



Office of the
**Police & Crime
Commissioner**
West Yorkshire



**WEST YORKSHIRE
POLICE**

**INDEPENDENT MEMBER
APPOINTMENT TO THE
JOINT INDEPENDENT AUDIT
AND ETHICS COMMITTEE
- APPLICATION PACK -**

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WELCOME LETTER



05 October 2018

Dear Applicant

JOINT INDEPENDENT AUDIT AND ETHICS COMMITTEE

Thank you for your interest in our vacancies for Independent Members to sit on the Joint Independent Audit and Ethics Committee.

We are looking to appoint three Independent Members who, with the Committee Chair, will provide independent assurance on the adequacy of risk management, financial controls and ethics and integrity for West Yorkshire Police and for the Police and Crime Commissioner's Office.

This is a unique opportunity to make a positive contribution and to share your expertise as the Committee plays an important role in supporting the Commissioner and Chief Constable in ensuring the right governance and control mechanisms are in place to help to improve and strengthen the delivery of policing for our communities.

Whilst all members will be required to contribute to both Audit and Ethics sessions preferably two of the members should have particular skills in either finance, accountancy, audit, risk-management or senior level business management, ideally in the public sector and the other member particular skills in ethical governance or ethical decision making or reviewing possibly from an HR, medical, healthcare, NGO/Charity, legal or social care background.

Whatever your background and expertise you will share our values to work impartially and with integrity contributing a wide range of experience which is of value to the Committee and be well-informed, interested and engaged in the issues facing the local West Yorkshire communities.

If you wish to be considered for this role, please provide:

- An up-to-date CV and a separate personal statement, each no more than two sides of A4 in length (applications that exceed this limit will not be considered) that addresses the criteria set out in the person specification, using examples to demonstrate how you meet the requirements for the role.
- The names, positions and contact details for two referees. These must be people who know you in a professional capacity to comment on your suitability for the role. Your references will be taken prior to interview and may be shared with the selection panel.
- Complete, sign and return the application, reference and monitoring information form which accompanies this pack and is available for download.

To contact@westyorkshire.pcc.pnn.gov.uk by noon on 24th October 2018.

Closing date for applications is noon on Wednesday 24th October.

Successful interviewees will be notified by Wednesday 31st October.

Interviews will take place on Wednesday 14th November or Friday 16th November 2018.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mark Burns-Williamson'.

Mark Burns-Williamson, OBE
Police and Crime Commissioner for West Yorkshire

A handwritten signature in black ink, appearing to read 'Dee Collins'.

Dee Collins, CBE
Chief Constable for West Yorkshire

ADVERT



Joint Independent Audit and Ethics Committee (JIAEC) 3 Vacancies

We are looking to appoint three Independent Members who, with the Committee Chair, will provide independent assurance on the adequacy of risk management, financial controls and ethics and integrity for West Yorkshire Police and for the Police and Crime Commissioner's Office.

This is a unique opportunity to make a positive contribution and to share your expertise as the Committee plays an important role in supporting the Commissioner and Chief Constable in ensuring the right governance and control mechanisms are in place to help to improve and strengthen the delivery of policing for our communities.

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Whatever your background and expertise you will share our values to work impartially and with integrity contributing a wide range of experience which is of value to the Committee and be well-informed, interested and engaged in the issues facing the local West Yorkshire communities.

We are looking for high calibre candidates who have experience of effectively challenging and questioning at senior committees/boards with an ability to understand, interpret, discuss and question complex written material and to identify the salient points to make balanced, reasonable and proportionate judgements to improve and strengthen the delivery of policing for our communities.

Successful applicants will be appointed for between 2 and 3 years, confirmed upon appointment, and remunerated for the services that they provide at £2,550 per annum, based upon an estimated workload of 11 days. The formal Committee meets a minimum 4 times a year plus an accounts workshop with meetings normally held on a Friday, other time allows for FOI appeals, training and preparation for meetings.

Applicants must be over the age of 18, live, work or study in the West Yorkshire area and be able to attend meetings at the Office of the Police and Crime Commissioner during the working day.

To find out more about the role of the Joint Independent Audit and Ethics Committee, the competencies required and the eligibility criteria please contact the Office of the Police and Crime Commissioner for West Yorkshire to request an application pack. An electronic application pack can be found on our website via the following link:

www.westyorkshire-pcc.gov.uk/how-we-work/joint-independent-audit-and-ethics-committee

Completed applications should be returned to contact@westyorkshire.pcc.pnn.gov.uk by noon on 24 October 2018.

