

AGENDA ITEM 4

Essex Police and Crime Panel	EPCP/08/13
Date: 18 July 2013	

Confirmatory Hearing for the Post of Executive Director of the Office of the Police and Crime Commissioner

Report by Secretary to the Panel

Enquiries to Colin Ismay 01245 430396 colin.ismay@essex.gov.uk

Purpose of report

To set out the arrangements for the Panel to review the proposed appointment of the Executive Director of the Office of the Police and Crime Commissioner before she is confirmed in her post.

Background information on the process to be followed

Part of the Panel's Terms of Reference is:

"To hold a confirmation hearing, and produce a report or recommendations (as necessary) in respect of proposed senior appointments made by the Commissioner."

Set out below is the extract from the Panel's Procedure Rules relating to senior appointments.

"14 Senior appointments

- 14.1 The Panel has powers to review the Police and Crime Commissioner's proposed appointments of Chief Constable, Chief Executive, Chief Finance Officer and Deputy Police and Crime Commissioner. The Panel is required to hold public confirmatory hearings for these posts.
- 14.2 The Panel will be notified of the need for a confirmatory hearing in respect of proposed senior appointments made by the Police and Crime Commissioner. This will be held at the next available meeting of the Panel unless the appointment timescale requires an earlier hearing, in which case an extraordinary meeting will be arranged.
- 14.4 Confirmatory hearings will be held in public, where the candidate is requested to appear for the purpose of answering questions relating to the appointment. Following this hearing, the Panel is required to review the proposed appointment and make a report to the Commissioner on the appointment.

The report to the Commissioner must include a recommendation as to whether or not the candidate should be appointed. The Commissioner may accept or reject the recommendation.

The paperwork

Attached are the following documents supplied by the Commissioner:

- Information Pack
- Job Description
- Job Advert
- Sample Application Form
- Career Summary of Susannah Hancock
- Schedule 1 of the Police Reform and Social Responsibility Act 2011.

The Process

As previously agreed, the following provides an outline of how the Hearing will be conducted.

1. The Chairman to welcome the Candidate to the meeting and explain the Panel's intention of focussing on satisfying itself as to the Candidate's professional competence. He will then clarify the Panel's role in making a recommendation to the Commissioner on whether or not the candidate should be appointed.
2. The Chairman to give the Candidate and the Commissioner the opportunity to clarify any matters of process before the hearing gets under way.
3. The Commissioner to demonstrate to the Panel the rigor of the selection process and why the Candidate has been selected.
4. The Panel to ask questions of the Commissioner.
5. The Candidate to introduce himself to the Panel and to outline briefly his suitability for the role in terms of professional competence.
6. The Panel to ask questions of the Candidate.
7. The Commissioner and the Candidate to be given the opportunity to clarify any answers and ask any questions of the Panel.
8. The Chairman will adjourn the meeting to allow the Panel to consider its recommendation. Visitors will be asked to leave the meeting whilst the Panel reaches its decision.
9. Visitors will be invited back to be advised of the decision.