



Ethics & Integrity Panel

CANDIDATE INFORMATION PACK

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Welcome from the Police and Crime Commissioner



Oversight of policing remains an important part of my role and it is essential that ethical standards remain high. The legitimacy of our police force is critically dependent on the confidence of the public that they can trust the police to 'do the right thing' on their behalf. Whilst we are blessed with highly professional, dedicated and committed officers and staff, we must always be ready to examine performance to ensure that every member of the organisation maintains the highest possible standards, when often faced with difficult and challenging circumstances.

As Police and Crime Commissioner, it is my role to serve the communities of Cumbria and be their voice for policing matters. Many individuals contact myself and it is important that myself and my staff also work to high ethical standards to ensure that public confidence is maintained.

The independent work of the Ethics and Integrity Panel is extremely important and continues to provide a valuable scrutiny role on the ethical values of both organisations. The broad range of business that they scrutinise continues to be developed to ensure that the Panel remains effective. It seeks to achieve this by holding the mirror up to the Constabulary and the OPCC, by investigating, dip sampling, constructively challenging and reviewing a broad range of aspects of policy, process and performance, through the lens of ethics and integrity.

I am grateful for the commitment of the Panel members and am keen to recruit two more individuals to support their work and provide succession planning in future years.

Peter McCall

Police and Crime Commissioner for Cumbria

A word from our Chair

I have had the pleasure of being Chair of the Ethics and Integrity Panel since 2016. The Panel is an independent body, and its purpose is to promote and influence high standards of ethical performance in all aspects of policing in Cumbria and the work carried out by the Police and Crime Commissioner's office (OPCC). It seeks to achieve this by holding the mirror up to the Constabulary and the OPCC, by investigating, dip sampling, constructively challenging and reviewing a broad range of aspects of policy, process and performance, through the lens of ethics and integrity.

We have an annual work programme that includes both routine and thematic activities through which we seek to always promote the improvement and value adding aspects of ethical responsibility. We will challenge issues and actions where we believe there could have been an improvement, recognising and highlighting areas of good practice, whilst helping to promote a wider understanding and awareness of the Constabulary's performance and ethical approach.

Although the Panel membership is drawn from a diverse range of backgrounds and experience, we have two things in common; we and our families all live in the county and are committed to seeing the area thrive. We all share a strong desire to help ensure that Cumbria Constabulary continues to deliver high quality services to the public, maintaining our county as the safe and secure place to live that it currently is.

Being part of the Panel is a rewarding and fulfilling experience, helping to build public confidence in Cumbria Constabulary and I hope you will consider joining us.

Alan Rankin

Ethics and Integrity Panel Chair

About the Ethics and Integrity Panel

The purpose of the Ethics and Integrity Panel is to promote and influence high standards of professional ethics, to challenge; encourage and support the Commissioner and the Chief Constable in their work. Ensuring that standards and inclusion are effective within both organisations.

By having an Ethics and Integrity Panel the Police and Crime Commissioner and the Chief Constable are making a public commitment to ethical policing in Cumbria that is subject to rigorous independent review and advice. Promoting openness, transparency and public confidence.

The Panel decide upon an annual work programme to enable it to fulfil its terms of reference and scrutiny role. As well as having issues referred to them by both Cumbria Constabulary and the Office of the Police and Crime Commissioner.

Meetings are held privately on a quarterly basis (February/May/August & November) to enable open and frank discussions. The agenda and reports are published on the Commissioner's website following each meeting.

Further information regarding the Panel, its membership, and the work it carries out can be found on the Commissioner's website:

<https://cumbria-pcc.gov.uk/what-we-do/ethics-integrity-panel/>



Work of the Panel

Since its inception in 2015, the Panel's has delivered a significant programme of work on planned and responsive basis. The work programme has considered thematic topics such as Stop and Search, Mental Health Detention; Spit Guards; Secondary Employment, Body Worn Video and TASER usage. The Panel also regularly look at areas regarding the workforce such as complaints, complaint reviews, misconduct, grievances, and secondary employment.

During 2020 the Panel adapted their style of working due to the pandemic and looked at a number of COVID specific issues and activities such as the issuing of Fixed Penalty Notices for COVID restriction violations. An annual report is produced and published on the Commissioner's website which identifies the work the Panel have carried out during the year. Detailed below and overleaf are some of the areas the Panel reviewed during 2020:



The Panel monitored the Constabulary's progress on **Officer Recruitment** following the Government's announcement to appoint 20,000 officers across England and Wales. During 2020 Cumbria Constabulary saw an additional 51 officers recruited. This was the first phase of a 3-year programme. The Constabulary had received a significant number of applications and utilised Positive Action to attract applicants from diverse backgrounds. The Panel monitored how recruitment had been progressed and were keen to ensure that support mechanisms were also in place once all candidates had been appointed to the Constabulary to enable retention and progression.



