

# POLICE & CRIME COMMISSIONER FOR LEICESTERSHIRE POLICE AND CRIME PANEL

PAPER MARKED

Report of	OFFICE OF THE POLICE AND CRIME COMMISSIONER
Subject	ETHICS, INTEGRITY AND COMPLAINTS COMMITTEE
Date	17 JULY 2015 – 12.30 P.M.
Author :	HEAD OF GOVERNANCE AND ASSURANCE

## **Purpose of Report**

1. The purpose of this report is to inform the Panel of the steps taken to convene an Ethics, Integrity and Complaints Committee on behalf of the Police and Crime Commissioner.

## **Recommendation**

2. The Panel is recommended to:-
  - (a) approve the Chairman and/or the lead member for ethics of the Joint Audit, Risk and Assurance Panel meet with the Chair of the Ethics, Integrity and Complaints Committee, when in place, to develop a protocol to ensure the work of both forums are complementary and duplication is avoided: and
  - (b) discuss the contents of the report.

## **Background**

3. In recent years there has been heightened focus on the integrity of police officers and police forces. In response the police service has produced a number of national policies and guidance documents. In 2011 HMIC published their inspection report '*Without Fear of Favour*' and in December 2012 the follow up report entitled '*Revising Police Relationships: A progress report*'. This second report identified that whilst nationally progress had been made there was still more needing to be done. The annual HMIC inspection report on Police Effectiveness, Efficiency and Legitimacy (PEEL) will henceforth report on integrity within forces as part of the 'legitimacy' pillar of the inspection process.
4. Transparency and accountability of decision making within the police service is coming under greater scrutiny and there is a growing vulnerability for senior officers regarding some of the new challenges that policing in austerity brings coupled with the opportunity to demonstrate value based, ethical decision making around operationally complex issues.

5. Research undertaken prior to commencing on this initiative showed that a number of differing approaches to the oversight of ethics and integrity and the scrutiny of complaints against the police has been implemented across a number of forces. In some areas forces themselves have introduced their own ethics committee chaired by a Deputy Chief Constable and comprising membership of the heads of departments within the organisation, some have introduced both an internal ethics committee with membership of senior staff together with an external ethics committee whose members are appointed from the local community, some PCC's have introduced independent ethics committees which also incorporate scrutiny of complaints and others have expanded the role of the Audit Committees to incorporate ethics and integrity. This report focuses on the introduction of an independent externally appointed Ethics, Integrity and Complaints Committee, reporting to the PCC, with the aim of providing assurance and adding value to the current audit and scrutiny processes. This is the PCC's preferred option and is fully supported by the Chief Constable as being the most appropriate and transparent approach to scrutiny across these areas of business.

### **Ethics, Integrity and Complaints Committee**

6. The Committee will undertake an advisory role and will not be a decision making body. It will be a forum for debate on complex operational or personnel matters with a view to defensible decision making. In delivering their remit, the Committee will consider both broad thematic issues as well as practical day-to-day matters and will examine current as well as historic topics. In certain circumstances, the Committee will advise on live operations or events or examine the application of the national decision making model. The Committee will discuss and provide advice about ethical issues and not just scrutinise the application of policy and procedure.
7. The Committee will provide a transparent independent forum that monitors and encourages constructive challenges over the way complaints and integrity and ethics issues are handled by the Force and overseen by the PCC. It will assist Leicestershire Police to maintain clear ethical standards and achieve the highest levels of integrity and professional standards of service delivery.
8. The Committee will focus on the following three areas:-

#### **Ethics**

The launch of the Code of Ethics by the College of Policing in July 2014 has set out the principles and standards of behaviour that will promote, reinforce and support the highest standards from all those working within the police service. The principles of the Code are integral to the delivery of policing and will be a part of growing police professionalism leading to increased public confidence. Professional ethics is broader than integrity alone and incorporates the requirement for individuals to give an account of their judgement, acts and omissions. An independent committee will facilitate public scrutiny in this area and will help build and maintain trust and public confidence.