Interviews will be held in Wakefield on and Wednesday 14th November 2018 or Friday 16th November 2018.

BACKGROUND



WEST YORKSHIRE KEY FACTS:

- Five local authorities of Bradford, Calderdale, Kirklees, Leeds and Wakefield.
- Fourth largest police service area in England and Wales.
- 2.3m people with 922,000 households.
- 18% of the population from a minority ethnic background.
- An economy worth £50 billion with the lowest unemployment claimant rate of any metropolitan region in England, outside of London.
- Over one third of our neighbourhoods are within the top 20% of the most deprived in England.
- Home to 90,000 students based at six higher education establishments.
- 82% of respondents to our Feelings of Safety survey feel that their local area is a safe place to live.



BACKGROUND



POLICE AND CRIME COMMISSIONERS:

- There are 41 Police and Crime Commissioners in England and Wales covering each of the 41 forces outside of London.
- Together with the Home Secretary and chief police officers, the Commissioner and Chief Constable are responsible for the management of policing in England and Wales.
- The West Yorkshire Police and Crime Commissioner is the local governing body for policing in West Yorkshire. The Commissioner has an over-arching duty to secure an effective and efficient police force.

The Police and Crime Commissioner has a number of statutory roles, which include:

- Representing all those who live and work in the communities in their force area and identifying their policing needs.
- Setting priorities that meet those needs by agreeing a police and crime plan.
- Holding the Chief Constable to account for achieving the Commissioner's priorities as efficiently and effectively as possible.
- Setting the budget for West Yorkshire Police and setting the precept.
- Hiring and, if necessary, dismissing the Chief Constable.

The Commissioner is supported in his work by an executive team with Interim Chief Executive, Jayne Sykes and Treasurer, Katherine Johnson; working together with a compliment of staff who support the Commissioner in delivering his role.

Further information on the work of the Commissioner and the statutory framework in which the Commissioner works can be found on the Commissioner's <https://www.westyorkshire-pcc.gov.uk>

The Commissioner is supported and scrutinised by a separate Police and Crime Panel. The Panel is made up of 12 representatives from the five councils in West Yorkshire and two independent members. Information on the work of the Panel can be found at www.westyorkshire-pcp.gov.uk



Mark Burns-Williamson,
Police and Crime Commissioner for West Yorkshire Police

BACKGROUND



CHIEF CONSTABLE:

The Chief Constable is responsible for maintaining the Queen’s Peace, and has direction and control over the Force’s officers and staff. The Chief Constable holds office under the crown, but is appointed by the Police and Crime Commissioner (PCC).

Operational independence is vital to enable chief constables to act impartially. The concept is not defined in legislation, but the Police Reform and Social Responsibility Act 2010 states that the chief constables retain “direction and control” of the force’s officers.

The Chief Constable has a number of responsibilities which include:

- Delivery of efficient and effective policing.
- Efficient management of resources and expenditure which delivers value for money.
- Having regard in that delivery to the strategic direction and objectives outlined in the Police and Crime plan, the Strategic Policing Requirement and codes of practice issued by the Secretary of State.
- Maintain effective and efficient arrangements in respect to:
 - Collaboration Agreements Section 22A of the Police Act 1996
 - Engaging with local people (Section 34)
 - Value for money (Section 35)
 - Safeguarding of children and in the promotion of child welfare.
- Maintaining operational independence in the service of the public.
- Impartial direction and control of all constables and staff within the police force.

The Chief Constable is supported in her work by the Force Chief Officer Team which includes the Deputy Chief Constable, four Assistant Chief Constables and an Assistant Chief Officer.



Dee Collins,
Chief Constable, West Yorkshire Police

STATEMENT OF PURPOSE AND TERMS OF REFERENCE



JOINT INDEPENDENT AUDIT AND ETHICS COMMITTEE

WEST YORKSHIRE POLICE AND CRIME COMMISSIONER AND WEST YORKSHIRE POLICE

STATEMENT OF PURPOSE

There will be one joint independent audit and ethics committee, comprising of two sessions, one for audit issues and one for ethics issues.