In November 2020, whilst reviewing **Civil Claims** the Panel raised some concerns regarding property. There were a number of claims relating to lost or damaged property which in their opinion could have been avoided with the use of rigorous processes and procedures. The Constabulary had carried out a review of this area of business and actions would be taken to ensure that the findings were incorporated into any changes made. With the exception of property, the Panel have not identified any other trends within the claims.



In February they reviewed **Mental Health Detention** in custody suits throughout Cumbria. In particular, those relating to detention under Section 136 of the Mental Health Act and those detained under Common Law. The Panel felt that the detention of the individuals had been justified but recognised service provision by health trusts often hindered the quick release of detainees resulting in custody staff having to deal with individuals for long periods of time. Changes to the provision of mental health services had seen the county split in two. Work was being carried out across partner agencies to increase staff training to deal with mental health patients and to have fit for purpose vehicles to be able to transport them to mental health facilities.



In August 2020 the Panel carried out a dip sample of forms regarding the use of **TASER**. They reviewed 20 forms where the TASER had been fired and 20 where it had been used but not actually discharged. They identified that the use of force form had not been specifically designed to record TASER usage, rather it was added to an existing form. This resulted in officers not being able to fully notate what tactics had been used up to the point of the TASER being discharged; nor did it allow full oversight by supervision. Following the Panel's findings and recommendations, the Constabulary's use of force form was amended to enable officers to fully record the use of TASER and actions leading up to it.



The Panel continued to monitor **Body Worn Video** usage within the Constabulary. As has been identified earlier in this report, there remains a number of areas of Constabulary business where Body Worn Video is not used to its full potential. These include Stop and Search, responding to incidents following which a complaint is made. The use of Body Worn Video provides an independent viewpoint of a matter or incident. When it is not used where it should have been leaves the officer and Constabulary open to complaint, criticism and potentially civil litigation. As identified earlier, following the Panel's complaint case dip sample, the Constabulary took on board the findings and issued further guidance and instruction to all officers and staff about the compulsory need to use Body Worn Video.



The Panel carry out an annual review of **Stop and Search** forms to ensure continued compliance. Of the 40 forms reviewed 17 were identified as requiring improvement and a number of forms indicated that Body Worn Video had not been activated during the stop and search. Had the recording of the incidents on the forms been of a better quality it would have provided a better picture of the circumstances of the stop and would stand up to scrutiny should there be a challenge. None of the forms indicated that the stop and search was not legally carried out.



To provide assurance to the Constabulary and transparency for the communities of Cumbria the Panel carried out dip samples of **COVID-19 Fixed Penalty Notices** which were issued during the first pandemic lockdown to individuals who did not comply with the guidance. The sessions were carried out in May, July, November 2020 and January 2021 to assess whether Fixed Penalty Notices were being issued appropriately and without bias.



Throughout 2020 and 2021 the Panel have met as the **Data Ethics Consultation Group** with Cumbria Constabulary. The purpose is to consider new processes and technologies being considered to improve service delivery. It facilitates an open environment to examine and discuss the impacts, risks, opportunities and consequences of any new methods of using personal data. The independence of the Panel helps to identify and capture potential societal attitudes and any unintentional consequences arising from changes to how personal data is processed.

The Role and What We Are Looking For:

Eligibility

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 within Cumbria police force area.
- Must not be a serving, retired or former Police Officer, member of Police staff, officer of the Special Constabulary
- Must not have worked as a consultant for the Constabulary or the Office of the Police and Crime Commissioner within the last 5 years.
- Must not be a current or previous member of staff of the Office of the Police and Crime Commissioner; a serving member of the Independent Custody Visitors Scheme; or worked as a consultant for the OPCC.
- Individuals must not have close relationships with any of the above including immediate family members.
- Must not be a local councillor, MP, or member of a committee, board or panel within Cumbria which has oversight of the Constabulary's or Office of the Police and Crime Commissioner's work.
- Must not be involved in a complaint or disciplinary process within the last 5 years of the matter being finalised.

Member Key Responsibilities:

- To monitor and scrutinise performance in relation to integrity and ethics, advising on the outcome and lessons learned.
- To contribute and agree an annual work programme setting out proposed areas and themes of focus.
- To attend scheduled meetings of the Panel; Data Ethics Consultation Group, dip sample sessions, thematic sessions and be willing to carry out additional work when required.
- To promote compliance of the Code of Ethics and ethical working in all aspects of work within Cumbria Constabulary and the Office of the Police and Crime Commissioner.
- To provide strategic advice and support in relation to ethical and integrity issues.
- To influence ethical changes within current Force policies and procedures.

