



Home Office

**COLLEGE OF POLICING
CHAIR**

Recruitment Information Pack

June 2020



**INVESTORS
IN PEOPLE**

Bronze

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Foreword from the Director-General, Patricia Hayes



Thank you for your interest in this appointment.

Since its establishment in 2012, the College of Policing has played a key role in equipping the police service with the skills and knowledge necessary to prevent crime, protect the public, and secure public trust.

The British model of policing is admired right across the world and the College provides training to the service so they can continue to achieve these high standards. The College does this by drawing on the best available evidence of 'what works' to set standards in policing for forces and supporting the development of individual members.

In response to the current pandemic crisis, the College has not only been integral to preparing guidance for the police on new powers to maintain social distancing measures but has quickly and commendably flexed its approach to the ongoing recruitment and training of 20,000 new police officers e.g. introducing online assessments for the first time. The College also plays a critical role in helping to increase the diversity within the police to reflect the communities they serve.

A fundamental part of the College's approach is the use of knowledge and research to develop an evidence-based approach to policing. It hosts the *What Works Centre for Crime Reduction*, which involves collaboration with universities, further education colleges, and police forces. This is providing them with the knowledge, tools and guidance to help them target their resources more effectively and reduce crime.

We are looking for a high calibre individual who will shape a compelling vision and direction for the College as it continues to develop sound policing standards based on best evidence in order to maximise the professional development for everyone in policing.

If you are motivated to play a key role in helping the College achieve its mission, then I look forward to hearing from you and wish you the best of luck with your application.

Mrs P J Hayes
Director-General, Crime, Policing & Fire Group

About the College of Policing

The College connects everyone in policing by sharing knowledge and best practice. It sets standards and provides training and development to reduce crime and keep people safe.

The College helps policing by:

- **Sharing knowledge and good practice** – maintaining easy access to knowledge, disseminating good practice, and facilitating the sharing of what works.
- **Setting standards** – for key areas of policing which help forces and individuals provide consistency and better service for the public.
- **Supporting professional development** – setting requirements, accrediting, quality assuring and delivering learning and professional development, promoting diversity and wellbeing, and helping to nurture and select leaders at all levels.

Examples of the College's work can be viewed [here](#).

This is an exciting time to join the College. As the professional body for policing, the College has an important national voice. It acts in the public interest, including ensuring that officers and staff understand and adopt the highest ethical standards, as set out in its [Code of Ethics](#). The College is often at the heart of key debates on how the police manage difficult issues, including Hate Crime, investigations into historical abuse and online crime.

The College is changing as an organisation to:

- Improve its **connection** with policing.
- Improve the **relevance** and effectiveness of the College products and services.
- Improve staff satisfaction.

The College aims to deliver these changes through an organisation wide change programme, which is looking at the whole operating model to ensure its prioritisation, capabilities, technology and culture are helping to achieve its aims.

Structure & Governance

The College was established as a company limited by guarantee on 1 October 2012 as the professional body for policing in England and Wales, with the Home Secretary as its sole member (equivalent to shareholder).

The College Board of Directors is led by an independent Chair who does not have a background in operational policing. The Board includes: the College Chief Executive, who will be a former or current senior police officer; four independent directors from various sectors; one chief constable; one member of police staff; one member from the Superintendent ranks; one member from the Federated ranks; and one Police and Crime Commissioner. All Board members, apart from the Chief Executive, are Non-Executive Directors.

The purpose of the College Board is to hold the Executive to account and secure the long-term success of the College of Policing. It sets the strategic direction and the values of the College and ensures that the College meets its obligations to the public, its members, its partners and the Home Secretary.

Role Description

Job Title:	Chair of the College of Policing
Remuneration:	The role is offered on a part-time basis of 1-2 working days per week. Remuneration will be calculated pro rata with a full-time equivalent salary of £135,000 per annum.
Appointment:	An initial term of three years
Location:	Central London
Reporting to:	Home Secretary

Purpose:

The Chair of the College of Policing is appointed by the Home Secretary to ensure the long-term success of the College. Together with the College Board of Directors, the Chair (**who must not have a background in operational policing**) will set the College's strategic direction and aims against budgets and priorities. They will provide the College Chief Executive and team of Executive Directors with the necessary leadership, support and monitoring that will help them to meet the College and Home Secretary's goals.

The College plays a critical role in helping to increase the diversity within the police to reflect the communities they serve. The Chair will ensure the governance and structure of the College has the right level of accountability and transparency to win the confidence of the public, police services, policing partners, and Parliament. The Chair will shape the values and culture of the College and guide it through the next phase of its development as the professional body for policing.