Audit:

To provide independent assurance on the adequacy of the risk management framework and the associated control environment, independent scrutiny of processes in order to get re-assurance regarding the organisation's financial and non-financial performance to the extent that it affects exposure to risk and weakens the control environment, and to oversee the financial reporting process.

Ethics:

To provide independent assurance to the PCC and Chief Constable that ethics and integrity are embedded within West Yorkshire Police and the Office of the Police and Crime Commissioner (OPCC). To scrutinise the ethical governance and complaints arrangements in order to ensure that issues are being handled expeditiously and following due process.

The Committee will not:

- Review operational issues or individual cases. However, it may have regard to themes emerging from operational issues.
- Advise on individual complaints made against individual police officers or members of police staff.

It will discharge responsibilities by;

- Promoting the highest standards of ethical conduct.
- Provide a focus for education into ethical issues.
- Providing a source of support to others.
- Support compliance with organisational values.
- Promote confidence in the community.

Reporting:

The committee will review its own effectiveness on an annual basis. It will publish an annual report on the work and findings of the Joint Independent Audit and Ethics Committee that the communities of West Yorkshire can have confidence in.

1. AUDIT SESSION
Internal Control and Governance Environment
To support the PCC, Chief Constable and statutory officers in ensuring that effective governance are in place and functioning efficiently and effectively, and making any recommendations for improvement.
To review any issue referred to it by the statutory officers of the PCC and Chief Constable and make recommendations as appropriate.
To consider and comment upon the Scheme of Consent/ Scheme of Delegation.
To consider and comment upon any policy or strategy relating to sponsorship.
To review the effectiveness of internal control systems and provide assurance regarding such systems.
To scrutinise the annual governance statements prior to publication.
To review and monitor the effectiveness of PCC and Chief Constable policies on fraud, irregularity and corruption, including "whistle blowing".
To consider and comment upon any policy or strategy regarding commissioning.
To consider and comment upon any proposals regarding the giving of grants.
To ensure that an effective system of scrutiny of the Treasury Management Strategy and policies is in place.
To review and monitor items of novel, contentious or repercussive expenditure.
To commission assurance work (eg specialist advice or audit).
To review compliance with policies relating to declarations of interest, gifts and hospitality.
To consider and comment upon the assurance framework.
Corporate Risk Management
To consider and comment upon the strategic risk management processes.
To provide assurance that organisational risks are being effectively managed.
Internal and External Audit
To consider the internal audit strategy and annual plan, and make recommendations as appropriate.
To consider the head of internal audit's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over corporate governance arrangements, and make recommendations as appropriate.
To receive and review summaries of internal audit reports, and make recommendations as appropriate.
To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale and make recommendations as appropriate.
To review the effectiveness of internal audit.
To consider the external auditor's annual plan, annual audit letter and relevant specific reports as agreed with the external auditor, and make recommendations as appropriate.
To review the effectiveness of external audit.
To consider and comment upon any proposals affecting the provision of the external audit service, including the level of fees charged.

2. ETHICS SESSION

Ethical Governance Environment

To advise the PCC and the Chief Constable on the effectiveness of the embedding of the Code of Ethics and its on-going influence on service delivery.

To advise the PCC and the Chief Constable on the progression of a transparent ethical framework.

Process Evaluation and Review

To undertake regular and structured reviews of:

- The processes and policies in place around ethics and integrity;
- The internal ethics and integrity committee processes and findings;
- Ethical issues arising from the good governance group meetings;
- Processes around the handling of public complaints, misconduct and grievances to recommend best practice, to identify necessary organisational learning and to report any recommendations to the PCC and the Chief Constable so they may take appropriate action;
- Specific ethical considerations around undercover work and payments to CHIS;
- Audit items arising from an ethical perspective;
- Anti-fraud, corruption and whistleblowing policies and arrangements, and their operation in the OPCC and the Force;
- Trends arising from the FOI panels as appropriate.

To receive reports from and make recommendations around ethics and integrity to the PCC's Monitoring Officer in the event of the PCC, Chief Constable or their staff committing or proposing to act unlawfully.

To receive reviews from Her Majesty's Inspector of Constabulary and Fire and Rescue Services (HMICFRS), the Independent Office for Police Conduct (IOPC) and any other relevant review body, which include ethical issues relevant to the PCC or Force to ensure full consideration has been given to appropriate action arising from the recommendations and monitor implementation.

