



# **APPOINTMENT OF INDEPENDENT MEMBERS OF SURREY POLICE AUTHORITY**

## **INFORMATION PACK AND APPLICATION FORM**

**MAY 2010**

## **Appointment of Independent Members**

Thank you for expressing an interest in Surrey Police Authority. We are looking to fill three posts for Independent Members, to take up office in October 2010. Police Authority work is challenging and we are seeking high calibre candidates who can demonstrate they meet the requirements of a demanding role, as set out in this pack.

If you live or work in Surrey, have the necessary skills and enthusiasm and can commit yourself to giving around a 1½- 2 days a week to become involved, I hope you will want to apply to join us.

You may also wish to view our website where key documents can be found – [www.surreypa.gov.uk](http://www.surreypa.gov.uk).

### **Contents:**

About Surrey Police Authority	3
About Surrey and Surrey Police	8
Independent Members – Qualities We Are Looking For	11
The Selection Process	15
Disqualifications	16
Application Form	
Equalities Monitoring Form	

Alison Bolton, Acting Chief Executive

## **About Surrey Police Authority**

Surrey Police Authority is an independent, statutory body, set up under the Police Act 1996. It comprises local people and exists to make sure that Surrey residents have an efficient, effective and locally accountable police force.

Our role is to represent the interests of all local people, businesses and communities in our work with Surrey Police. We balance our responsibility for managing a budget of over £200m with holding the Chief Constable to account for the delivery of excellent policing. There are 43 police authorities in England and Wales – one for each police force - and our key responsibilities are laid down by Parliament.

## **Our Key Responsibilities**

The Authority:

- Holds the police budget and decides how much council tax should be raised for policing
- Appoints (and dismisses) the Chief Constable and senior police officers
- Consults widely with local people to find out what they want from their local police force
- Sets local policing priorities based on what local people say matters to them and targets for achievement
- Monitors everything the police does and how well they perform against the targets set by the Authority
- Publishes a Local Policing Plan which tells local people what they can expect from their police service and reports back at the end of the year on progress made

- Makes sure local people get value for money from the police
- Oversees police complaints and disciplines senior officers.

Surrey Police Authority helps to set the strategic direction for the Force and holds the Chief Constable to account on behalf of the local community. We do not get involved with operational policing. That is the role of the Chief Constable.

## **Who We Are**

There are 17 Members of Surrey Police Authority. All Members live or work in Surrey and are required to be representative of, and in sympathy with, the range of communities that make up the county. The Authority currently comprises nine councillors appointed by Surrey County Council, and eight independent Members (one of whom is a magistrate) appointed after responding to public advertisement.

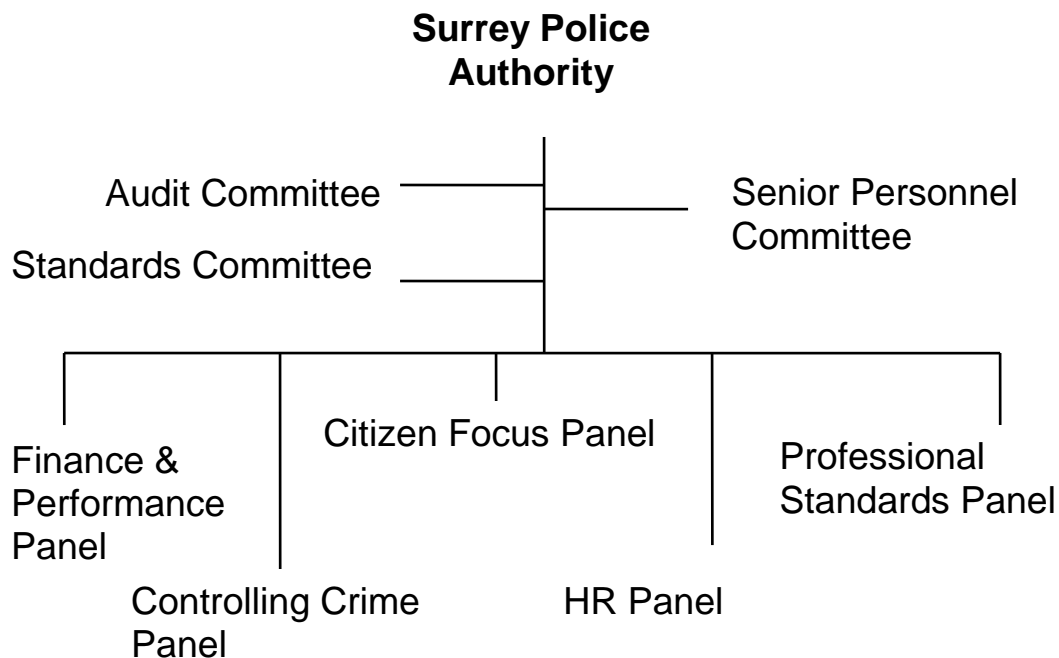
The Authority is based at Surrey Police Headquarters in Guildford. Members are supported by a secretariat comprising a Chief Executive and eight Members of staff.