Key Responsibilities:

- Provide strong leadership, challenge and direction to the organisation, encouraging and enabling the College to fulfil its responsibilities for the proactive setting of policing standards.
- In partnership with the Executive Team and Board members, ensure that the College drives the Transforming our College programme to fundamentally reshape the way the College operates, including driving efficiencies throughout the business.
- Champion a cohesive, diverse and connected Board.
- Encourage and enable non-executive directors to make a full contribution to the Board's affairs, making best use of their varied skills and diverse backgrounds.
- Ensure high standards of governance and effectiveness.
- Provide advocacy for, and represent, the College at a national level.

As a holder of a public office in the College of Policing, the Chair is expected to follow the College's [Code of Ethics](#) - A Code of Practice for the Principles and Standards of Professional Behaviour for the Policing Profession of England and Wales. The Code includes the [Seven Principles of Public Life](#), as set out by the Nolan Committee on Standards in Public Life. The

Chair will be expected to observe the highest standards of propriety involving impartiality, integrity and objectivity.

Person Specification

It is important in your supporting statement that you provide evidence and proven examples against each of the selection criteria in **Part One only** of the person specification, in so far as you are able. These responses will be further developed and explored with you if invited for interview, together with the other criteria listed in **Part Two**.

Part one – Essential skills and Experience

Your supporting statement should demonstrate your ability to meet the essential criteria listed below. These responses will be further developed and explored with those candidates invited for interview.

Essential Criteria:

- Comprehensive experience at Board level as a Chair or a senior Non-Executive Director supporting, challenging and holding to account a strong executive team and conveying confidence in the organisation's capability to deliver its objectives.
- A sound understanding of, and strong commitment to, diversity & inclusion, equal opportunities, and principles of public life, enabling you to act impartially and uphold the independence of the College of Policing.
- Ability to inform and influence a compelling vision and strategic direction for the College, including change management at an organisational level.
- Proven ability to develop and implement robust governance arrangements and monitor performance encompassing financial, performance and risk management.
- The ability to create partnerships and maintain strong working relationships with a complex range of stakeholders, including those in policing, Ministers, civil servants and their advisers, and senior executives across the public, private and charitable sectors.
- High level of political awareness with the resilience to deliver under public scrutiny, whilst exercising sound judgement.

Part two – Desirable criteria

Experience and/or understanding of:

- Education, training and continuing professional development.
- Contribution of applied research and analysis to policing or other professional practice.

Due diligence: Please note that as part of the recruitment process, due diligence, including social media checks will be undertaken on the short-listed candidates.

Response Instructions

The closing date for applications is 23:00, Monday 3 August 2020.

Please submit the following 4 documents, clearly labelled, by email to:

publicappointments@homeoffice.gov.uk

1. A **comprehensive CV** (maximum two sides A4, minimum 11 font) setting out your career history and including details of any professional qualifications.
2. A **short supporting statement** (maximum two sides A4, minimum 11 font) giving evidence of the strength and depth of your ability to meet the essential criteria for the role. Please provide specific examples to demonstrate how you meet each of the experience, qualities and skill areas identified in the person specification.
3. Please complete and return via email the forms at **Annex B**, relating to referees, conflicts of interest and nationality.
4. In addition, please complete the **Diversity Form at Annex C**. Please click on the link to the [Public Appointments website](#) for further information on recording whether or not you have a disability.

Please include the heading (*Chair of the College of Policing*) in the subject box.

Please submit your application documents as 4 separate attachments.

Please note the following:

- **We cannot accept applications submitted after the closing date.**
- **Applications will be assessed on the documentation provided. Please refer to the advert and checklist to ensure you have provided the necessary documentation We will assess it based solely on documentation provided.**
- **Applications will be acknowledged upon receipt.**
- **Feedback will only be given to unsuccessful candidates following interview.**

Further Information:

If you have any queries about this role, please contact Mike Gilligan at Michael.Gilligan1@homeoffice.gov.uk.

If you have any queries about the recruitment process for this role, please contact Christine Ugborogho by email at christine.ugborogho@homeoffice.gov.uk.

Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change.

Advert Closing Date	23:00, Monday 3 August 2020
Short List Meeting	Expected w/c 17 August 2020
Final Panel Interviews	Expected w/c 21 September 2020
Meeting with Home Secretary (if required)	Expected post interview

Selection Process

This role is being competed in accordance with the Government's Governance Code on Public Appointments¹, which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness and fairness.

The panel for the Chair recruitment will be independently chaired by Dr Hilary Emery, who has a background in education in the public and charitable sectors; and consist of Patricia Hayes, Director General, Crime, Policing & Fire Group; and a Home Office Board member.

The panel will ensure the appointments are made in accordance with the Governance Code. The Home Office Public Appointments Team will acknowledge your application on behalf of the Home Office and keep you updated on the progress of the competition.

At the short-listing meeting the selection panel will assess each application against the essential criteria and decide who to invite for interview. The Government has adapted the recruitment process around the UK's coronavirus restrictions while ensuring a fair and open competition. This includes planning for remote interviews. Further details about the format will be provided to you in advance.