## Integrity

Integrity is pivotal to public trust and confidence and oversight of how this is embedded within the Force requires independence and transparency for the police to have 'legitimacy' with the public it serves. Integrity in policing is about ensuring that the people who work for the police uphold public confidence. It is about how well the police make decisions, deal with situations and treat people day in and day out. If the public don't trust the police to be fair and act with integrity and in their best interests it is unlikely that they will be inclined to assist the police.

## Complaints

The Police and Crime Commissioner has a duty to hold the Chief Constable to account on how effectively he discharges his responsibility for responding to complaints and misconduct allegations made against the Force. Currently the Commissioner undertakes dip sampling of completed complaint files himself and receives data in relation to the number of complaints, categories and trends to meetings of the Strategic Assurance Board. However the introduction of an Ethics, Integrity and Complaints Committee will provide a more robust, independent and transparent approach to the oversight of complaints and misconduct matters.

9. It is envisaged that the introduction of an Ethics, Integrity and Complaints Committee will contribute to developing trust and confidence in the following ways:-
- (a) To bridge the gap between academic debate on ethics and operational decision making.
  - (b) To influence changes in force policy.
  - (c) To enhance the debate and development of police policies and practices
  - (d) To anticipate and understand future ethical challenges that the service will face and to influence any response by the police.
  - (e) To articulate and promote the influence of professional ethics in all aspects of policing.
- (c) It will be necessary to ensure a clear distinction between the work of the Ethics, Integrity and Complaints Committee and that of the work of the Joint Audit, Risk and Assurance Panel (JARAP). The lead member for ethics on the JARAP has been involved in this work and the JARAP itself has approved the approach that, once elected, the Chair of the Ethics, Integrity and Complaints Committee will meet with the Chair of the JARAP to develop a protocol to ensure the work of both forums are complementary to both and duplication is avoided. This is included within the terms of reference for the Committee which are outlined at Appendix 'A' to this report.

## **Membership**

10. The Committee will comprise 7 members recruited to the role. Originally membership was proposed to be 5 members however due to the quality and breadth of experience of those interviewed the Commissioner decided to increase the number to 7 members. All members will be appointed for a 4 year term. The maximum period of tenure will be 8 years. The term of membership will be effective from the date of recruitment of the member.
11. The Committee will have a Chair and a Deputy Chair who will be elected to the roles at the inaugural meeting. The member elected to serve as Chair will only do so for one term of 4 years. The Deputy Chair will act as Chair at meetings in the absence of the Chair. If the Chair can no longer continue in this role, the Deputy Chair will act as the Chair until the formal appointment of a new Chair.
12. Recruitment of members to the committee will consider the following skills, knowledge and experience:-
  - Chair/Deputy – possibly from a legal background
  - Representative from an ethics background
  - Commerce/business skills representative due to the vulnerabilities around procurement and contracts
  - NHS/Medical professional due to the ethical dilemmas and skills deemed transferable to a policing environment
  - Representative with media expertise
13. Each member will be required to record any conflicts of interest in the register of pecuniary and non-pecuniary interests. In addition, members will be required to disclose any such interests at the commencement of any meeting where there is a need to do so due to the nature of the agenda, or immediately if they arise unexpectedly in discussion.
14. Each member will sign a declaration to abide by the nine policing principles, based on the Nolan principles and contained within the Code of Ethics.
15. To assist with individual effectiveness, all members of the Ethics, Integrity and Complaints Committee must agree to be subject of an appraisal process operated by the Chair of the Committee. An appraisal of the Chair will be undertaken by the Police and Crime Commissioner.

## **Working Arrangements**

16. The proposed working arrangements of the Committee are as follows:-
  - (a) The Committee will meet quarterly with dates of meetings being advertised on the Police and Crime Commissioner's website. The Committee will be subject to the Freedom of Information Act and in the interests of transparency it will meet in public except when considering restricted information when it will meet in private. Agendas will be published five working days prior to the

meeting date. Reports and minutes will be published on the Police and Crime Commissioner website.

