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## Volunteers' Agreement

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This Volunteers' Agreement describes the agreement between Avon and Somerset Police and Crime Commissioner (PCC) and you, as the independent member on the Police Vetting Appeals Panel.

The purpose of this agreement is to highlight the PCC's expectations of a volunteer member of the panel, and what you can expect from the PCC's office (OPCC) to support you in your role.

Please be assured of the PCC's appreciation of your volunteering as an independent member of the Panel. The PCC and office staff aim to make your experience positive and rewarding.

You are asked to sign the declaration to indicate your agreement to be bound by these guidelines. **Please retain one copy for your records and return the second copy to the PCC's office.**

### 1. Role and Responsibilities

The purpose of your role as an independent volunteer member of the Panel is:

- To assist vetting appeal panels in coming to fair and evidence-based judgements about new Police Applicants who have appealed a vetting rejection and reviewing known antecedent history/conduct of the Applicant/Appellant in order to decide whether or not it is appropriate to award Police Security Clearance;
- To ensure that there is an independent and impartial voice on Vetting Appeal Panels;
- To provide assurance to the public and the community that Vetting Appeals are treated seriously and that Police Vetting Applications are properly conducted and adjudicated.

This is from an objective point of view but also from your local citizen's viewpoint. Your concern is for the residents within the Avon and Somerset policing area and the aim is to maintain a high level of trust and confidence in Avon and Somerset Police.

### 2. Appointment

Your appointment is for a term of 3 years, followed by an additional 3 years, as stated in the Terms of Reference and the OPCC will arrange induction training to help you fulfil your role.

### **3. Termination of appointment**

Although the role is voluntary, the OPCC has the right to terminate the appointment of a member of the Panel whose conduct is not felt to be of the required standard. Expectations are set out in the Terms of Reference which the Panel volunteer is required to adhere to, as well as the Confidentiality Agreement. Circumstances in which termination of appointment may be considered include: conviction of a criminal offence, abusing one's position as a Panel volunteer, and breaching the principles of Standards in Public Life.

Termination of appointment may also be considered in light of changed circumstances. Under vetting requirements, Panel volunteers must notify the OPCC if they are arrested, cautioned or charged with a criminal offence or are the subject of an Anti-Social Behaviour Order. In such circumstances, the OPCC may suspend the appointment of that Panel volunteer until the outcome of any criminal proceedings is known. If the Panel member is subsequently found to be not guilty, they will be reinstated. In the case of a caution or an Anti-Social Behaviour Order, the OPCC will review the appointment of the Panel member with regard to the nature of the offence.

There is an expectation that Panel volunteers will commit to undertake a maximum of 12 Panel meetings per year. Where a Panel member regularly fails to attend Panel meetings and training seminars and no good reason for this has been received, the OPCC will consider whether that person's appointment should be terminated.

### **4. Health and Safety**

The OPCC will take all reasonably practicable steps to ensure that you can carry out your role safely, and provide any information and training in support of our Health and Safety Policy and Risk Assessment. The OPCC will provide adequate insurance cover for Panel members whilst undertaking activities approved and authorised by the OPCC.

### **5. Attendance at Meetings and Training Events**

All Panel members are required to attend meetings regularly, including training. The OPCC will endeavour to provide adequate notice of forthcoming meetings and events and to arrange meetings and events at times and in places that are accessible to Panel members.

### **6. Expenses**

Panel work is entirely voluntary, but travelling expenses will be paid in undertaking your duties as a member of the panel in accordance with the Expenses Claim Form. Mileage will be paid in accordance with the Expense Claim form details. Claims must be submitted on a monthly or quarterly basis.

Volunteers are reminded that expenses paid by the OPCC may be subject to tax, and that each member is responsible for declaring any tax liabilities as appropriate

### **7. Change in Circumstances**

You must inform the OPCC of any change in circumstances that may affect your position on the panel. For example, if you are subject to any Police investigation, you are charged with a criminal offence or undertake any work or volunteering which may present you with a conflict of interest.

### **8. Code of Conduct**

You are expected to carry out your duties on the Panel with integrity and to the highest professional standards.

In order to maintain strict confidentiality and impartiality, you must undertake not to disclose any information related to persons connected with Police enquiries or Police operations that you may acquire as part of your duties on the Panel. Further details are in the Confidentiality Agreement and breach of this understanding may make you liable to civil proceedings and may constitute an offence under the Official Secrets Act.

As a representative of the PCC you are expected to promote equality, diversity and inclusion, and to commit to preventing discrimination, harassment and bullying. Discrimination can be based on many grounds including:

- Race
- Gender
- Religious or political beliefs
- Disability, sensory impairments or learning difficulties
- Sexual orientation
- Age

### **9. Queries and Problems**

If you have any queries in relation to your role as volunteer Panel member, or experience any problems, please direct these to the PCC's Panel facilitator in the first instance. Where issues cannot be resolved locally, the Panel facilitator will contact the PCC's Chief Executive Officer or PCC's HR & Office Manager.

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**Declaration**

I understand and accept that due to the level of access I will have to Police records, I will be subject to security vetting for this role and will be required to complete a standard security vetting application form.

This volunteer agreement is binding in honour only, is not intended to be a legally binding contract between the PCC and you and may be cancelled at any time at the discretion of either party.

Full Name:

Signed:

Date: