

Committee(s):	Date(s):
Police Committee	7 December 2012
Subject: Appointment of External Members	Public
Report of: Town Clerk	For Decision

Summary

In May 2009, two external members joined the Police Committee for a four-year term following changes to the Committee's constitution. The two members, Helen Marshall and Don Randall were appointed in line with a recruitment process set out in a Membership Scheme agreed by the Committee.

The purpose of this report is to notify the Police Committee that the terms of office of the two external members are coming to an end in May 2013 and that a recruitment process will need to start in January 2013 with a view to filling the vacancies. That process is detailed in this report.

The Committee is also asked to determine the composition of the Selection Panel that will make recommendations directly to the Common Council for the appointment of the two external Members.

Recommendations

That:-

- a) the process for recruiting two external members of the Police Committee for a four-year term starting May 2013 be noted;
- b) the Police Committee Membership Scheme be amended in accordance with Appendix A (paragraph 19 in particular), to reflect necessary changes to the membership of the selection panel; and
- c) a Member of the Police Committee be appointed as third member of the selection panel, to sit alongside the Chairman, the Deputy Chairman and a fourth non-Common Council member to be identified.

Main Report

Background

1. In 2008 the Police Committee undertook a review of its constitution in the light of reform to police authorities elsewhere. An outcome of that review was that two seats on the committee should be reserved for external members, in an effort to broaden the representation of City communities on

the Committee. A Selection Panel appointed by the Police Committee conducted an open recruitment process to select the two external members.

2. The recruitment process is set out in the Police Committee Membership Scheme, a document that was first agreed in January 2009. This Scheme (attached at Appendix A) was designed to closely reflect the regulations for recruiting independent members in other police authorities which applied at the time.
3. The Selection Panel in 2009 comprised:-
 - The Chairman and Deputy Chairman of the Police Committee (Simon Duckworth and Keith Knowles, respectively),
 - Deputy Joyce Nash as a third member of the Committee,
 - Mr Doug Rice, the then Chairman of the City of London Bench
 - Dr Marie Dickie OBE, former Chairman of the Northamptonshire Police Authority and a member of the Ministry of Defence Police Committee.
4. The two vacancies were advertised in the national press and all valid applications were considered by the selection panel for the purposes of shortlisting. The panel interviewed five applicants and proposed two candidates for appointment by Common Council. Helen Marshall and Don Randall were subsequently appointed for a four-year term at the meeting of the Court of Common Council on 21 May 2009 (effective from that day).

Current Position

5. Members may wish to make an amendment to the Membership Scheme concerning the make-up of the Selection Panel. When it was agreed in 2009, the Scheme provided that the Panel should include the Chairman of the City of London Bench, thus ensuring a link to the Magistrates' Court (bearing in mind that Lay Justices used to have representation on police authorities at the time). The importance of that link has arguably decreased since then and, on a practical level, the City of London Bench has ceased to exist.
6. The most practical way to address this is for the Scheme to be amended to delete the seat reserved for the Chairman of the City of London Bench, thus reducing the size of the panel from five to four Members. It would be good practice to retain at least one external selection panel member; in the last recruitment process we engaged external individuals to reflect the fact that, at the time, selection panels elsewhere were made up of 3 police authority members, 1 Home Office nominee, and 1 Independent Assessor. The feedback from the process was that non-Common Council representation on the panel added value and an 'outsider's perspective' to the process.

7. The proposed amendments to the Scheme are highlighted on Appendix A – and paragraph 19 of the Scheme, in particular. If these changes are agreed, the Committee is asked to appoint one Member to sit alongside the Chairman and Deputy Chairman on the selection panel. The Panel will be able to identify and invite an external individual to join them in the selection process at a later stage.