- (b) A quorum for all meetings will be 3 members, one of whom must be either the Chair or Deputy Chair.
- (c) Meeting dates will be scheduled at least 12 months in advance and a forward plan of work agreed.
- (d) Outside of formal meetings members of the Committee will undertake work within the remit of the Committee's terms of reference. This will include the dip sampling of complaint files and other areas of work as identified.
- (e) Representation at formal meetings will be the Chief Executive and Head of Governance and Assurance from the OPCC and the Deputy Chief Constable and Head of Professional Standards from the Force.
- (f) Secretarial support for agenda setting, collation and distribution of reports, attendance at meetings to take minutes will be provided by through the Service Level Agreement in place with the Force for the provision of executive support services.

### **Recruitment Update**

17. Recruitment has been undertaken by way of application and through open competition. A copy of the Person Specification and Role Description is attached at APPENDIX 'B' to the report. An advertisement for the role was placed on the Police and Crime Commissioner's website and a link provided from Leicestershire Police website. A copy of the advertisement is attached at APPENDIX 'C'. Other websites including 'Third Sector Jobs', 'Indeed' and 'Jobs Go Public' were also utilised. The roles were also advertised through social media by way of Twitter and Facebook. Letters were forwarded to a variety of organisations, including those suggested by the lead member for ethics on the JARAP, to attract candidates with the requisite skills required and to ensure the committee would be reflective of the local community, these included:-

De Montfort University  
Leicester Council of Faiths  
Leicestershire African Caribbean Business Association  
Leicestershire Asian Business Association  
Leicestershire Chamber of Commerce  
Leicestershire Law Society  
Leicestershire NHS Partnership Trust  
Midland Asian Lawyers Association  
East Midlands & Leicestershire CCG  
The Polish Day Centre  
The Bishop of Leicester  
University of Leicester  
University of Loughborough  
Voluntary Action Leicester  
Voluntary Action Rutland

18. The following criteria were the exemptions for persons applying:
- Currently serving with or employed by the Police and Crime Commissioner for Leicestershire or the Chief Constable.
  - Currently a serving Independent Custody Visitor or Misconduct Panel member.
  - A standing or ex-PCC or Chief Constable.
  - A current member or ex-member of a Police and Crime Panel.
  - Have served as a police officer within the last 8 years.
  - Serving officers of the Special Constabulary or have served as a Special Constable within the last 8 years.
  - Elected or ex-local government councillors or those active in local or national politics.
  - Individuals who have significant business or personal dealings with the Office of the Police and Crime Commissioner or Force.
  - Individuals who have close relationships with any of the above including immediate family members and as such may not have the requisite level of independence required for the Committee membership.
  - Individuals removed from a trusteeship of a charity.
  - Individuals under a disqualification order under the Company Directors Disqualification Act.
  - A person who has been adjudged a bankrupt, or made a composition or arrangement with his creditors.
  - Convicted in the UK, Channel Islands or the Isle of Man of any offence and has had passed on a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine, within the last five years prior to their appointment.
19. A recruitment panel comprising Sir Clive Loader, Mr Simon Edens, Deputy Chief Constable and Ms Ali Naylor, Director of Human Resources was convened. An invitation was extended to the Youth Commission for one of their members to also be present for the interviews and this was taken up with their representative being present on all three days of interviews.
20. Following the closing date for applications an invitation was issued for applicants to attend at Force Headquarters for an information event. This took place on Wednesday 18 March 2015. At the event information was provided about Office of Police and Crime Commissioner and the Professional Standards Department of the Force. Ethical dilemmas were also presented and discussed.

21. In total, eleven applications were received. Of these one applicant withdrew from the process prior to shortlisting and one withdrew following interview. Following the shortlisting process it was agreed that all remaining candidates were suitable to go forward to interview. Interviews took place on 24 & 25 March and 8 May. Therefore two candidates were unsuccessful in the process and the remaining seven were appointed, subject to security vetting and reference checks. Following the outcome of all security checks a communications strategy will be implemented which will include a media release on the work of the Committee and how this will be advertised to the wider public together with 'pen pictures' of the individual members.