To consider any ethical matters referred by the PCC or by the Chief Constable and influence change to policy.

PERSON SPECIFICATION



ROLE: Joint Independent Audit and Ethics Committee (JIAEC) Member

SUMMARY OF THE ROLE:

The West Yorkshire Police and Crime Commissioner (PCC), jointly with West Yorkshire Police holds a joint independent audit and ethics committee, comprising two sessions, one for audit issues and one for ethics issues.

MEMBER RESPONSIBILITIES:

Audit:

- To provide independent assurance on the adequacy of the risk management framework and the associated control environment.
- To provide independent scrutiny of processes in order to get re-assurance regarding the organisation's financial and non-financial performance to the extent that it affects exposure to risk and weakens the control environment.
- To oversee the financial reporting process.

Ethics:

- To provide independent assurance to the PCC and Chief Constable that ethics and integrity are embedded within West Yorkshire Police and the Office of the Police and Crime Commissioner (OPCC).
- To scrutinise the ethical governance and complaints arrangements in order to ensure that issues are being handled expeditiously and following due process.

Members must contribute to the development and effective discharge of the Terms of Reference of the Joint Independent Audit and Ethics Committee (JIAEC). Members will be strategic thinkers with the ability to analyse and interpret complex information and then challenge constructively.

Members will provide independent assurance on matters relating to the work of the JIAEC to the Chief Executive, Treasurer, Chief Officer Team and other members of management, as well as internal and external auditors.

Please refer to the terms of reference for completeness.

Candidates should demonstrate the following requirements:

Essential Requirements all Candidates	
1.	Graduate calibre or equivalent experience at Board Level or equivalent.
2.	Knowledge and understanding of corporate management and corporate governance.
3.	Proven ability to review or work within robust governance arrangements and monitor performance, ideally encompassing financial and risk management.
4.	Proven experience of effectively challenging and questioning at Committees/Boards/Panels to make balanced, reasonable and proportionate judgements.
5.	Proven ability to understand, interpret, discuss and question complex written material, including financial and statistical information and identify the salient points.
6.	Ability to treat people fairly and with respect, to recognise and acknowledge diversity and respond sensitively and constructively to difference of opinion.
7.	Ability to demonstrate integrity to embrace high standards of conduct and ethics, and be committed to upholding human rights and equality of opportunity for all.
8.	Willingness and ability to give the necessary time commitment.

Preferred Requirements Finance	
1.	Proven experience of any of the following areas: finance, accountancy, audit, risk-management or senior level business management ideally in the public sector.
2.	Proven experience of the review of internal financial controls including governance at a senior level.
3.	Hold a relevant financial professional qualification or equivalent experience relating to accountancy, internal or external auditing and/or legal qualification and associated professional membership e.g. CIPFA, ACCA, CIMA

Preferred Requirements Ethics	
1.	Proven experience of any of the following areas: ethical governance or ethical decision making or reviewing, possibly from an HR, medical, healthcare, NGO/Charity, legal or social care background with the ability to explore and discuss wide ranging ethical issues.
2.	Hold a relevant professional qualification or equivalent experience relating to process, operational delivery, review or governance involving ethical consideration.

Desirable Requirements All Candidates	
1.	Knowledge and understanding of the functions and services of the police, their governance and financing.
2.	Knowledge and understanding of the role of Audit/Ethics Committees in the police, local government or broader public sector.

Throughout the application process and any appointment term, candidates should abide by the Seven Principles of Public Life:

Seven Principles of Public Life	
1.	Selflessness Holders of public office should act solely in terms of the public interest.
2.	Integrity Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3.	Objectivity Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4.	Accountability Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5.	Openness Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
6.	Honesty Holders of public office should be truthful.
7.	Leadership Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

ELIGIBILITY CRITERIA



Joint Independent Audit and Ethics Committee Members are appointed for a 2-3 year term, confirmed upon appointment, and must:-

- ✓ Reside or work in the county of West Yorkshire.
- ✓ Be over 18 years of age (at the time of appointment).
- ✓ Be a British citizen or a citizen of a country that is a member of the European Economic Area, or Switzerland (Commonwealth citizens and foreign nationals who are resident in the UK and free from restrictions are also eligible to apply.)
- ✓ Be granted the necessary vetting clearance in accordance with West Yorkshire Police Vetting Policy.
- ✓ Provide two references.
- ✓ Agree to their name, declarations of interest and expense claims being made publicly available.
- ✓ Commit to approximately 11 full days per year to fulfil the role.