## **How Does the Authority Work?**

### **Authority Meetings**

The Authority holds around nine meetings over the course of each municipal year which are open to the public. Most take place at Police Headquarters at Mount Browne, Guildford although we do hold some meetings 'off-site' at district and borough council chambers around the county.

In addition to formal Authority meetings, Members are allocated to panels and committees which work informally with officers of the Force in a number of key areas. Generally, each Member is expected to sit on two panels. Panels meet as business dictates; on average once every six weeks. Panel Chairmen are elected annually by their panel. Currently the Authority has the following panels and committees:



You can find out more about the work of our panels and committees on our website – [www.surreypa.gov.uk](http://www.surreypa.gov.uk).

### **Lead Member Roles**

All panels appoint Lead Members to act as champions for particular areas of work. Lead Members gain an in-depth knowledge of the key issues and establish effective relationships with the Force in order to properly scrutinise their particular area of business.

## **Member Training and Development**

The Authority has recently been awarded the South East Employers Member Development Charter which demonstrates our commitment to Member training and development. We ask Members to be willing to extend their knowledge and skills and undertake any relevant training so that they may play a full part in Authority's work. All Members are asked to set a series of objectives to work towards over the year which are discussed with the Chairman and Chief Executive. We strongly encourage Members to participate in 360 degree feedback as part of an annual review process.

## **Community Consultation**

Members represent the policing service to the local communities of Surrey and feed back community concerns to the Authority. Ensuring that residents' priorities are reflected in the priorities set for the police is a key part of a Member's role. We run a Citizens' Panel of over 3,000 residents and Members are involved in consultation events to meet local communities and discuss their priorities for policing.

## **Local Work**

The Police Authority is a statutory Member of Community Safety Partnerships (formerly known as Crime and Disorder Reduction Partnerships - CDRPs) and our Members are allocated to these.

## **Custody Visiting**

Surrey has an extremely active and enthusiastic custody visitor scheme. There are four teams of volunteer custody visitors based

at custody centres in Woking, Guildford, Reigate and Staines. Each team ensures that its custody centre is visited at least once a week. Members of the Police Authority cannot be custody visitors, but take overall responsibility for overseeing the scheme.

### **Police Authority Inspection**

The policing green paper published in 2008 confirmed that inspections of Police Authorities will proceed from April 2009. The inspections are being jointly undertaken by the Audit Commission and HMIC and will probe the effectiveness of authorities' performance management, leadership and scrutiny role, how resources and people are managed and collaborative work with communities and partners. Surrey Police Authority will be inspected this year and inspectors will be on site in late June/early July.

### **The Future of Police Accountability**

The major political parties have differing views on the future of police accountability. Although this issue remains subject to political debate, we do not envisage changes to the current system of police authorities in the immediate future.

