

## DEPUTY PCC Job Description

<b>Job Title:</b>	Deputy Police and Crime Commissioner (the Deputy) Avon & Somerset
<b>Salary:</b>	£39,015 for three days/week
<b>Term:</b>	Fixed term contract from April 2020 to May 2021
<b>Expenses:</b>	Rates set by OPCC policy
<b>Responsible to:</b>	Police and Crime Commissioner ("PCC")
<b>Hours:</b>	3 days per week
<b>Location:</b>	Police Headquarters
<b>Travel:</b>	Extensive travel in Avon & Somerset therefore a driving licence is essential
<b>Security Vetting:</b>	It is a requirement for the role to have a National Security check.

### Job Summary

The PCC proposes to appoint a Deputy PCC for Avon & Somerset subject to a Police & Crime Panel confirmatory hearing. This role will support the PCC who has agreed to extend her term of office for one year following the postponed PCC elections. The Deputy will assist the PCC in all aspects of her work and in particular to manage the increased workload during the current national emergency.

The appointment of a new deputy PCC is supported by the Chief Constable {see separate letter} and will focus on:

- Support the PCC with additional workload caused by Covid19 – increased number of partner meetings; increased meetings with community leaders; increased Constabulary briefings; ensure the voice of the public is reflected in the emergency responses from the Constabulary
- Support PCC and CEO with new scrutiny requirements resulting from the Constabulary response to Covid19
- Support PCC with new more frequent CJ Boards
- Support PCC with need for more frequent communication with Local Authority leaders
- Support PCC and CEO with new requirements to attend Local Resilience Forums
- To work with the PCC to support delivery of the Police and Crime Plan
- To support community engagement on behalf of the PCC and adopt a strategic approach to mapping and understanding the concerns of the diverse communities in the PCC area
- To support partner working on behalf of the PCC and support the OPCC team develop the PCC's partner plan with clarity on how and why the PCC engages with partners and how outcomes are tracked
- To support the PCC engage and seek the views and concerns of the people in the PCC area
- To communicate these views to the PCC and their staff to ensure they are reflected in the work of the PCC
- To enable the PCC to honour her commitments made before the delay to the election

## **Overview of the role**

The Police Reform and Social Responsibility Act 2011 enables the PCC to appoint a Deputy and to delegate certain functions and responsibilities to that person. The Act also outlines certain functions which cannot be delegated.

The role of the Deputy, whilst working with the PCC's other staff, is to deputise and support the PCC in carrying out their functions including:-

- a. Acting as a senior local link between communities and the police
- b. Acting as a trusted, neutral, objective and balanced representative of the PCC across the diverse communities and range of political landscapes in the PCC area
- c. Assisting in the development of the Police and Crime Plan
- d. Holding the chief constable to account
- e. Working co-operatively with community safety and criminal justice partners

The Deputy Police and Crime Commissioner may not:-

- a. Issue a Police and Crime Plan
- b. Determine police objectives
- c. Attend Police and Crime Panel meetings on behalf of the PCC
- d. Prepare the Annual Report
- e. Appoint or suspend the chief constable or call upon the chief constable to retire or resign
- f. Set the precept

## **Key responsibilities**

1. Covid19 national emergency – support the PCC oversee the Constabulary and partner responses to the emergency health crisis.  
Support the PCC represent the voice of the public being reflected in this work  
Support the PCC cover the large increase in meetings being called and new scrutiny required
2. Local Resilience Forum – support the PCC and her team attend and contribute to these meetings
3. Support the PCC Chair CJ Board and drive improvements in the CJ systems and processes
4. To support the PCC engage with the diverse Partners in the PCC area
5. To lead on community engagement on behalf of the PCC, to understand better and engage with all communities in the PCC area to ensure that their views are heard
6. To proactively enhance relationships with a wide range of stakeholders in the community safety and criminal justice sectors, to identify blockages or identify opportunities to improve the delivery of programmes that secure improved outcomes for local people.

