**Job Description & Person Specification**

**POSITION**: Independent Scrutiny Board Member for Tackling Disproportionality in the Avon & Somerset Criminal Justice Process

**LOCATION:** Meetings will take place across the Avon and Somerset force area or virtually.

**Main Purpose of the role:**

* + 1. Act as a ‘critical friend’ of the Tackling Disproportionality Steering Committee (Steering Committee) and Board member to work together to scrutinise varied aspects of the multi- agency strategic delivery of the 83 recommendations from the Identifying Disproportionality in the Avon & Somerset Criminal Justice Process Report 2022 (the Report) including progress, delivery and outcomes, in an objective point of view.
    2. To support openness and transparency in the criminal justice agencies and to help improve public trust in the criminal justice system specifically amongst Black, Asian, and other racially minoritised communities.

**Main Responsibilities:**

* To take part in quarterly meetings per annum (1/2 a day) to monitor multi agency activity and progress against the report recommendations.
* Where appropriate, to raise issues or concerns in these meetings as a key stakeholder representative for the public in relation to approach, delivery, progress, timeliness, or focus.
* To highlight where the programme is working well so that best practice can be acknowledged and adopted.
* To take an active part in meetings by engaging with material provided and providing constructive feedback to assist in making improvements aimed in support of the programme’s strategic aims and objectives.
* To retain a good working relationship with key people (stakeholders), including Board colleagues, Steering Committee, multi-agency programme team and any other interested group or individual.
* To keep the Board Chair informed of any problems relating to one’s own ability to meet the

requirements of the Board or any changes in personal circumstances.

* To attend developmental and training sessions as required.
* To contribute towards the success of the Board, promoting and developing transparency and legitimacy.
* To carry out the role in accordance with the Terms of Reference, Nolan Principles and Confidentiality Agreement which sets out the expectations of the Board, including confidentiality, promoting equality, diversity and inclusion.

**Person Specification**

The criteria contained within the Person Specification forms the basis for ensuring that Board Members have the suitable lived experience, racial equity experience, skills, and knowledge to fully participate in meetings and contribute effectively to the Board’s aims. In addition to the below, an understanding or experience of the Criminal Justice arena would be advantageous however appropriate training will be provided.

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| --- | --- |
| **CRITERION** | **COMPETENCY** |
| **Eligibility** | Must be age 18 or over and live or work in the Avon and Somerset policing area. Available to attend a minimum of 4 meetings per year. |
| **Motivation** | Ability to demonstrate relevant expertise, lived experience and understanding of issues disproportionately affecting Black, Asian and other racially minoritised communities including structural inequality and racism.  Ability to demonstrate enthusiasm for improving experience and outcomes within the criminal justice arena for Black, Asian and other racially minoritised communities. |
| **Working with people** | Able to demonstrate the ability to work as part of a team.  The ability to establish and maintain good working relationships with a wide range of diverse people. |
| **Effective communication skills** | The ability to communicate effectively.  The ability to interpret and summarise complex written and statistical information.  Able to demonstrate the ability to manage commitments and make a reliable contribution to the Board and prepare for meetings. |
| **Respect for people** | Capacity to treat all people fairly and with respect, to value diversity and respond sensitively to difference.  Demonstrate the ability to be open to new ideas and methods of working. |
| **Scrutiny Skills** | Previous experience in a role involving analysing, reviewing or developing services; evaluating performance or inspection.  Demonstrate the ability to question; challenge; weigh up issues; make balanced, reasonable, and proportionate judgements.  Willing to undertake the scrutiny role with selflessness, integrity, accountability, objectivity, openness, honesty, fairness, and respect. |

**Annex E – Expression of Interest Form**

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| **Name & Surname** |  |
| **Home Address** |  |
| **Phone Number** |  |
| **Email Address** |  |
| **Date of Birth** |  |

**Please tell us about any lived experiences, relevant skills & knowledge or you may have in relation to the role profile and person specification for this role.** (Max 500 words)

**What do you feel are the problems in the Criminal Justice System and its relationship with Black, Asian and other racially minoritised communities?** (Max 500 words)

**Please indicate your availability for interview below. Interviews are scheduled for w/c 4th September.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **w/c 4/9** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **Morning** |  |  |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |  |  |
| **Evening** |  |  |  |  |  |  |  |

**Do you have any accessibility needs that we should be aware of?**

**Is there anything else you may need us to put in place to ensure you are able to engage with your suitability interview?**

**If yes to either, then please provide details in the box provided.**

**Where did you hear about this opportunity?**