## **About Surrey Police**

Surrey Police is responsible for policing the county of Surrey, with a population of more than one million people. With a substantial transport and motorway network and its proximity to London and the major airports, Surrey is a challenging policing environment. While Surrey remains one of the safest counties in England with excellent levels of public confidence in the policing services we provide, emerging criminal threats and poor funding put effective policing at risk. Notwithstanding these challenges, Surrey Police is one of the top performing forces in the UK and is regarded as one of the most forward-thinking.

The coming years see us facing considerable and unprecedented challenges, both operationally and financially and the Authority and Force have had to think radically to address these. We have embarked on an ambitious plan (the Operational Policing Review) to change how policing is delivered in Surrey. This will simplify the policing structure; make cuts to the numbers of senior officers and staff in Surrey Police; further reduce bureaucracy; and rationalise the estate. Ultimately, the review is expected to deliver up to 200 more constables to bolster neighbourhood policing teams, tackle serious crime and the Force's work to counter cross-border criminality. We also believe that these changes will result in a better and more accessible service for the public and a more financially stable future for Surrey Police.

Surrey Police has three strategic priorities for 2010-11:

- **Confidence and satisfaction** – building confidence in the police and increasing satisfaction with the service we deliver
- **Safety** – keeping people safe from harm
- **People and resources** – making the most of our people and resources

More details are set out in the Local Policing Plan for 2010-13, which can be viewed on the Authority's website.

### **The Surrey Policing Style – “Surrey Public First”**

The Surrey Public First Strategy was developed by Surrey Police and Surrey Police Authority to provide a more proportionate, common sense style of policing focused on serving the people of Surrey above compliance with external target regimes. It is simply about putting the people of Surrey at the heart of everything we do in a pragmatic and principled way, making more use of professional judgement in serving local communities. You can find out more in our Local Policing Plan.

### **The Delivery of Policing in Surrey**

The Operational Policing Review has changed the way that key functions such as investigation and emergency response are organised through the introduction of a simpler structure to improve the service for the public. Surrey's geographical divisions known as 'Basic Command Units' have been replaced with a simpler policing model based on the four main functions of the force: neighbourhood policing, responding to incidents, investigation; and tasking/command. Response and investigation

teams will continue to operate across the county as before, working out of Staines, Reigate and Guildford. Surrey Police Authority is fully supportive of these changes and believes that by reorganising in this way, a better service can be provided in our neighbourhoods.

### **Working with the Force**

The Authority enjoys a sound professional relationship with officers from the Force. The Chief Constable and senior officers and staff attend meetings of the Authority and its panels and committees and we are able to effectively challenge and scrutinise the Force in a constructive way.

### **Chief Officers of Surrey Police**

Chief Constable	Mark Rowley
Deputy Chief Constable	Craig Denholm
Assistant Chief Constable	Ian Dyson
Assistant Chief Constable	Jerry Kirkby
Assistant Chief Officer	Clare Davies

The force public website is [www.surrey.police.uk](http://www.surrey.police.uk)

## **Independent Members Qualities We Are Looking For**

The role of an Independent Member is a demanding and challenging one. We are looking for high calibre candidates who can provide clear examples demonstrating how they meet the necessary skills and competencies set out below:

### **INCISIVENESS and INTELLECT**

- *Strategic thinking*: the ability to rise above detail and see problems from a wider, forward-looking perspective
- *Good judgment*: taking a balanced, open minded and objective approach to Police Authority work
- *Analytical ability*: interpreting and questioning complex material including financial, statistical and performance information
- *Scrutiny and challenge*: the ability to rigorously scrutinise and challenge and exercise effective oversight of all aspects of force performance

### **LEADERSHIP and OPERATIONAL ABILITIES**

- *Leadership*: the confidence to lead by example and build support and commitment within the Authority and Force
- *Communication*: explaining situations clearly, together with a willingness to listen to and represent the views of all sections of the community on policing issues
- *Effective time management*: identifying priorities and making the most productive use of one's own and others' time.
- *Decisive*: resilience, even in challenging circumstances.

