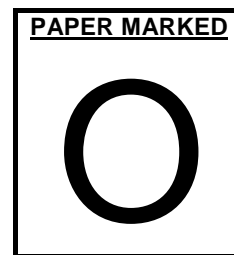


# LEICESTERSHIRE POLICE AUTHORITY



Meeting        **POLICE AUTHORITY**  
Date            **TUESDAY 30 JUNE 2009 – 2.00 P.M.**  
Report of      **CHIEF EXECUTIVE**  
Subject        **INDEPENDENT MEMBER SELECTION 2010**

## **Purpose of Report**

1. This report outlines the process to appoint an Independent Member with effect from 1 April 2010.

## **Commentary**

2. Mr Dholakia's term of office ends on 31 March 2010, thus creating a vacancy. Mr Dholakia is eligible to apply for this position.
3. The procedure for appointing an Independent Member to the Authority is laid down in regulations. It involves two stages. The first stage is given to a Selection Panel which must comprise
  - A Home Office nominee (Mr Michael Pearson).
  - Three Police Authority appointees (three Members to be selected on this occasion).
  - The person appointed from a Home Office list of appropriate people (usually those who are members of the Office of the Commission for Public Appointments – OCPA). Mr Peter Norledge has acted for us in this role most recently.
4. The function of the first stage Selection Panel is to advertise the vacancy, sift the applications received and select a list of twice the number of vacancies to present to the Police Authority.
5. The second stage in the process is for the Police Authority to appoint the candidate from the Selection Panel's list. On the last two occasions the Authority has agreed to delegate this task to a smaller Appointments Committee. Indeed it has agreed that the Appointments Committee shall comprise the three Police Authority Members who sit on the first stage Selection Panel. This enables the same persons to deal with the short-listing and the interviews. Then the three Members who comprise the Appointments Committee can formally appoint the successful candidate. This practice worked very well on the last two occasions of Independent Member appointments.
6. A draft timescale for a recruitment process is set out in the Appendix. However this is indicative only, as the Members of the first stage Selection Panel will determine the dates according to their availability at each stage of the process.

7. Nominations are therefore sought for three Members to participate in the first stage Selection Panel and those same Members to comprise the Appointments Committee for the purposes of this appointment. In the past, the Vice Chairman and the Chairman of the Human Resources Committee have taken up two of those three places.

### **Recommendation**

8. Members are requested to
- (i) appoint three Members to an Appointments Committee for the purpose of filling this vacancy;
  - (ii) make nominations to serve on that Appointments Committee;
  - (iii) agree that the same three Members serve on the first stage Selection Panel together with Mr Pearson and Mr Norledge; and
  - (iv) authorise the Chief Executive in consultation with the Chairman of the first stage Selection Panel to undertake all the necessary steps relating to the appointment.

### **Implications**

Financial: Members of the first stage selection panel are entitled under the Allowances Scheme to claim a special daily rate; any advertising and publicity costs for the vacancy will need to be undertaken within budget. Legal: contained within the report. Diversity: recruitment processes must be, and be seen to be, fair to all persons entitled to apply for the position. Risk Management: failure to attract and retain quality candidates for Police Authority roles is mentioned as Risk 216 in the Police Authority Risk Register.

### **Background Papers**

None.

### **Officer to Contact**

Robert Swinfield, Chief Executive, Tel: (0116) 229 8980,  
email: [police.authority@leicestershire.pnn.police.uk](mailto:police.authority@leicestershire.pnn.police.uk)

**DRAFT TIMELINE FOR INDEPENDENT MEMBER**

**APPOINTMENTS FOR 1 APRIL 2010**

| <b>Approximate Date –<br/>to be agreed by first<br/>stage selection panel</b> | <b>Item</b>   |
|---|---|
| September 2009  | First stage Selection Panel Members meet to undertake a gap analysis of the skills and needs for the role and to determine the key features of the competencies. Also to address any publicity plans for the vacancy. |
| October 2009  | Application pack documents prepared.  |
| Week commencing 16<br>November 2009   | Collation of application packs.   |
| 18 November 2009  | Advertisement appears for the vacancy.  |
| 21 December 2009  | Closing date for applications.  |
| Late January 2010   | First stage selection panel meets to short-list candidates.   |
| End of February 2010  | Interviews of candidates by first stage Selection Panel and decision by Appointments Committee.   |
| 1 April 2010  | Appointed person takes up role as Independent Member in the Leicestershire Police Authority.  |