Applications will not be considered from:

- ✗ A standing or ex-Police and Crime Commissioner or Chief Constable.
- ✗ A member or ex-member of a Police and Crime Panel.
- ✗ A serving police officer or an individual having served as a police officer within the last eight years.
- ✗ A serving member of staff of the Office of the Police and Crime Commissioner (OPCC) or West Yorkshire Police.
- ✗ A serving officer of any county, city, borough or district councils within the force area.
- ✗ An individual who has significant business or personal dealings with the OPCC or West Yorkshire Police.
- ✗ An individual who has a close relationship with or who are close personal associates of the PCC or Chief Constable including immediate family members and as such may not have the requisite level of independence required for JIAEC membership.
- ✗ A person who is currently, or has previously received contact restriction under the OPCC's Unreasonably Persistent Complainant policy.
- ✗ An individual removed from a trusteeship of a charity.
- ✗ An individual who is under a disqualification order under the Company Directors Disqualification Act.
- ✗ A person who has been adjudged bankrupt, or made a composition or arrangement with his creditors.
- ✗ A member or ex-member of the BNP or similar organisation whose constitution, aims, objectives or pronouncements may contradict the duty to promote race equality.
- ✗ A person convicted in the UK, Channel Islands or the Isle of Man of any offence and has had passed on a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine, within the last five years prior to their appointment.
- ✗ An elected or ex-local government councillor or someone who is active in local or national politics.
 - Political activity in itself is not a bar to appointment. However, candidates must declare any significant political activity (which includes holding office, public speaking, making a recordable donation or candidate for election) which they have undertaken in the last five years. Details of a successful candidates declared political activity will be published.

If you have any concerns about your eligibility, please contact the OPCC for West Yorkshire.

Email: contact@westyorkshire.pcc.pnn.gov.uk

Phone: 01924 294000 (please leave a message and we will return your call)

REMUNERATION POLICY AND TERMS OF APPOINTMENT



REMUNERATION POLICY

Audit and Ethics Committee members will be remunerated for the services that they provide in connection with their duties in accordance with the following rates:

Chair of the Committee

£5,625 per annum, based upon an estimated workload of 22.5 days

Member of the Committee

£2,550 per annum, based upon an estimated workload of 11 days

The remuneration is taxable through payroll but the appointment is not pensionable.

Tax and National Insurance – Your remuneration is taxable under “chargeable as employment income” and subject to Class 1 National Insurance contributions. Any queries on these arrangements should be taken up with HM Revenue and Customs.

You are entitled to receive remuneration only in relation to the period for which you hold office. You do not have any entitlement for compensation for loss of office should your appointment come to an end before the end of the term set out in your appointment letter.

Expenses

Audit Committee members will be reimbursed expenses in accordance with the determination made by the Home Secretary on police and crime commissioner expenses, relevant extracts of which are set out below. Expenses may be paid in respect of:

- Travel expenses
- Subsistence expenses
- Exceptional expenses

The amounts which may be claimed have been determined by the Secretary of State as:

TYPE OF EXPENSE	KEY RESTRICTION	RATES
Train	In the course of business.	Reimbursed up to standard class rates.
Mileage	Where necessary in the course of business.	As per HMRC rates (currently 45p per mile).
Taxis	Only where public transport is not available.	Cost of taxi fare.
Hotel accommodation	Value for money and best use of public funds – lower priced suitable accommodation.	No explicit limitation on star standard of hotel accommodation.
Subsistence	Only paid for evening meals and, where applicable, breakfast (not lunch).	Breakfast £10. Evening Meal £30.
Exceptional expenses not falling within any other types	Reasonably incurred in carrying out business of the Commissioner.	Subject to prior approval by the Chief Executive.

All expenses must be supported by receipts and sufficient details of the expense incurred and the reason for it, otherwise it will not be possible to pay the claim.

The payments made to members of the Joint Independent Audit and Ethics Committee will be published on the Commissioner’s website.

TERMS OF EMPLOYMENT

Successful applicants will be appointed for between 2 and 3 years, confirmed upon appointment, and remunerated for the services that they provide.

The anticipated time commitment is 11 days per annum and meetings will normally, but not exclusively, be held in Wakefield.