## **MINDSET & PERSONAL BEHAVIORS**

- *Respect for others:* capacity to treat all people fairly, with respect and valuing diversity
- *Integrity:* embracing high standards of conduct and ethics
- *Enthusiasm and drive:* willingness to learn and develop to enhance one's knowledge and understanding
- *Team Working:* playing an effective role through listening, persuading and respecting the views of others
- *Openness to change:* challenging accepted views in a constructive way
- *Willingness to engage with local communities:* understanding the importance of community views in shaping local policing and communicating with and influencing a range of stakeholders
- *Self confidence:* seek out and listen to the views of others and play an active part in discussions and debates.

Policing is a vital public service but also a large business enterprise involving people and resources. To strengthen the skills base of our existing Members, we would be particularly interested in hearing from people who are able to contribute a business-oriented approach to the Authority and those with senior level experience in HR, Finance or ICT.

Although we recognised that few candidates will possess all of the competencies and qualities from the outset, we ask our Members to be willing to extend their knowledge and skills and undertake any relevant training in order to play a full part in the range of duties for which Police Authorities are responsible.

Surrey Police Authority expects all Members to carry out their responsibilities in accordance with the general principles governing the conduct of Members, as set out in the Members' Code of Conduct and the Code of Corporate Governance.

## **Your Role as a Police Authority Member**

The Authority must make sure there is an effective and efficient police force in Surrey and that local communities receive best value from their policing services. You will help set the strategic direction for Surrey Police, making sure that the views of the local community as a whole are reflected in the nature and style of policing. Members must exercise effective scrutiny and oversight of Force performance and participate in the good governance of both the Force and Authority.

You will be expected to attend all meetings of the full Authority and any panels, committees or groups to which you are appointed. You may be asked to take the lead in an area of work in which you have a particular interest and to be involved in policing issues in your allocated local area in Surrey.

Members must prepare for meetings by reading papers, reports and background information. New Members are given an induction and the Authority offers a programme of Member training and development. Members will be expected to keep themselves in touch with local and national policing issues.

## **Time Commitment**

The amount of time will vary from week to week and depends on the number of responsibilities to which a Member commits. We would expect that a Member would need to commit at least **1½ – 2 days per week** initially to fulfil the role effectively. This may include the occasional evening event. Our key meetings are diarised around a year in advance.

## **Length of Term**

Independent members serve a four-year term with the possibility of reappointment for a final, second term. County Councillors serve a one-year term with the possibility of reappointment.

## **Allowances**

All Authority Members receive a basic allowance for their work which is currently £10,243 per annum. In addition, Members can claim expenses for travel, subsistence and carers' responsibilities.

## **Local People**

Your main residence or place of work must be in Surrey for the duration of your term in office.

**Age** - You must be at least 18 years' old.

## **Vetting**

Confirmation of appointment as a Member is subject to security vetting at the appropriate level. If vetting identifies issues of concern, the prospective Member may be considered unfit for office, depending on the nature of the issue identified.

## **Disqualification**

Some people are not eligible to sit as an independent Member and annexed to this pack you will find the principle reasons why. If you have a query about these disqualifications, please contact us.

## **The Selection Process**

Applications for appointment as an Independent Member will be considered by a selection panel. The closing date for receipt of completed applications is **11<sup>th</sup> June 2010**.

The selection panel comprises an independent assessor and two people appointed by the Authority. The panel will assess all completed applications and successful candidates will be invited to interview on **Friday, 16<sup>th</sup> July or Wednesday, 21<sup>st</sup> July 2010**. Members of the Authority's Senior Personnel Committee will hold second interviews in late August/early September. We will confirm arrangements to successful candidates as soon as possible.

## **How To Apply**

Applications must be on the enclosed form and returned to:

Alison Bolton, Acting Chief Executive  
Surrey Police Authority  
P.O. Box 412  
Guildford GU3 1BR

We will only acknowledge written applications if you enclose a stamped addressed envelope. If you would prefer to complete an electronic version of the form, please email your request to us at [spa@surrey.police.uk](mailto:spa@surrey.police.uk)

## **Disqualifications**

There are strict rules about who can be a Police Authority member. The main grounds which disqualify you from being a member are set out below.