### **Remuneration Scheme for Committee Members**

24. A remuneration scheme for committee members is outlined in Appendix 'D'. The scheme mirrors that of the allowances and expenses paid to members of the JARAP.
25. The Scheme provides for an annual allowance to be paid to members. An annual allowance, rather than a daily rate will give members the freedom and flexibility to spend more time on business without appearing to the outside world to be doing so simply in order to increase their allowance claim. It will also allow easier management as the work expands and ensures control of the budget allocated to this area of business.

### **Next Steps**

26. A date for the inaugural meeting of the Committee will now be set and is expected to take place during the Summer. This is slightly later than originally planned but has been as a result of the timescales required for completion of the vetting and security processes. At the inaugural meeting arrangements will be put into place for Committee members to meet informally beforehand. In the early days the Committee will be asked to approve a schedule of future meeting dates for a period of 2 years, agree a forward work plan prioritising areas within their terms of reference and consider a training plan for their own development.

### **Implications**

Finance:	The annual allowance for 7 members of the Committee, together with any perceived expenses, will be contained within the OPCC budget.
Legal:	There is no legal requirement to have an Ethics, Integrity and Complaints Committee in place however this is increasingly being seen as best practice.
Equality Impact Assessment:	The recruitment process will be assessed to ensure no adverse impact on any of the nine protected characteristics.
Risks and Impact:	With the growing focus on ethics and integrity, and inspections of the 'legitimacy' of the police service, the Commissioner requires independent advice, support and assurance that Leicestershire Police are operating within the standards and expected.
Communications:	Formal committee meetings will be held in public and a communications strategy will be drafted to ensure that the work of the Committee is publicised widely. .

## **List of Attachments / Appendices**

Appendix 'A' – Terms of Reference  
Appendix 'B' – Role Description and Person  
Appendix 'C' – Advertisement  
Appendix 'D' – Remuneration Scheme

## **Background Papers**

- HMIC Inspection Report – 'Without Fear or Favour' – 2011
- HMIC Inspection Report – Revisiting Police Relationships: A progress report – 2012
- College of Policing 'Code of Ethics' – July 2014
- HMIC Inspection Report 'Police Integrity and Corruption' – November 2014
- Efile - PCC/2/O

## **Persons to Contact**

Angela Perry, Head of Governance & Assurance, (0116) 2298982  
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**ETHICS, INTEGRITY AND COMPLAINTS COMMITTEE**

**Terms of Reference**

**Purpose**

The Ethics, Integrity and Complaints Committee will be responsible for enhancing trust and confidence in the ethical governance and actions of Leicestershire Police. The Committee will provide reassurance to the Police and Crime Commissioner that ethics and integrity are embedded within Leicestershire Police and that complaints against the police are dealt with expeditiously and follow due process. Through its work the Committee will provide assurance to both the Police and Crime Commissioner, and the Chief Constable, that the Force aspires to, and achieves, the highest levels of integrity and standards of service delivery.

It will discharge its responsibilities by:

- Promoting the highest standards of ethical conduct in all its dealings
- Providing a focus for education into ethical issues
- Ensuring compliance with organisational values
- Identifying good practices and opportunities for improvement.

**Committee Responsibilities**

The Committee will articulate and promote the influence of professional ethics in all aspects of policing. It will support the PCC and the Senior Command Team in their business portfolios from the perspective of the ethical dimensions of their work by considering any ethical matters referred by the Commissioner or the Chief Constable.

The Committee will anticipate ethical challenges facing the police service and the correct response. It will advise and influence changes in Leicestershire Police policy.

The Committee will advise the Commissioner, and Chief Constable, on the effectiveness of the embedding of the Code of Ethics within the Force and its on-going influence on service delivery.

The Committee will report biannually on its work and setting out its findings.

