

Committee(s):	Date(s):
Police Committee	18 January 2017
Subject: Appointment of External Member	Public
Report of: Town Clerk	For Decision
Report Author: Lorraine Brook, Town Clerk's Department	

Summary

In May 2013, an external member joined the Police Committee for a four-year term following changes to the Committee's constitution. Helen Marshall was 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 this external member is coming to an end in May 2017 and that a recruitment process will need to start in January 2017 with a view to filling the vacancy. It is proposed that the recruitment process, which was last undertaken ahead of the appointment of Lucy Sandford (external member, Police Committee) in May 2015, is followed on this occasion. 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 Court of 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 in May 2017 be noted; and
- b) a Member of the Police Committee be appointed as the 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. In 2013, a recruitment process was carried out with Helen Marshall re-appointed to serve a four year, non-renewable term and Don Randall re-appointed for a two-year, non-renewable term. By making two separately-timed appointments it was hoped that the Committee would achieve a balance of change and continuity.
4. The most recent external appointment to the Police Committee was made in May 2015 following the expiration of Don Randall's second term of office on 16 May 2015. Following a recruitment process to fill that position, four candidates were interviewed for the vacancy and Lucy Sandford was the successfully appointed.
5. The Selection Panel in 2015 comprised of the Chairman and Deputy Chairman of the Police Committee, Lucy Frew (Police Committee member), and Elizabeth France, Member of the British Transport Police Authority (external).
6. The vacancies were advertised in the press and, following the guidance of our Equalities Manager, we publicised the vacancies in innovative ways, using interest-group websites, social media and email networks to ensure that a diverse group of eligible people was reached. All applications were considered by the Panel for the purposes of short-listing and three applicants were interviewed. Following deliberations, the panel was pleased to recommend Lucy Sandford to be appointed to the position.

Recruitment Process

7. **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 2015/16 and
 - City of London Corporation Information Booklet.
8. **Advertisement** – The Membership Scheme states that vacancy advertisements will be placed in at least two newspapers circulated 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 last week of February, with the closing date for applications being set for Monday, 13 March 2017.
9. 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 – 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.
 - **Diversity Jobs** - <http://www.diversityjobs.co.uk/> - An organisation who promote diversity jobs but also advertise volunteer roles.
10. 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.).
 11. The Public Relation's Department are also able to offer multiple options targeting various active stakeholder communities through the use of Social Media.
 12. **Shortlisting and Interviews** – It is proposed that the Selection Panel should meet soon after the deadline for applications 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 in early April 2017.
 13. **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 selected person be put forward for approval at the Court's meeting on 27th April 2017. The new term would start on 18th May 2017, the day of the Police Committee meeting.
 14. **Induction and briefing** – Any induction and briefing which may be needed by the new external member will be arranged in the period between 27th April and 18th May 2017. This will include meetings with key representatives from the City of London Police and the City Corporation.

Voting rights

15. The Comptroller & City Solicitor has previously 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; and
- 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. An external member of the Police Committee will need to be recruited for a four-year term starting in May 2017. 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 12 March 2008, 21 November, 2008 and 26 February 2015.

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 and 21 May 2015.

Appendices

Appendix A – Membership Scheme of the Police Committee

Appendix B – External Members – Key Requirements and Competency Framework

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