Recruitment Process

8. **Competency Framework** – A list of key requirements and a competency framework were agreed by the Police Reference Sub-Committee in November 2008. These documents will be given to prospective candidates in an Application Pack, which also contains the following documentation:-
 - Application Form
 - Equal Opportunities Monitoring Form
 - Information sheet on the City of London Police, the City of London Corporation and its role as police authority
 - Membership Scheme of the Police Committee
 - City of London Police Annual Report 2011/12 and
 - City of London Corporation Information Booklet.
9. **Advertisement** – The Membership Scheme states that vacancy advertisements will be placed in at least two newspapers circulating in the City of London. In 2009, an advertisement was placed in the Financial Times and the London Metro papers. The advertisements attracted a reasonably good response – 13 applications – and it is proposed that advertisements be placed in those or similar publications in the first week of January, with the closing date for application being set for the Friday 27th January.
10. Bearing in mind the Police Committee’s strong commitment to promoting equality of opportunity, it is also proposed that steps be taken to encourage candidates from the full range of diverse communities in the City to apply. The Equalities and Diversity Manager has advised of a number of job search engines which may be used to complement our recruitment campaign in an effort to reach out to under-represented communities, including:-
 - Stonewall’s www.proudemployers.org.uk – A website run by Stonewall (a charity that champions LGBT rights) which lists jobs by gay-friendly employers.
 - Operation Black Vote www.obv.org.uk – An organisation that works to inspire BME communities to participate in politics and engage with public institutions. They have agreed to run an article

on their website and will promote it through their Facebook page free of charge.

- Eaves for Women www.eavesforwomen.org.uk – An organisation that supports vulnerable women. The organisation runs a newsletter which advertises volunteering jobs which may be suitable.
11. The vacancies will also be advertised on the City of London website, and posters will be placed on information boards in key sites around the City of London (housing estates, libraries, community centres, etc.).
 12. **Shortlisting and Interviews** – It is proposed that the Selection Panel should meet at the end of January/beginning of February to examine all eligible applications received and agree a shortlist of candidates to be interviewed. Interviews are intended to be carried out by the panel during early February.
 13. **Appointment** – Once the Selection Panel agrees on two candidates, it would be for the Court of Common Council to approve the two appointments. It is proposed that the names of those selected be put forward for approval at the Court's meeting on 7 March. The new terms would start on 24th May 2013, the day of the Police Committee meeting.
 14. **Induction and briefing** – Any induction and briefing which may be needed by the new external members will be arranged in the period between 7th March and 24th May. This will include meetings with key representatives from the Force and the City Corporation.

The position of the existing External Members

15. All External Members can serve up to two terms, and therefore both Ms Marshall and Mr Randall are eligible to re-submit applications if they wish to serve another term on the Police Committee.
16. Ms Marshall and Mr Randall will be able to attend any meetings or Force engagements in their capacity as External Members up until 23rd May 2013.

Voting rights

17. The Comptroller & City Solicitor has recently issued advice concerning the voting rights of co-opted / external members. He has clarified, in reference to the proviso in section 13 of the Local Government and Housing Act 1989 that co-opted/ external members shall for all purposes be treated as non-voting members of a committee/sub-committee. This applies to the Common Council in its capacity as a local authority, police authority or port health authority.

18. Whilst this means that External Members of the Police Committee are not entitled to a formal vote, they can of course continue to take part in the normal business of the police authority, with the Police Committee benefitting from their counsel and advice.

Financial Implications

19. The cost of placing advertisements in two newspapers with a City circulation and in other media is likely to be in the region of £7,000 - £8,000. Estimate prices as follows:-

- Advertisements in Broadsheets cost up to £5,500
- Advertisements in newspapers distributed at Underground/Railway stations cost in excess of £1,500.
- Advertisements in websites run by interest groups/advocacy groups can cost up to £500. LinkedIn job ads are £125 for a 30-day posting. Promotion in social media (Facebook, Twitter, etc.) can be arranged free-of-charge.

20. There are sufficient funds in your Committee's local risk budget to meet the costs associated with the advertisements.

Conclusion

21. External Members of the Police Committee will need to be recruited for a four-year term starting May 2013. This report details the process to be followed. A selection panel needs to be appointed to conduct shortlisting and interviews and the Committee's decision to nominate a member to sit alongside the Chairman, the Deputy Chairman and a fourth external member. Members are also asked to approve a small amendment to the existing Membership Scheme which governs the recruitment process.

Background Papers:

Report to the Police Committee 12 March 2008, 21 November, 2008

Reports to the Reference Sub Police Committee 30 April 2008, 27 June 2008, 5 September 2008 and 4 November 2008.

Reports to the Court of Common Council, 8 January 2009, 21 May 2009.

Appendices

Appendix A – Membership Scheme of the Police Committee (with proposed amendments)

Appendix B – External Members – Key Requirements and Competency Framework

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