The Committee will regularly scrutinise:-

- Expenses paid to officers both within the Force and the OPCC, including the Commissioner and Chief Constable.
- Information published as required by government under the transparency agenda.

- Stop and search data and outcomes including any disproportionality identified.
- 'Any Questions' on the Force intranet site to identify any ethical or integrity issues arising and the responses given.
- Promotion processes to ensure they are fair and equitable.
- Resource deployment in a time of austerity.
- The implementation of force policy and procedure to ensure it is adhered to.

In addition the Ethics, Integrity and Complaints Committee will consider and may make recommendations regarding the following:-

### **Policy and Procedure**

- Providing advice to those engaged in the development or review of force policy and procedure;
- Ensuring policy and procedure reflects the stated values of the force and police service

### **Decision Making/Transparency**

- Review the decision making of others
- Review compliance with the agreed Decision Making Model
- Transparency around performance against strategic plans
- Review compliance with declarations of interest, gifts and hospitality
- Review chief officers' diaries and cross check gifts and hospitality against the procurement register to ensure transparency.
- Review the communications to staff on the requirement to complete the hospitality and gifts register, particularly in respect of declined gifts.
- Review compliance with the Publication Scheme
- Review compliance with the Equality Scheme

### **Leadership**

- Review the ethical standards expected of all leaders
- Supporting and if necessary challenging the ethical conduct of leaders

### **Culture**

- Review organisational values
- Promoting the purpose and adoption of value based action and decision making throughout the force
- Ensuring the Code of Ethics and force values are applied consistently across all activities of the force.

## **People**

- Reviewing staff performance in upholding the values of the force and police service
- Scrutinising inter-personal relations, such as behaviour that may fall short of the conduct threshold or indicate a failure to afford an individual dignity or equality in treatment.
- Review the monitoring undertaken of staff members personal social media
- Review the vetting undertaken to ensure it complies with the national standards.
- Make recommendations in respect of resources allocated to PSD, CCU where it is felt this is not adequate to deliver the assurances required.
- Review of the Business Interests Policy and the business interests held by officers, including those declined.

## **Performance**

- Ensuring operational and organisational performance is measured and delivered ethically, upholding the values of the force and Code of Ethics
- Review expected standards and conduct of staff/officers.
- Review the arrangements in place for “Whistle blowing”.
- Review statistical data in relation to complaints against the police and ensure any issues are identified and acted upon if appropriate.
- Consider the effectiveness of change or improvement programmes
- Consider the effectiveness of change or improvement programmes

## **Conduct**

- Consider potential ethical conflict in relation to matters such as procurement, hospitality, allowances/expenses and personal association.
- To provide a forum to debate issues concerning professional standards, integrity and ethics, in accordance with principles and standards set out in the ‘Code of Ethics’ published by the College of Policing , and to challenge and make recommendations about ethical dilemmas facing the Force (whether brought to the Committee or raised by the Committee) and relevant integrity policies
- Reviewing Hospitality Registers maintained by the Force and the Office of the PCC
- To receive feedback on formal inspection of the Force from HMIC, IPCC and any other national body where that inspection relates to integrity, transparency or the handling of complaints.
- Review compliance with FOI requests for both the Force and the OPCC.
- Review the adequacy of sharing information and agreed Protocols

## **Complaints/Misconduct**

- Monitoring of performance data regarding complaints to ensure that the Force has an effective complaints reporting system in place and is identifying and learning from any recurring patterns or themes

- To review performance management data to show timeliness of completion of complaints, trends and analysis of types of complaints and or geographical police areas of concern.
- Ensure reviews of completed complaint files managed by the Force are undertaken and best practice and exceptions identified and acted upon
- Monitoring the proportionality of decision making around complaints and misconduct allegations, including the potential discriminatory impact on the community and the officers and staff of the Force
- Reviewing, by dip sample, a statistically significant number of completed complaint files and misconduct investigations, including appeals, that cause or are likely to cause particular community concern or raise reputational issues. To take a risk based approach and completion of a review proforma for each file examined. PSD to provide a mixture of substantiated, unsubstantiated, locally resolved, withdrawn and discontinued cases.
- Regular reviewing of the IPCC Non-Referral Register held by the Force to ensure decisions taken are ethical.
- Ensuring investigations into conduct are conducted ethically and in compliance with relevant process and force values.
- To monitor the proportionality of decision making around complaints and misconduct allegations, including the potential discriminatory impact on the community and the officers and staff of the Force.
- To ensure the Force is identifying and learning from any recurring patterns or themes arising from complaints or misconduct matters.
- To identify overlapping themes between complaints and civil claims.
- To view a selection of misconduct allegations to reassure of the actions being taken against staff through internal procedures as well as those arising from complaints.

To report, on a biannual basis, the summary findings, conclusions and recommendations of the Committee to the Police and Crime Commissioner and Chief Constable

*These terms of reference will be reviewed annually by the Committee.*

*(ToR – Approved by SAB 1.12.14)*

**APPENDIX 'B'**

**Member of the Ethics, Integrity and  
Complaints Committee Members**

**PERSON SPECIFICATION**

<b><u>Criteria</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b><u>Eligibility</u></b>	<ul style="list-style-type: none"><li>• To be 18 years of age or over and live or work in the Leicestershire Police force area.</li><li>• Be independent of both Leicestershire Police and Police and Crime Commissioner and his office.</li><li>• Must not be in one of the exempt categories.</li><li>• Must be granted vetting clearance in accordance with National Vetting Policy for the police.</li></ul>	
<b><u>Knowledge and experience</u></b>	<p>Experience in one or more of the following fields:</p> <ul style="list-style-type: none"><li>• Justice Law and Criminal</li><li>• Public Policy Applied Ethics and</li><li>• and Business due to the vulnerabilities around procurement and contracts, Community Service Commerce/Finance</li><li>• working Partnership/Voluntary</li><li>• due to the ethical dilemmas and skills deemed transferable to a policing environment. Health and Medicine</li></ul>	Current or previous membership of a group where there is an ethical dimension.
	Knowledge and awareness of ethical principles and how they apply to the police service.	Experience of a local government Standards Committees.

<b><u>Knowledge and Experience</u></b>	An understanding of the integrity and ethical agenda facing the police service.	Experience of advisory groups whether in the private sector or voluntary service.
	Active participation in an area of work or interest in which ethics is a core dimension.	
	Excellent communication skills and be willing to attend meetings and carry out additional work outside of planned meeting dates.	
<b><u>Working with People</u></b>	Establish and maintain good working relationships with a wide range of people.	
	Ability to work as part of a team.	
	Capacity to treat people fairly and with respect. To value diversity and respond sensitively and constructively to difference of opinion.	
<b><u>Skills and abilities</u></b>	Ability and confidence to scrutinise and challenge and make balanced reasonable and proportionate judgements.	
	Ability to debate issues concerning professional standards, integrity and ethics and to challenge and make recommendations about ethical dilemmas facing the organisation.	
	To have high personal integrity and the utmost respect for confidentiality.	
	Self-motivated and able to think independently, critically and analytically.	
	Ability to examine evidence and complex documentation and take an independent and unbiased view.	

