

AVON & SOMERSET OFFICE OF POLICE & CRIME COMMISSIONER

Role Profile

VOLUNTEER POSITION: Independent Scrutiny of Police Complaints Panel Member

LOCATION: Office of the Police & Crime Commissioner (OPCC)

Main Purpose of the role:

- As a 'critical friend' of Avon and Somerset Police and lay Panel member to work together to scrutinise varied aspects of policing, including complaints by members of the public against the Police, in an objective point of view.
- To support openness and transparency by the Police and to help improve public trust in the Police.

Main Responsibilities:

- To take part in quarterly meetings (currently held on a Thursday afternoon) to review 'dip sampled' police complaints files. Files must be reviewed confidentially, online, in a 2-3 week period prior to the meeting and associated preparatory work to be completed within this timeframe.
- Where appropriate to raise issues in these meetings e.g. tone and content of communications, appropriate resolutions and timeliness of police responses.
- To complete and electronically submit any necessary documentation relating to the Panel in a timely manner.
- To provide Panel feedback to the Police and Crime Commissioner (PCC) so that wider issues can be included in the PCC's priorities.
- To highlight where policing is working consistently well so the appropriate acknowledgment can be communicated.
- To highlight examples of good practice so these can be more consistently adopted.
- To take an active part in visits to observe policing in practice and feed issues back into the PCC's priorities.
- To retain a good working relationship with key people (stakeholders), including panel colleagues, the PCC's Office, Avon and Somerset Constabulary's Professional Standards Department, Police Officers and Staff; and any other interested group or individual.
- To keep the Panel Chair and the PCC's office informed of any problems relating to one's own ability to meet the requirements of the Panel or any changes in personal circumstances.



- To attend developmental and training sessions as and when required.
- To contribute towards the success of the Panel, promoting and developing scrutiny opportunities.
- To carry out the role in accordance with the Terms of Reference, Confidentiality Agreement and the Volunteers Agreement which sets out the PCC's expectations of the Panel, including confidentiality, promoting equality, diversity and inclusion.

Person Specification

The criteria contained within the Person Specification form the basis for short-listing suitable applicants to become members of the [Independent Scrutiny of Police Complaints Panel](#)
Essential criteria are requirements necessary for effective performance in the role.

		CRITERION	COMPETENCY
ESSENTIAL	Eligibility	Must be 18 years of age+ and live, work or study in the Avon and Somerset Constabulary area.	Available to attend 4 hybrid meetings per year (either in person or on Teams) and ideally would be able to commit to an initial term of 3 years.
		Must not be - or have been - a police officer or member of police staff, or police volunteer.	
		Must be granted vetting clearance in accordance with National Vetting Policy for the police community.	
	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 orally and in writing.	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 panel and prepare for meetings.	
	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.	
	Reporting skills	Previous experience of completing and submitting reports.	



	Motivation	<p>Ability to demonstrate relevant expertise or interest in policing issues.</p> <p>Ability to demonstrate enthusiasm for improving policing.</p>
	IT Skills	<p>Must be computer literate, have computer access and skills to remotely scrutinise cases (during a 2 week period prior to the quarterly meetings). Must be able to join remote meetings (using Microsoft Teams).</p>
	Respect for people	<p>Capacity to treat all people fairly and with respect, to value diversity and respond sensitively to difference.</p> <p>Demonstrate the ability to be open to new ideas and methods of working.</p>