7. Support the PCC in leading collaborative initiatives with local partners and stakeholders to reduce crime, reduce re-offending and enhance community policing.
8. To support the PCC quality assure the Force Futures programme (uplift in officer numbers) and support the PCC in scrutinising the outcomes for the public from this uplift in capacity as well as support overall scrutiny of the effectiveness and efficiency of policing
9. To act as an ambassador for the PCC and engage with relevant community groups, public bodies, elected representatives and organisations to better understand the policing needs of the community.
10. To support the PCC in ensuring that the needs of the community are represented in policing and where appropriate translate the community needs into legitimate actions and outcomes.
11. Help to brief senior local stakeholders including: MPs, councillors, government officials and other voluntary and criminal justice partners on the PCC's policy.
12. Represent the authorised views of the PCC to the media where appropriate.
13. On behalf of the PCC, help to generate policy proposals and respond to national policy developments. This will include engaging with other Police and Crime Commissioners.
14. Assist the Commissioner to work with organisations and individuals at regional and national levels.

The post holder must be prepared to undertake additional duties arising from changing circumstances but which do not change the general character or level of responsibility of the post.

### **Person Specification**

#### **Personal qualities – the views of the Commissioner**

I am looking for someone in whom the Chief Constable and I have the utmost confidence, someone on whom we can depend and someone who has relevant experience, integrity and good judgement:

- Able to propose solutions to complex issues with the best interest of local people and vulnerable people always a priority
- Able to engage successfully and form effective working relationships with senior leaders
- Able to listen to diverse range of people and provide reassurance that their views will be heard
- Strong sense of independence
- Vision and an ability to think strategically and laterally
- Able to manage change and initiate innovation
- Able to give media interviews and presentations
- Strong understanding and knowledge of police and crime risks and issues and opportunities

#### **Experience & qualifications**

- Deep experience of policing and crime issues

- Track record of governance in a complex public sector environment
- An excellent understanding and experience of the diverse geographic, social and economic nature of the area
- Sound experience of working with diverse communities and working to secure improved outcomes for local people
- Educated to degree level or equivalent professional/specialised qualification or have experience, which demonstrates their intellectual capacity to operate within a complex role
- A good understanding and experience of organisational challenges of managing change
- Experience of organisational governance and scrutiny, with a sound understanding of accountability
- Experience of working across different agencies at strategic and operational levels
- Experience in translating strategic objectives into action

#### **Skills - Essential**

- High-level communication and presentation skills
- Ability to engage, listen and understand communities with differing needs
- Ability to deliver on strategic goals and vision
- Ability to take a co-operative approach to achieving priorities, including developing effective collaboration proposals with relevant organisations
- Ability to think and operate at a strategic level, identifying issues and setting priorities at an organisation-wide level and/or over a lengthy time period
- Ability to maintain good working relationships with partner organisations
- Ability to build senior level relationships, influence and negotiate with high ranking officials
- A flexible approach to working during weekends and evenings should this be necessary
- Must reside in the Force area of Avon & Somerset
- Evidence of an understanding political structures, procedures and policies at both a local and national level
- Qualified to drive

#### **Qualities**

- Is able to secure credibility, respect and recognition from peers and stakeholders
- Shares the Commissioner's aspirations, values and commitments
- Is able and confident to take personal responsibility for decisions made and to be able to communicate these effectively
- Is committed to the seven principles of public life (see Appendix A)

## **Code of Conduct**

The Code of Conduct provides that the Commissioner and his Deputy will abide by the seven principles set out in Standards in Public Life: First Report of the Committee on Standards in Public Life known as — the Nolan Principles.

### **Selflessness:**

We will take decisions solely in terms of the public interest. We will not take decisions in order to gain financial or other material benefits for ourselves, our families, or friends.

### **Integrity:**

We will not place ourselves under any financial or other obligation to outside individuals or organisations that may influence our performance of our official duties.

### **Objectivity:**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, we will make choices on merit.

### **Accountability:**

We are accountable for our decisions and actions to the public and submit ourselves to whatever scrutiny is appropriate to our office.