You are disqualified from being or remaining a member of a police authority if:

### **Age**

- You are under eighteen years old.

### **Local base**

- You do not live or have your main home in the police authority area; or
- You do not work or have your main place of work in the police authority area.

You must have lived or worked or had your main home or main place of work in the authority area for a full twelve months before the date of your appointment to the Police Authority.

### **Employment**

- You hold any paid office or employment, appointments to which are or may be made or confirmed by the Police Authority or any committee or sub-committee of the Authority, or by a joint committee on which the Authority is represented, or by any person holding any such office or employment; or

- You are a paid employee of a Police Authority who is employed under the direction of a joint board, joint authority or joint committee on which the Authority is represented and any member of which is appointed on the nomination of some other Police Authority - you are disqualified from serving on that other Police Authority.

### **Financial solvency**

- You have had a bankruptcy order made against you and the bankruptcy order has not been previously annulled or you have not obtained a discharge; or
- Your estate has been sequestrated and the sequestration has not been recalled or reduced or you have not obtained a discharge; or
- You have made a composition or arrangement with, or granted a trust deed for, your creditors and you have not paid off the debts in full or five years have not yet passed since you fulfilled the terms of the deed of composition or arrangements or trust deed; or
- You are subject to a disqualification order under the Company Directors Disqualification Act 1986, to a disqualification under Part II of the Companies (Northern Ireland) Order 1989, to a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or to an order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).

## **Convictions**

- In the five years before the date of your appointment to the Authority or since your appointment, you have been convicted of an offence in the United Kingdom, the Channel Islands or the Isle of Man, and had passed on you a sentence of imprisonment (including a suspended sentence) of three or more months.

For this purpose the date of a conviction shall be taken to be the ordinary date on which the period allowed for making an appeal or application expires or if an appeal or application is made, the date on which the appeal or application is finally disposed of or abandoned or fails by reason of its non-prosecution.

There are some additional rules which apply just to independent members. You cannot be an independent member of a Police Authority if:

- You are a member of the council for a county, district or London borough which is wholly or partly within the area of the Police Authority;
- You are a member of a police force;
- You are an officer or employee of a Police Authority; or
- You are an officer or employee of a council which appoints members to a Police Authority - unless you are a head teacher or principal of an educational institution or establishment which is maintained or assisted by a local education authority; or a teacher or lecturer in any such school, college institution or establishment.

# Application Form

## PERSONAL DETAILS

**TITLE (Mr/Mrs/Ms/Dr etc.)**

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**NAME IN FULL (Please also give any other names by which you have been known)**

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**PERMANENT HOME ADDRESS**

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**HOW LONG HAVE YOU LIVED AT THIS ADDRESS?**

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**IF LESS THAN FIVE YEARS AT THIS ADDRESS, PLEASE GIVE DETAILS OF YOUR PREVIOUS ADDRESS**

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**DAYTIME TELEPHONE NUMBER**

**EVENING TELEPHONE NUMBER**

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**MOBILE TELEPHONE NUMBER**

**E-MAIL ADDRESS**

--

--

**DATE OF BIRTH**

**PLACE OF BIRTH**

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## EDUCATION AND QUALIFICATIONS

SCHOOL / UNIVERSITY / OTHER AWARDING BODY	COURSE OF STUDY / QUALIFICATIONS OBTAINED	DATE OBTAINED

## EMPLOYMENT HISTORY FOR LAST TEN YEARS (MOST RECENT FIRST)

NAME AND ADDRESS OF EMPLOYER	POSITION AND NATURE OF RESPONSIBILITY	DATES

**REASONS FOR APPLYING TO SURREY POLICE AUTHORITY**

**Please say why you are interested in becoming an Independent Member**

**RELEVANT SKILLS AND EXPERIENCES**

**In our application pack, we set out a number of skills and competencies that we would expect an independent member to be able to demonstrate. Please use this section to explain how you can demonstrate you meet these competencies**

*Incisiveness and intellect (please refer to page 11/12 for relevant competencies)*