## **OFFICE OF POLICE AND CRIME COMMISSIONER**

### **ETHICS, INTEGRITY AND COMPLAINTS COMMITTEE**

#### **ROLE PROFILE**

**Reports to:** The Police and Crime Commissioner

#### **Responsibilities:**

- To attend quarterly meetings at Police Headquarters Enderby.
- To contribute to the effective discharge of the Committee Terms of Reference.
- To develop and maintain effective working relationships with Committee members, the Police and Crime Commissioner and his senior officers and the Chief Constable and his senior officers.
- Contribute to the business of the meetings in a manner which supports all matters on the agenda being dealt with effectively and appropriately.
- Advise the Committee Chair where an interest or potential conflict of interest may exist in respect of a matter to be discussed at a meeting.
- Address the Committee on all matters where an opinion or decision is required and in such a manner that does not inhibit other members of the Committee wishing to express a different opinion.
- To be diligent in preparing for Committee meetings and making an effective contribution to those meetings to provide independent assurance.
- In addition to quarterly meetings to attend at other police premises as necessary to undertake actions outside of the formal meetings within the remit of the role.
- To work with other Committee members to reach a consensus on recommendations to the Police and Crime Commissioner and Chief Constable.
- To attend seminars, developmental and training sessions as and when required.
- To read relevant documentation in advance of meetings.

- During Committee meetings to follow the procedure determined by the Chair.
- Promote compliance with the Code of Ethics for police officers and the wider police family.
- Ensure Leicestershire Police takes steps to promote the culture of learning from its experiences.
- To maintain security and confidentiality of the information received.
- To ensure a culture of learning from the Force's experiences
- To contribute to the delivery of defensible decision making by the senior leaders of Leicestershire Police to ensure that those decisions are in keeping with the Code of Ethics and the Force's 'Our Duty' principles and have the public interest at heart.
- To promote compliance with the Code of Ethics and Standards of Professional Behaviour for all who work for Leicestershire Police.

### **ROLE PROFILE - CHAIR**

- To lead the committee and ensure it is an effective working group.
- To promote a culture of integrity, openness and debate and be responsible for effective communication with stakeholders.
- To ensure that all committee members receive accurate, timely and clear information. To ensure that committee members act proactively in ensuring current issues are brought to the attention of the Police and Crime Commissioner.
- Contribute to the delivery of transparent and ethically rooted decision making ensuring those decisions are in the public interest.
- Contribute to the continuing development of the committee.
- To be aware of and keep up to date with local and national ethical matters generally and particularly relating to policing and to be proactive in ensuring that such issues are brought to the attention of the Police and Crime Commissioner.
- To communicate the Force's ethics and compliance standards ensuring the effectiveness of that communication.



## **ROLE PROFILE – DEPUTY CHAIR**

- To support the Chair in leading the Committee in considering ethical issues to support decision making in relation to complex policing issues.
- To assist the Chair in setting the Committee's agenda and ensuring it functions as an effective working group. The Deputy Chair must promote a culture of integrity, openness and debate and will be responsible for effective communication with the Commissioner and/or his officers.
- To assist the Chair in monitoring and auditing compliance.
- To assume the role and powers of the Chair if the Chair is not present or unavailable until such time as the Chair becomes available.

**Advertisement**

**OFFICE OF POLICE AND CRIME COMMISSIONER**  
**Appointment of Members to the Ethics, Integrity**  
**and Complaints Committee**

*(Annual allowance of £2,643.75 per year, plus travel expenses at Standard class rail fare or car miles at 45p per mile).*

The Police and Crime Commissioner for Leicestershire, Sir Clive Loader, is keen to maintain and build upon public trust and confidence in the local police by providing a forum where the behaviour, actions and decisions of police officers and staff are scrutinised by a body of overtly unbiased and independent people. An Ethics, Integrity and Complaints Committee will debate and advise on complex operational or personnel issues and through its work will provide assurance to the Commissioner that ethics and integrity issues, and the way complaints are handled by the police meet the highest standards.

The Committee will comprise 5 independent people recruited from the local community. Time commitment for members will be attendance at 4 meetings per year and to undertake work between meeting dates to gain the assurance required. This will include dip sampling of complaint files and other scrutiny with the remit of the role

Committee members are sought who have a background in, but not restricted to, Law and Criminal Justice, Applied Ethics and Public Policy, Commerce/Finance and Business due to the vulnerabilities around procurement and contracts, Community Service/Partnership/Voluntary working and/or Health and Medicine due to the ethical dilemmas and skills deemed transferable to a policing environment.

Training will be provided and an annual allowance will be paid plus expenses.