### **Openness:**

We will be as open as possible about all decisions and action that we take. We will give reasons for our decisions and restrict information only when the wider public interest clearly demands.

### **Honesty:**

We have a duty to declare any private interests relating to our public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

### **Leadership:**

We will promote and support these principles through leadership and by our own example.

### **Statutory duties of the Police and Crime Commissioner**

The PCC's primary duty is to secure an efficient and effective police force, which demonstrates value for money, meets the needs of the communities of the PCC's area and cuts crime.

By:

- holding the Chief Constable to account for the delivery of the police service
- setting and updating the Police and Crime Plan ("the Plan") and holding the Chief Constable to account for the Plan's delivery
- setting the force budget and precept
- regularly engaging with the public and communities

The PCC will set direction. This involves:

#### **Setting the strategic direction and accountability for policing**

- setting strategic policing objectives
- holding the force to account through the Chief Constable
- consulting and involving the public
- being accountable to the electorate

#### **Working with partners to prevent and tackle crime and re-offending**

- ensuring that the police respond effectively to public concerns and threats to public safety
- promoting and enabling joined up working on community safety and criminal justice
- increasing public confidence in how crime is cut and policing delivered

#### **Invoking the voice of the public, the vulnerable and victims**

- ensuring that public priorities are acted upon, victims are consulted and that the most vulnerable individuals are not overlooked
- complying with the Equality Act
- contributing to resourcing of policing response to regional and national threats
- ensuring an effective policing contribution alongside other partners to national arrangements to protect the public from other cross-boundary threats in line with the strategic policing requirement

#### **Ensuring value for money**

- responsible for the distribution of policing grants from central government and setting the precept raised through council tax
- holding the Chief Constable to account for the efficient use of funds and budgets delegated to the Constabulary to deliver the policing services

## Eligibility and Disqualification Criteria

### Extracts from the [Police Reform and Social Responsibility Act 2011](#)

#### **S8 The Deputy Police and Crime Commissioner**

Relevant extracts from paragraph 8, Schedule 1, of the Police Reform and Social Responsibility Act 2011

- 8
- (1) This paragraph applies to a person appointed under section 18 by a Police and Crime Commissioner to be the deputy police and crime Commissioner.
  - (2) None of the following may be appointed as the deputy police and crime commissioner-
    - a) a person who has not attained the age of 18 on the day of the appointment;
    - b) a person who is subject to a relevant disqualification;
    - c) a Member of the House of Commons
    - d) a Member of the European Parliament
    - e) a Member of the National Assembly for Wales
    - f) a Member of the Scottish Parliament
    - g) a Member of the Northern Ireland Assembly
  - (3) The terms and conditions of a person who is appointed as the deputy police and crime commissioner must provide for the appointment to end not later than the day when the current term of Office of the appointing police and crime commissioner ends.
  - (4) Section 7 of the Local Government and Housing Act 1989 (appointment of staff on merit) does not apply to the deputy police and crime commissioner.
  - (5) In this paragraph “current term of office”, in relation to the appointment of a deputy police and crime commissioner by a police and crime commissioner, means the PCC’s term of office which is running at the time the appointment is made.
  - (6) For the purposes of this paragraph, a person is subject to a relevant disqualification if the person is disqualified from being elected as, or being, a police and crime commissioner under-
    - a) section 65(1) (police officers, police-related employment etc), other than paragraph (e)(ii); or
    - b) section 66(1), 3(a)(iii) or (iv), 3(c) or 3(d) (citizenship, bankruptcy, criminal convictions & corrupt or illegal election practices)

#### **S65 Disqualification from election or holding office as police and crime commissioner: police grounds**

Relevant extracts from Section 65(1) of the Police Reform and Social Responsibility Act 2011

- 65
- (1) A person is disqualified from being elected as, or being, a Police and Crime Commissioner if the person-

