



# Office of the Police & Crime Commissioner

## Ethics & Integrity Panel – Chair Role Profile

### Purpose:

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

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

### Chair Responsibilities:

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

- 1) Lead the Ethics Panel ensuring it operates in an effective and transparent way ensuring effective communication with the Police and Crime Commissioner and the Chief Constable.
- 2) Contribute to transparency and integrity within the Constabulary and the Office of the Police and Crime Commissioner, promoting a culture of learning within both organisations.
- 3) Promote compliance of the Code of Conduct and ethical standards within both organisations.
- 4) Contribute to and ensure the continued development of the Panel and its membership.
- 5) Ensure information received and discussed by the panel is handled appropriately and remains confidential where applicable.
- 6) To attend and chair scheduled and extraordinary meetings of the panel to be held at Police Headquarters, Penrith, and be willing to carry out additional work when required.

### Essential Knowledge/Experience:

Applicants are asked to demonstrate their experience and expert knowledge in the following areas:

- **Ethical skills** - Knowledge and understanding of ethical principles and their practical application. Previous or active participation in an area of work or interest with ethics as a core dimension.
- **Scrutiny skills** - Experience of a role involving analysing, reviewing or developing services, including the evaluation of performance or inspection data. The ability to question, challenge and debate issues; making balanced, reasonable and proportionate judgements reporting to the Police and Crime Commissioner and the Chief Constable.

- **Effective communication skills** - The ability to interpret complex written and statistical information and communicate effectively both orally and in writing. Some demonstrable experience of representing the views of panels or groups to wider audiences.
- **Leading and Working as part of a team** – Ability to both lead a team and to work as part of that team, establishing and maintaining good working relationships with a wide range of people.
- **Diversity** - Capacity to treat all people fairly and with respect; and to value diversity and respond constructively to differing opinions. A good understanding of the communities within Cumbria.
- **Chairing skills** – Demonstrable experience of chairing meetings and leading panels.

### Eligibility Criteria

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

- Must be over 18 years of age and live or work in the Cumbria police force area.
- Must not be an elected member or (independently) appointed member of any public body in Cumbria.
- Must not be a serving or former Police Officer, member of Police staff, or officer of the Special Constabulary.
- Must not be a member of staff of the Office of the Police and Crime Commissioner; a serving member of the Independent Custody Visitors Scheme; a current or past member of the Joint Audit and Standards Committee.
- Individuals who have close relationships with any of the above including immediate family members
- Must not be involved in a complaint or disciplinary process within the last 5 years of the matter being finalised.

### Tenure

The Panel Chair will be recruited for a tenure of 2 years. They may seek re-appointment as part of any subsequent recruitment process. Panel members are eligible to serve a maximum of 8 years.

### Vetting

All members of the panel will be subject to vetting clearance prior to confirmation of appointment.

### Member attendance

The panel will meet on a quarterly basis, with additional meetings when required. The Chair will be required to make a commitment to attend the 4 meetings annually and to attend provided training in relation to their role.

### Remuneration

To recognise the role of Panel Chair an annual allowance of £1,563.81 will be paid. The Chair will be remunerated at Home Office Police Tribunal rates for their attendance at meetings.

- £222.18 full day (sitting of more than 4 hours (excluding meal breaks))
- £110.03 half day (sitting of less than 4 hours (excluding meal breaks))

Panel members will be reimbursed reasonable travel expenses from within the county with the current mileage rate set at 45p per mile.

**Following Appointment**

Upon appointment members will be asked to:

- Sign a Code of Conduct
- Declare any interests relevant to Cumbria Constabulary or the Office of the Police and Crime Commissioner; these to be retained by the OPCC.
- Agree to have their name and a short synopsis of their experience published on the OPCC website.
- Undertake a commitment to attend all meetings and any relevant training provided.