Panel members

6.1.3 The method for dissemination of the advertisement

6.1.4 To appoint a sub-panel to deal with the shortlisting and interviewing of co-opted independent panel members for recommendation to the Panel.