

## APPENDIX A

### **Policy Advisors to the Police and Crime Commissioner**

**The aim of Policy Advisors is to advise and support the Police and Crime Commissioner in the development of policy areas in order to enhance the delivery of the Police and Crime Plan. The details pertaining to the role are as follows:**

#### **Underpinning Tenets for the Appointment of Policy Advisors**

1. The Commissioner will make 'appointments' to these positions. These appointments will require security screening in line with current Leicestershire Police policy.
2. The appointments are the Commissioner's personal appointments and are based upon the known skills, experience and aptitudes of the individuals selected. A contract will be in place for all appointments.
3. Periods of appointment will vary, depending on the nature of the subject area and the availability of the individual. Appointments will be as flexible as possible, taking regard for local, regional or national timescales.
3. Where the appointment is an elected individual, that appointment will normally reflect the Commissioner's own political affiliation. In particular, where a Policy Advisor is appointed to support "Communities and Partnerships" this should ideally be an elected individual who has considerable experience in this field and who is able to engage credibly with a wide range of community and partnership stakeholders and groups. Should an elected individual appointed as a Policy Advisor be a member of the Police and Crime Panel, then a discussion will be held as to whether that person would need to stand down from the Panel in order to minimise any conflicts of interest or accountability. This would be in discussion with the Monitoring Officer for the Panel.
4. A Policy Advisor supporting Criminal Justice areas would ideally come from a police background, having very significant knowledge of the workings of the criminal justice system and being respected by all agencies involved thus also carrying the confidence of all stakeholders. In addition, an individual with significant experience of working within the Criminal Justice sector would also be considered.
5. The Advisor will be responsible and accountable to the Commissioner and be directed by and answerable to the Commissioner only.
6. Appointments will be made for a specific period; this may be for the Commissioners' remaining term of office or for a shorter period depending on the subject matter.
7. Policy Advisors will receive an allowance of £200 per day (or £100 for half a day) plus reasonable expenses. All expenses will be approved by the OPCC Chief Executive prior to payment.
8. It is expected that a Policy Advisor will work up to a maximum of 8 hours per week for a maximum of 46 weeks of the year.

9. At any one time, there may be several Policy Advisors appointed. These individuals may need to work together on some areas to deliver an effective policy narrative for the Commissioner.
10. The Commissioner's Personal Assistant will provide limited administrative support to Police Advisors, however it is anticipated that Advisors will be largely self-sufficient.
11. The Commissioner has the right to terminate the appointment, giving a minimum of 2 weeks' notice. The Advisor may also terminate the contract, providing the same amount of notice.

### **Policy Domains**

There are two policy areas or domains where the Commissioner has identified the need for robust and relevant advice in support of his Police and Crime Plan outcomes. These two areas are **Communities and Partnerships** and **Criminal Justice**. The following provides a brief summary of the type of policy advice required.

### **Communities and Partnerships**

#### Communities

To provide advice that will:

- Help ensure that appropriate strategies, contacts and policies are in place to enable consultation and engagement with those communities that make up the force area, thus ensuring that relevant views are captured and the resultant policies and plans are reflected in the Police and Crime Plan.
- Identify any necessary amendments to current policy and identify where further policy development is required.
- Identify 'hidden' communities whose voices may not be heard and whose views need to be reflected in the Plan.
- Identify areas where community engagement should be focussed and prioritised, in time and in place.
- Identify, and bring to the Commissioners attention/consideration, areas of good practice undertaken elsewhere.
- Support the Commissioner in his discussions and negotiations with community groups including, where appropriate, proposed courses of action.
- Enhance commissioning arrangements in relation to communities in order to assist in delivering the Police and Crime Plan.

#### Partnerships

To provide advice that will:

- Allow engagement with the full range of partnerships that are instrumental to the delivery of the Police and Crime Plan, including policy amendments and/or development to support the delivery of the Plan.
- Identify opportunities for new partnership arrangements in support of the Plan.
- Include exploring partnership arrangements (either extant or potential) in other PCCs' areas, identifying good practice and innovation, thereby suggesting those suitable for adoption in Leicestershire. This is likely to include attending local, regional and national conferences and seminars relating to partnership arrangements.
- Support the Commissioner in his negotiations and discussions with partnerships and advise on appropriate courses of action where necessary.
- Enhance commissioning arrangements as they affect partnership working and in support of delivery of the Police and Crime Plan.

### **Criminal Justice**

To provide advice that will:

- Identify and advise the Commissioner on areas relating to CJ that will enhance policy development thereby supporting the delivery of the Police and Crime Plan.
- Capture the concerns and aspirations of Criminal Justice partners and stakeholders in order to identify where policy development is required.
- Allow the Commissioner to be aware of areas of good practice elsewhere that should be considered for adoption in Leicester, Leicestershire and Rutland.
- Enable the Commissioner to be aware of national developments and their likely impact upon the Police and Crime Plan.
- Support the Commissioner in his engagement with criminal justice partners and agencies, suggesting appropriate courses of action where necessary.
- Enhance commissioning arrangements in support of the criminal justice element of the Police and Crime Plan, including arrangements for Victims and Witnesses.



Sir Clive Loader  
Police & Crime Commissioner  
Leicester, Leicestershire & Rutland

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