This is a public appointment and not employment and therefore does not fall within the jurisdiction of Employment Tribunals.

Security clearance: The successful candidate will be required to have or be willing to obtain security clearance to Security Check (SC) level. Pre-appointment checks will also be undertaken on immigration and criminal convictions. It usually takes between 4-6 weeks to obtain the security clearance. The role will be offered on a conditional basis until the successful candidate has passed all checks.

You are expected to make every reasonable effort to attend all meetings of Committee and to undertake any training and development required to ensure that you are able to fulfil your role and responsibilities.

Removal from office - When you cease to hold your appointment, for whatever reason, you agree to immediately return all OPCC and Police Force property which is in your possession or under your control; and irretrievably delete or destroy any electronic or other information relating to the business of the OPCC or Police Force which is in your possession or under your control outside of the OPCC or Force premises; and if requested, provide a signed statement that you have complied with this obligation.

- a. **Resignation** – You may resign at any time by giving notice in writing to the Chief Executive WYOPCC.
- b. **Termination of appointment** – your appointment may be terminated with immediate effect. Subject, but not exclusively to the following:
 - i. If you are, or become, disqualified for appointment.
 - ii. If it is considered that it is not in the interests of the OPCC or Police Force that you should continue to hold office.
 - iii. If you do not attend a meeting of the JIAEC for a period of three months.
 - iv. If you do not properly comply with the requirements in regard to pecuniary interests in matters under discussion at Committee meetings (eg a failure to disclose such an interest).
 - v. If you fail to disclose a non-pecuniary conflict of interest.

The following list provides examples of matters which may indicate that it is no longer considered to be in the interests of the OPCC or Police Force that you continue in office. It is not intended to be exhaustive or definitive; each case on its merits, taking account of all relevant factors.

- vi. If you no longer enjoy the confidence of your Chair, other Committee members, the OPCC or Police Force, public or local community, in a substantial way.
- vii. If there is a breakdown in essential relationships, e.g. between you and the Chair, you and the Chief Executive, you and the OPCC/Police Force or between you and other members of the committee.
- viii. If an investigation into allegations of wrong doing results in a finding against you.
- ix. If a capability or other Committee effectiveness review indicates that you are not making a full contribution to the Committee.
- x. If the OPCC Chief Executive / Force Deputy Chief Constable has reviewed the contribution of the Committee independent members and identified performance issues and / or skills gaps.

If you are disqualified from continuing as an independent member on any of the grounds set out above, you should immediately give notice in writing to the Chief Executive OPCC. You are also required to declare immediately if you are ever arrested, have any pending prosecutions or convictions (including driving offences) or if you have accepted any police cautions.

RECRUITMENT TIMETABLE



ROLE: Joint Independent Audit and Ethics Committee Member

Advertisement	Friday 5 October 2018
Closing date	Noon, Wednesday 24 October 2018
Shortlisting	By Wednesday 31 October 2018
Interviews	Wednesday 14 November 2018 or Friday 16 November 2018
Induction	Weeks commencing 10 December or 17 December 2018
First meeting	Friday 4th January 2019

APPLICATION AND SUPPORTING FORMS



THE FOLLOWING SHEETS SHOULD BE DETACHED AND RETURNED WITH YOUR CV AND PERSONAL STATEMENT.

YOUR SUBMISSION SHOULD INCLUDE:

- CV
- SUPPORTING STATEMENT
- DECLARATION
- REFERENCES
- CONFLICTS OF INTEREST
- POLITICAL ACTIVITY
- EQUAL OPPORTUNITIES MONITORING

Please read the person specification and eligibility criteria prior to applying and attach your CV and a statement of suitability; each should be no more than two sides of A4 in length.

Your statement of suitability should clearly state how you meet the requirements for the role as detailed in the person specification, using examples to demonstrate how you meet the requirements for the role.

Please return your application to contact@westyorkshire.pcc.pnn.gov.uk or post to: Business Support Lead, Office of the Police and Crime Commissioner, Ploughland House, 62 George Street, Wakefield, WF1 1DL.

The closing date for this vacancy is noon, Wednesday 24 October 2018.

DECLARATION

I have read, understood and meet the requirements as outlined in the Eligibility Criteria and Person Specification.

I have attached my CV and statement of suitability, clearly stating how I meet the requirements for the role as detailed in the Person Specification.

