

<b>Committee(s):</b>	<b>Date(s):</b>
Police Committee	26 February 2015
<b>Subject:</b> Appointment of External Members	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>

### 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.

In 2013, a similar recruitment process was carried out and Helen Marshall was re-appointed to serve a four year, non-renewable term and Don Randall was re-appointed for a two-year, non-renewable term. In making this recommendation it was hoped to achieve a balance of change and continuity by making two separately-timed appointments.

The purpose of this report is to notify the Police Committee that the 2<sup>nd</sup> term of office of Don Randall is coming to an end in May 2015 and that a recruitment process will need to start immediately with a view to filling the vacancy. 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 external Member.

#### **Recommendations**

That:-

- a) the process for recruiting one external member of the Police Committee for a four-year term starting May 2015 be noted;
- b) the Police Committee Membership Scheme be noted; 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 2013 comprised:-
  - The Chairman and Deputy Chairman of the Police Committee (Henry Pollard and Simon Duckworth respectively)
  - Alderman Alison Gowman as a third member of the Committee
  - Councillor Paul Murphy, former Chairman of the Greater Manchester Police (External)
4. The two vacancies were advertised in the national press and all applications were considered by the Panel for the purposes of short-listing. Three applicants were interviewed, including Helen Marshall and Don Randall. Helen Marshall was subsequently re-appointed to serve a four year, non-renewable term and Don Randall re-appointed for a two-year, non-renewable term by the Court of Common Council on 16 May 2013 (effective from that day).

### **Recruitment Process**

5. **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 2014/2015 and
  - City of London Corporation Information Booklet.
6. **Advertisement** – The Membership Scheme states that vacancy advertisements will be placed in at least two newspapers circulating in the City of London. It is therefore proposed that advertisements be placed in the London Metro and Evening Standard or similar publications in the first week of March, with the closing date for application being set for Friday, 13 March 2015.
7. 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. There are 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](http://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](http://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](http://www.eavesforwomen.org.uk) – An organisation that supports vulnerable women. The organisation runs a newsletter which advertises volunteering jobs which may be suitable.
  - Diversity Jobs - <http://www.diversityjobs.co.uk/> - An organisation who promote diversity jobs but also advertise volunteer roles.
8. In addition to the vacancy being advertised on the City of London and the City of London Police websites, various BME groups would be targeted. Furthermore, posters will be placed on information boards in key sites around the City of London (housing estates, libraries, community centres, etc.).
  9. The Public Relation's Department are also able to offer multiple options targeting various active stakeholder communities through the use of Social Media.
  10. **Shortlisting and Interviews** – It is proposed that the Selection Panel should meet the week commencing 16<sup>th</sup> March 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 the week commencing 30<sup>th</sup> March 2015.
  11. **Appointment** – Once the Selection Panel agrees on a candidate, it would be for the Court of Common Council to approve the appointment. It is proposed that the name of the person selected be put forward for approval at the Courts meeting on 23<sup>rd</sup> April 2015. The new term would start on 20<sup>th</sup> May, the day of the Police Committee meeting.
  12. **Induction and briefing** – Any induction and briefing which may be needed by the new external members will be arranged. This will include meetings with key representatives from the Force and the City Corporation.

### **The position of the existing External Members**

13. Helen Marshalls four year non-renewable term will end in May 2017 at which point a similar recruitment process will be carried out.
14. In accordance with your Membership scheme, Don Randall may not be appointed to serve another term of office until four years after the expiry of his second term.

### **Voting rights**

15. 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.

16. 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**

17. 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.

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

### **Conclusion**

19. External Members of the Police Committee will need to be recruited for a four-year term starting May 2015. 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.

### **Background Papers:**

*Report to the Police Committee December 2012*

*Report to the Selection Panel, 11 February 2013*

*Report to the Court of Common Council, 16 May 2013*

### **Appendices**

*Appendix A – Membership Scheme of the Police Committee*

*Appendix B – External Members – Key Requirements and Competency Framework*

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