- a) is disqualified from being a member of the House of Commons under section 1(1)(d) of the House of Commons Disqualification Act 1975 (members of police forces for police areas in the United Kingdom);
- b) is a member of-
  - (i) *the British Transport Police Force*
  - (ii) *the Civil Nuclear Constabulary*
- c) is a special constable appointed-
  - (i) *under section 27 of the Police Act 1996 for a police area or the City of London police area;*
  - (ii) *under section 25 of the Railways and Transport Safety Act 2003 (British Transport Police Force)*
- d) is a member of staff of the chief officer of police of any police force maintained for a police area;
- e) is a member of staff of-
  - (i) *a Police and Crime Commissioner;*
  - (ii) *the Mayor's Office for Policing and Crime;*
- f) is the Mayor of London;
- g) is a member of the Common Council of the City of London or a member of staff of that Council in its capacity as a police authority;
- h) is a member (including a member who is chairman or chief executive), or a member of staff, of-
  - (i) *the British Transport Police;*
  - (ii) *the Civil Nuclear Police Authority;*
  - (iii) *the Independent Police Complaints Commission;*
  - (iv) *the Serious Crime Agency;*
  - (v) *The National Policing Improvement Agency;*
- i) holds any employment in an entity which is under the control of-
  - (i) *a local policing body;*
  - (ii) *any body mentioned in paragraph (h);*
  - (iii) *the chief officer of police for any police force maintained for a police area or the City of London police area;*
  - (iv) *the chief officer of police for any police force mentioned in paragraph (b).*

**S66 Disqualification from election or holding office as police and crime commissioner: other grounds**

Relevant extracts from Section 66 of the Police Reform and Social Responsibility Act 2011

- 66 (1) A person is disqualified from being elected as, or being, a police and crime commissioner unless the person satisfies the citizenship condition (see section 68)
- (2) A person is disqualified from being elected as, or being, a police and crime commissioner if the person—
- (a) is disqualified from being a member of the House of Commons under section 1(1)(a) to (c) of the House of Commons Disqualification Act 1975 (judges, civil servants, members of the armed forces), or
  - (b) is a member of the legislature of any country or territory outside the United Kingdom.
- (3) A person is disqualified from being elected as, or being, a police and crime commissioner if:-

- (a) the person is the subject of-
  - (i) *a debt relief restrictions order under paragraph 1 of Schedule 4ZB to the Insolvency Act 1986;* .
  - (ii) *an interim debt relief restrictions order under paragraph 5 of that Schedule;*
  - (iii) *a bankruptcy restrictions order under paragraph 1 of Schedule 4A to that Act;*
  - (iv) *a bankruptcy restrictions interim order under paragraph 5 of that Schedule;*
- (c) the person has been convicted in the United Kingdom, the Channel Islands, or the Isle of Man, of any imprisonable offence (whether or not sentenced to a term of imprisonment in respect of the offence); or
- (d) the person is incapable of being elected as a member of the House of Commons, or is required to vacate a seat in the House of Commons, under Part 3 of the Representation of the People Act 1983 (consequences of corrupt or illegal practices).

**S68     Citizenship condition**

Relevant extract from Section 68 Police Reform and Social Responsibility Act 2011

- 68     (1) This section applies for the purposes of section 66.
- (2) A person satisfies the citizenship condition if the person is—
- (a) a qualifying Commonwealth citizen,
  - (b) a citizen of the Republic of Ireland, or
  - (c) a citizen of the Union.
- (3) For the purposes of this section, a person is a qualifying Commonwealth citizen if the person is a Commonwealth citizen and—
- (a) is not a person who requires leave under the Immigration Act 1971 to enter or remain in the United Kingdom, or
  - (b) is a person who requires such leave but for the time being has (or is, by virtue of any enactment, to be treated as having) indefinite leave to remain within the meaning of that Act.
- (4) But a person who does not require leave to enter or remain in the United Kingdom by virtue only of section 8 of the Immigration Act 1971 (exceptions to requirement for leave in special cases) is not a qualifying Commonwealth citizen by virtue of subsection (3)(a).
- (5) In this section the expression “citizen of the Union” is to be construed in accordance with Article 20(1) of the Treaty on the Functioning of the European Union.