

5. Guidance on Conducting Confirmation Hearings

1. It is important that the process relating to these Hearings is scrupulously fair. It is an unusual situation for the candidates involved to be 'interviewed' for a job in a public forum. The process outlined below has been designed to ensure rigour and fairness in all circumstances.
2. It is anticipated that the Police and Crime Commissioner's Office will provide notice when a relevant appointment is being sought. It will be for the Commissioner to provide the paperwork that will be considered as part of any Confirmation Hearing (job description, advertisement, criteria the applicants were assessed against, number of applicants interviewed and by whom, *curriculum vitae* of preferred candidate).
3. Prior to the public Confirmation Hearing, a private meeting will be arranged at which the Panel will be able to discuss the process and agree on the questions to be asked of the candidate with Legal and/or Human Resources advisers available if required.
4. The questions need to relate to two general principles:
 - i. Professional competence
 - ii. Personal independence (although this will be less relevant if considering a candidate for Deputy Police and Crime Commissioner).
5. It is not recommended that the Hearing is used to explore hypothetical instances, i.e. asking the candidate what they would do in a particular situation but should address issues of competence, integrity and independence, suitability and expertise, priorities and vision, availability, (nothing personal)
6. During the public Hearing, the Panel will be seeking to establish if, in its opinion, there are sufficient reasons to not follow the Commissioner's proposal for appointment.
7. The public Confirmation Hearing will then be followed by a private meeting, in which the Panel can reflect on its report and recommendations.
8. Regardless of the outcome of the Confirmation Hearing, there will normally be a five day delay prior to publication of the report and recommendations. During this period, if necessary, (i.e. if the Panel intends to not recommend appointment or even, in the case of an appointment to Chief Constable, use its veto), the Panel will have further opportunities for discussion with Legal and Human Resources advisers and the PCC.

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