**Leadership and Operational Abilities** (please refer to page 11/12 for relevant competencies)

**Mindset and Personal Behaviours** (please refer to page 11/12 for relevant competencies)

**RELEVANT SKILLS AND EXPERIENCES (continued)**

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**REFERENCES**

**Please give details of two people, not related to you, who have agreed to be contacted by us about your application.**

<b>1.Name</b>		<b>2.Name</b>	
<b>Address</b>		<b>Address</b>	
<b>Tel No:</b>		<b>Tel No:</b>	
<b>Position</b>		<b>Position</b>	

**CONVICTIONS**

**Have you any unspent convictions? (tick one)      YES      NO**

**Please list below all unspent conviction in chronological order. NB: under the Rehabilitation of Offenders Act 1974, following a certain period of time which depends on the sentence imposed, all convictions except those resulting in prison sentences of more than two and half years are regarded as spent.**

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**Please note that all successful applicants will be subject to a vetting process**

**HOW DID YOU HEAR ABOUT THIS POSITION?**

We would like to know how you learned that we were looking for Independent Members, to help us in the future. If it was through a newspaper, magazine or other publication please state its title and date, or if it was on the internet, please give details of the website.

Are you a serving Lay Justice in Surrey? (tick one)      YES      NO

Are you able to attend interview on 16<sup>th</sup> July 2010      YES      NO  
or 21<sup>st</sup> July 2010      YES      NO

**PLEASE SIGN AND DATE THIS FORM**

I declare that the information I have given is true and complete.

Signed.....Date.....

**WHAT TO DO NOW**

Please return this completed Application Form and Equality Monitoring Questionnaire by 11<sup>th</sup> June 2010 via post or by email to:

Alison Bolton  
Acting Chief Executive  
Surrey Police Authority  
PO Box 412  
Guildford  
Surrey GU3 1BR

[spa@surrey.police.uk](mailto:spa@surrey.police.uk)

If you have any questions or queries, please telephone 01483 630200 for further information.

## SURREY POLICE AUTHORITY EQUALITY MONITORING FORM

Surrey Police Authority is firmly committed to promoting equality of opportunity for all local people and communities, irrespective of gender, ethnic origin, disability, religious belief, sexual orientation or age. The information on this form is for monitoring purposes only and will not be made available to those assessing your application. **It will be treated in the strictest confidence and will not affect your application in any way.**

<b>Age (please state)</b>	
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<b>Gender</b>	
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<b>Ethnic Origin</b>	
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<b>White</b>	
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<i>British</i>	
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<i>Irish</i>	
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<b>Any other white background</b>	
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<i>Mixed</i>	
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<i>White and Black Caribbean</i>	
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<i>White and Black African</i>	
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<i>White and Asian</i>	
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<i>Any other Mixed Background</i>	
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<b>Asian or Asian British</b>	
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<i>Indian</i>	
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<i>Pakistani</i>	
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<i>Bangladeshi</i>	
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<i>Any other Asian Background</i>	
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<b>Black and Black British</b>	
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<i>Caribbean</i>	
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<i>African</i>	
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<i>Any other black background</i>	
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<b>Chinese or other ethnic group</b>	
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<i>Chinese</i>	
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<i>Any Other</i>	
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<b>Sexual Orientation</b>	
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<i>Bisexual</i>	
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<i>Heterosexual</i>	
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<i>Gay / Lesbian</i>	
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<i>Prefer not to say</i>	
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<b>Religious Belief / Faith</b>	
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<i>Buddhist</i>	
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<i>Christian</i>	
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<i>Hindu</i>	
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<i>Jewish</i>	
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<i>Muslim</i>	
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<i>Sikh</i>	
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<i>None</i>	
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<i>Other</i>	
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<i>Prefer not to say</i>	
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<b>Do you have a Disability?</b>	
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<i>Yes</i>	
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<i>No</i>	
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<i>Prefer not to say</i>	
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**THANK YOU FOR  
COMPLETING AND  
RETURNING THESE FORMS**