Experience and Knowledge:

Applicants are asked to provide examples in relation to the following areas. We have indicated those which we feel are essential and others which are desirable [(**e**) - *essential* / (**d**) - *desirable*]. If you do not have any of the desirable elements this should not prevent you from applying as we are looking for individuals who have different skills.

- **Working as part of a team** – Ability to work as part of a team, establishing and maintaining good working relationships with a wide range of people. Be open-minded and willing to consider the views and advice of others (**e**)
- **Diversity** - Have a sense of fairness, the capacity to treat all people fairly and with respect. Value diversity, inclusion and respond constructively to differing opinions. An understanding and the ability to demonstrate social awareness of the communities within Cumbria (**e**)
- **Effective communication skills** - The ability to communicate effectively with others both orally and in writing. Interpret written and/or statistical information in relation to work/voluntary/social activity and actively provide feedback contributing to a meeting, group or discussion (**e**)
- **Scrutiny skills**
 - The ability to question, challenge and debate issues; making balanced, reasoned and proportionate recommendations (**e**)
 - Experience of a role involving analysing, reviewing information or developing services, including the evaluation of performance or inspection data (**d**)
- **Ethical skills**
 - Have personal integrity, ability to display sound and reasoned judgement over different areas of work (either paid or voluntary) and able to maintain confidences (**e**)
 - 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 (**d**)
- **Other Experience** – Please let us also know if you have any experience in the following areas [desirable (**d**)]
 - Professional or personal connection to communities in Cumbria through partnership and/or voluntary work
 - Legal Expertise (potentially in - Policing and/or Criminal Law)
 - Communications
 - Data Ethics
 - Accountability to the public

Important Information

Tenure

Panel members will be recruited for a tenure of 2 years, with a possibility of extending, on a 2-year rolling basis, to a maximum of 8 years. The end of a 2-year tenure does not automatically qualify a member to have their appointment extended.

Vetting

All members of the panel will be subject to vetting clearance and the provision of references prior to final confirmation of appointment being made.

Member Attendance

The panel will meet on a quarterly basis, with additional meetings within the year such as dip sample and thematic sessions. Members will be required to make a commitment to attend at least 3 meetings annually and to attend provided training in relation to their role.

Remuneration

Panel members will be remunerated at the following rates for their attendance at meetings.

- £238.10 full day (sitting of more than 4 hours (excluding meal breaks))
- £117.93 half day (sitting of less than 4 hours (excluding meal breaks))

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

The Application Process

We are committed to ensuring that the Panel is representative of Cumbria's geography and diversity, as well as having a gender balance. We would therefore be particularly keen to hear from females and people who identify with one of the protected characteristics under the Equality Act 2010.

To apply to become a member of Cumbria's Ethics and Integrity Panel, further information and an application form can be found on the OPCC website - <https://cumbria-pcc.gov.uk/recruitment/ethics-and-integrity-panel/> via e-mail – commissioner@cumbria-pcc.gov.uk or telephone – 01768 217734

Applications must be returned by **5.00 pm** on **Wednesday 3 November 2021** by post to The Office of the Police & Crime Commissioner, 1-2 Carleton Hall, Penrith, Cumbria, CA10 2AU or via email to commissioner@cumbria-pcc.gov.uk

Shortlisting will be carried out on 10 November with interviews for this post being held on the 24 November 2021.

Successful appointments will take up their role in January 2022
When an induction session will be provided.



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 (OPCC); these to be retained by the OPCC.
- Agree to have their name and a short synopsis of their experience published on the OPCC website.

Data Protection



As part of the recruitment process you will provide us with personal and special categories data. This information will only be used as part of the recruitment, and where appropriate, appointment process. If you are unsuccessful at the shortlisting or interview stage your data will only be retained for 12 months following the date of decision. This is in line with our Retention Policy, which can be found on our website:

<https://cumbria-pcc.gov.uk/wp-content/uploads/2019/02/Retention-Schedule-2018-Final.pdf?x96409>

The Office of the Police and Crime Commissioner is provided with HR support and Financial Services support by Cumbria Constabulary. If you are appointed your data will be shared with the Constabulary to enable vetting to be carried out and progress your application through to appointment.

Further information on how the OPCC deals with information can be found on our website: <https://cumbria-pcc.gov.uk/website-policies/privacy-policy/>