

Job Description

Job Title:	Deputy Police and Crime Commissioner (the Deputy)
Salary:	Scale PO(D) full time post. (Applications on a part time basis will be considered, the salary will be adjusted pro rata)
Expenses:	Statutory rates set by the Home Secretary
Responsible to:	Police and Crime Commissioner (the Commissioner)
Hours:	Full or part-time options available. Due to the nature of the role, it is to be expected that a proportion of duties will take place during evenings and at weekends, for which no additional recompense is provided.
Location:	Police Headquarters, Glan-Y-Don, Colwyn Bay, LL29 8AW
Travel:	Extensive travel in north Wales and on occasions other parts of Wales and England therefore a driving licence is essential
Welsh language:	For this post the ability to communicate effectively through the medium of Welsh is desirable. Non Welsh speaking applicants should commit themselves to learning Welsh to the appropriate standard to undertake the post
Eligibility and disqualification criteria:	See Appendix C

Job Summary

- The Deputy will be responsible for supporting the Commissioner in all aspects of his role
 - To work with the Commissioner to enable delivery of the Police and Crime Plan
 - To manage the community engagement project on behalf of the Commissioner
 - To engage and seek the views and concerns of the people in north Wales
 - To communicate these views to the Commissioner and his staff to ensure they are reflected in the work of the Commissioner
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Overview of the role

The Police Reform and Social Responsibility Act 2011 enables the Commissioner 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 Commissioner's other staff, is to deputise and support the Commissioner in carrying out his functions including:-

- a. Acting as a local link between communities and the police
- b. Assisting in setting the force budget and the precept and deciding how other crime reduction budgets are spent
- c. Assisting in the development of the Police and Crime Plan
- d. Entering into collaboration agreements as necessary
- e. Holding the chief constable to account
- f. 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 Commissioner
- 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

For full details of the Commissioner's statutory duties see *Appendix B*

Key responsibilities

1. To lead on community engagement on behalf of the Commissioner, to engage with all communities in north Wales to ensure that their views are heard
2. 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.
3. Lead collaborative initiatives with local partners and stakeholders to reduce crime and enhance community policing.

4. To quality assure the provision of policing services in north Wales and support the Commissioner in scrutinising the effectiveness and efficiency of policing in north Wales
5. To act as an ambassador for the Commissioner and engage with relevant community groups, public bodies, elected representatives and organisations to better understand the policing needs of the community.
6. To support the Commissioner in ensuring that the needs of the community are represented in policing and where appropriate translate the community needs into legitimate actions and outcomes.
7. Help to brief members of Parliament, members of the Welsh Government, councillors, government officials and other voluntary and criminal justice partners on the Commissioner's policy.
8. Represent the authorised views of the Commissioner to the media where appropriate.
9. On behalf of the Commissioner, help to generate policy proposals and respond to national policy developments. This will include engaging with other Police and Crime Commissioners in Wales and England.
10. Assist the Commissioner in liaising with the chief constable of North Wales Police and his staff and liaise 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 I can have the utmost confidence, someone on whom I can depend and someone who has integrity and good judgement. I am looking for some or all of the following qualities:

- Able to listen to people and provide reassurance that their views will be heard
- Strong sense of independence
- Vision and an ability to think strategically and laterally
- Leadership and management skills
- Able to manage change and initiate innovation
- Able to give media interviews and presentations
- Strong understanding and knowledge of current affairs

Experience & qualifications

- 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 ensuring the right balance between cost, value in an environment of reducing resources
- 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 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 North Wales
- Evidence of an understanding political structures, procedures and policies at both a local and national level
- IT literate to a good level
- An ability to drive

Skills – Desirable

- For this post the ability to communicate effectively through the medium of Welsh is desirable. Non Welsh speaking applicants should commit themselves to learning Welsh to the appropriate standard to undertake the post

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 Commissioner's primary duty is to secure an efficient and effective police force, which demonstrates value for money, meets the needs of the communities of north Wales and above all cuts crime.

He will do this by:

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

The Commissioner 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

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 commissioner’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.