The final decision to appoint to this role rests with the Home Secretary. Appointable candidates may be invited to meet with Ministers before a final decision is made. As a result, there may be a delay in informing candidates of the outcome of the competition.

We encourage a diverse workforce and welcome applications from all suitably qualified people. This appointment is regulated by the Office of the Commissioner for Public Appointments.

Please note: Expenses incurred by candidates during the recruitment process will not be reimbursed except in exceptional circumstances and only when agreed in advance with the Home Office Public Appointments Team.

¹https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf

Terms of Appointment

Nature of Appointment: You are not an employee of the Home Office or the College. Accordingly, nothing in this document shall be construed as, or taken to create, a contract of employment between you and the Department or Her Majesty's Government.

Appointment Term: Your appointment will be for a minimum period of three years. There is a possibility of re-appointment, subject to a satisfactory annual appraisal of performance and Ministerial agreement.

Remuneration:

- The role is remunerated at £135,000 per annum.
- The remuneration is taxable through payroll, but the appointment is not pensionable.
- The post-holder can claim reimbursement for reasonable travel and subsistence costs necessarily incurred during the course of their duties at rates set centrally.
- Applicants should note that the successful candidate cannot be remunerated for this role if they are being paid for an existing full time role from the public purse.

Time Commitment: The Chair is expected to work 1-2 days per week.

Location: Board meetings are usually held at 1-7 Old Queen Street, Westminster, London, SW1H 9HP. The Chair is required to undertake occasional travel across the UK. Travel and subsistence costs will be reimbursed in line with standard College policy.

Availability: The successful candidate will be encouraged to take up their appointment as soon as possible, subject to the successful completion of pre-appointment checks and security clearance.

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 4-5 weeks to obtain the security clearance. The role will be offered on a conditional basis until the successful candidate have passed all checks.

Confidentiality: You will be subject to the provisions of the Official Secrets Act and required to exercise care in the use of official information acquired during official duties, and not to disclose information which is held in confidence.

Disqualification for appointment: There are circumstances in which an individual will not be considered for appointment. They include:

- people who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years;
- people who are the subject of a bankruptcy restrictions order or interim order;
- in certain circumstances, those who have had an earlier term of appointment terminated;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; and
- anyone who has been removed from trusteeship of a charity.

Further advice about disqualification for appointment can be given by contacting the Public Appointments Team on publicappointments@homeoffice.gov.uk

Standards in public life: You will be expected to demonstrate high standards of corporate and personal conduct. Candidates will be expected to abide by the “Seven Principles of Public Life” set out by the Committee on Standards in Public Life (see below, page 13).

Registration of interests: The purpose of these provisions is to avoid any danger of a public appointee being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

Public appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable, or political interest which might be material and relevant to the work of the body concerned should be declared. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

There is a requirement to declare any actual or potential conflict of interest you may have in being appointed to the College in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

Political activity: The Chair will need to show political impartiality during their time with the College and must declare significant party-political activity they undertake in the period of their appointment. Details of the successful candidate’s declared political activity must be published by appointing departments when the appointments are publicised.

The Political Activity Declaration will be kept separate from your application and will only be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any potential for conflict of interest. It is appreciated that political activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you may if you choose include it separately in the main body of your application.

Disability Confident: The Home Office is an accredited user of the Government’s “Disability Confident” disability symbol, which denotes organisations which have a positive attitude towards disabled applicants. Applicants who meet the minimum criteria in the job specification are guaranteed an interview. Selection will be on merit. If you wish to apply for consideration under this scheme, please complete the form in Annex B. It is not necessary to state the nature of your disability.

Whether you choose to apply under the Disability Confident scheme or not, you can still ask us to make particular arrangements for you when attending an interview. You can also contact us if you want to discuss the criteria for the role or have questions regarding your application.

Equal Opportunities Monitoring: The Home Office is committed to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status, religion, sexual orientation and transgender.

As part of the application process we ask candidates to complete equal opportunities monitoring information. This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. The information in Annex C will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

Centre for Public Appointments Database: As set out in Annex B, if you consent, we will retain your CV and contact details for the purposes of alerting you to any opportunities that may arise in future. We will also share your CV and contact details with the Centre for Public Appointments in the Cabinet Office who may use it for this purpose. They may also share it with other Government Departments so that they can contact you about such opportunities. You may withdraw your consent to your information being processed for this purpose at any time by contacting dpo@homeoffice.gov.uk.

Complaints

If you are not completely satisfied with the way your application is handled at any stage of the competition, please raise any complaint in the first instance with the Public Appointments Team at: publicappointments@homeoffice.gov.uk.

We will reply to your complaint within 20 days.

If, after receiving our response you are still not satisfied, you may contact the Commissioner for Public Appointments:

The Commissioner for Public Appointments Room G/8, Ground Floor 1 Horse Guards Road
London SW1A 2HQ. Tel: 0207 271 0849.

ANNEX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE

The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.