I declare that the information that I have provided in my application and supporting forms is accurate to the best of my knowledge and belief.

Signed:

Date:

Print Name:

APPLICATION REFERENCES



PERSONAL DETAILS

Surname:	Forename(s):
Address:	Telephone: Home: Work: Mobile:
Email:	Date of Birth:

If you do not reside in West Yorkshire, please tick this box to confirm that you work or study in West Yorkshire.

Have you even been an Independent Member before? *Delete as appropriate *Yes/No

If yes, please give details:.....
.....

REFERENCES

Please give the name, address and occupation/profession of two referees (not related to you), who you have known for three years or more who will be able to give an appropriate professional reference.

	Referee 1	Referee 2
Name:		
Address:		
Telephone No:		
E-Mail Address:		
Occupation:		
Relationship to you:		

Note: Referees will be approached prior to interview unless you clearly indicate that this should not be done, giving reasons. I agree

I do not agree Reason:

APPLICATION CONFLICTS OF INTEREST



In the box below, please provide details of:

- Any **Directorships** (held in the last two years), including relevant dates and the company, possible links to the role, the Office of the Police and Crime Commissioner, West Yorkshire Police or policing agency (directly or indirectly). Please include any partnerships.
- Any significant **shareholdings** in companies, which may have a relationship with the role, the Office of the Police and Crime Commissioner, West Yorkshire Police, through Directorships, Trading arrangements or links (directly or indirectly) to any other policing agency.
- Any possible conflicts of interests created by virtue of the employment, directorships or significant shareholding of a **family relative** or **friend**.
- Any other matter which may give rise to a potential conflict of interest.

APPLICATION POLITICAL ACTIVITY



All applicants for a public appointment should complete the question below. The question is asked as it enable the monitoring of political activity of candidates for a public appointment so far as it is already in the public domain. Neither activity nor affiliation is a criterion for appointment (except where statute dictates specific representation). If you are successful the information will be published in the announcement of your appointment.

Please indicate which of the following activities you have undertaken during the past five years by ticking the appropriate box and by providing details of your involvement. Please tick all relevant categories.

Holding Office	<input type="checkbox"/>
Public speaking	<input type="checkbox"/>
Made a recordable donation to a political party	<input type="checkbox"/>
Standing for election	<input type="checkbox"/>
No political activity	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

Name of party for which activity undertaken:

Details of involvement:

APPLICATION EQUAL OPPORTUNITIES MONITORING FORM



The Office of the Police and Crime Commissioner is an Equal Opportunities Employer. We do not discriminate on the grounds of age, gender, marital status, race or disability. All individuals will be considered on the basis of the Office of the Police and Crime Commissioners' need.

In order to ensure that our polices are working, we require the following information from all applicants. **This information will be treated in the strictest confidence and will only be used for monitoring purposes. It plays no part in the shortlisting process.**

Date of birth:

.....

Gender:

- Male
- Female
- Prefer not to say

Please state your religion/faith:

- None
- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Any other religion/belief (please state)

.....
Prefer not to say

Ethnic Origin: (These categories are approved by the Commission for Racial Equality)

- White – British
- White – Irish
- Any other white background
- Mixed – White and Black
- Mixed – White and Black African
- Mixed – White and Asian
- Any other mixed background
- Asian or Asian British – Indian
- Asian or Asian British – Pakistani
- Asian or Asian British – Bangladeshi
- Any other Asian Background
- Black or Black British – Caribbean
- Black or Black British – African
- Any other Black Background
- Chinese
- Other ethnic group background
- Prefer not to say

Sexual Orientation:

- Gay/Lesbian
- Bisexual
- Heterosexual
- Prefer not to say

Disability – The Equality Act of 2010 defines disability as : ‘a physical or mental impairment with long term substantial effects on ability to perform day to day activities’ A long-term effect is one which:

- Has lasted at least 12 months; or
- Is likely to last at least 12 months; or
- Is likely to last for the rest of the person’s life.

Some examples of disabilities include:

- Hearing, speech or visual impairments
- Co-ordination, dexterity or Mobility Mental Health
- Learning difficulties
- Other physical or medical conditions

If you are receiving medication or other treatment to alleviate or remove the effects of the condition/disability, you do remain within the meaning of the definition e.g. medication for diabetes.

Do you consider that you have a disability?

- Yes
- No
- Prefer not to say