- Closing date for receipt of application forms is: Thursday 26 February 2015
  
- Shortlisting will take place on: Tuesday 10 March 2015
  
- Interviews will be held on: Tuesday 24 & Wednesday 25 March 2015

It is anticipated that the inaugural meeting of the Ethics, Integrity and Complaints Committee will take place in May 2015.

The recruitment information pack and application form can be accessed at <http://www.leics.pcc.police.uk/Home.aspx> .

**Ethics, Integrity and Complaints Committee Members**

**Remuneration Scheme**

Members will be paid an annual allowance. This will be £2,643.75 per year, plus travel expenses at standard class rail fare or car miles at 45p per mile.

**Travelling expenses**

Travelling expenses will be claimed in respect of the distance between your place of departure and the place where the approved duty is carried out and the return journey.

You will normally be aware of meetings in advance and so will, in most cases, be claiming for travel from home or place of work. There may however be occasions when meetings are called at short notice. In such circumstances, and where your point of departure is outside of the Force area, you will be paid from the point of where you have entered the area from your place of departure.

The claimant must ensure that their private car insurance covers the use of the vehicle on OPCC business.

Travel by train will be reimbursed up to standard class travel. For claimants who are eligible attention is drawn to the financial savings to the Office of Police and Crime Commissioner (OPCC) through use of a senior railcard, which enables savings of a third on all rail journeys. The cost associated with purchasing the card can be reimbursed from the OPCC.

Travel by taxi may be claimed only where public transport is not available. Travel by air requires the prior approval of the Chief Executive and is limited to economy class.

**Subsistence**

Subsistence will only be paid for attendance at meetings of the Ethics, Integrity and Complaints Committee meetings and any related training, conference or seminars arranged by the OPCC where refreshments are not provided. The level of reimbursement for meals will be:

Breakfast	£10.00
Dinner	£30.00

Claims for meals and other expenses will be paid on the basis of actual expenditure with a receipt.

## **Other expenses**

All necessary hotel accommodation required for OPCC business will be booked and paid for by the OPCC. Value for money and best use of public funds will be key issues in determining the accommodation.

## **Carers' Allowance**

Any member who is required to pay a Carer in order to attend a meeting may claim a Carers' Allowance. This allowance shall be paid upon the production of a valid signed receipt, and shall be for actual expenditure incurred up to a maximum of the national minimum wage rate per hour.

Carers' Allowance may be claimed for the total hours it takes to leave home, attend the meeting and return home. The allowance shall not be payable in response of care provided by a member of the claimant's family or household.

Payments may be claimed in respect of children aged 16 or under and in respect of other dependants where there is a medical or social work evidence that care is required.

## **Income tax and National Insurance**

Most entitlements to allowances and expenses are subject to deductions for income tax and national insurance. In respect of mileage expenses, the HM Revenue and Customs approved rates adopted by the OPCC are exempt of payment of income tax and national insurance.

PAYE tax will be deducted at the basic rate on tax code BR unless a tax code can be provided/assessed via Form P45/P46 or the tax office can send a form P6. In these cases deductions will be made in accordance with the tax code issued.

Flat rate Class 1 National Insurance contributions (Category A) will be deduction on pay when the lower earnings limit is exceeded unless you produce a valid exemption certification available from your local tax office.

Claimants, who are self-employed or have full-time employment with another employer, may pay more National insurance than is needed. If so, a refund will be initiated by the Department of Works and Pensions (DWP) after the year-end and when the total overpayment can be accurately assessed.

If the claimant is over retirement age they need pay no contributions, regardless of whether they are receiving a pension. The claimant should require a 'certificate of age exemption' from HM Revenue and Customs and arrange for this to be forwarded to the OPCC. The OPCC will make the necessary arrangements to stop National Insurance contributions being deducted.

If the claimant or their spouse is in receipt of benefits they should note that all allowances count as earning whether or not they are actually being claimed and paid. Consequently, they should declare their 'earning' to the DWP in cases where a state benefit is also being received.