

# **STAFFORDSHIRE POLICE FIRE AND CRIME PANEL**

## **LAY/CO-OPTED MEMBER**

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

#### ***STATEMENT OF PURPOSE***

As a member of the Panel to contribute to the scrutiny and support of the Police Fire and Crime Commissioner for Staffordshire's work with partners in the Criminal Justice System to deliver his Strategic Plan (taking account of the needs and interests of all sectors of the community) with the aim of ensuring the provision of quality, efficient and effective policing and fire services throughout the County.

#### ***Main Duties and Responsibilities***

As a Lay/Co-opted Member you will be expected:

- To commit to undertake the role for a minimum of four years.
- To attend and participate constructively in meetings of the Panel (a minimum of 4 meetings per annum) and any Committees/Sub-Committees or Task Groups to which you are appointed
- To undertake the role of 'champion' in relation to one of the themes of the Police, Fire and Crime Commissioner's Strategic Plan
- To undertake training and development appropriate to your role
- To portray the Panel in a positive manner in dealings with the public and press
- On request, to engage in dialogue with member Authorities
- To approach matters before the Panel with an open and independent mind avoiding any pre-determination or bias
- To maintain an up-to-date knowledge and awareness of national, regional and local policing, fire and community safety issues and development.
- To enhance public awareness, involvement and knowledge in the work of the Police, Fire and Crime Panel and its priorities.
- To contribute to the setting of the strategic direction and priorities for the Staffordshire Police Force, including community safety commissioning and Staffordshire Fire and Rescue Service.
- To operate within the Terms of Reference of the Panel
- When acting in the capacity of Lay/Co-opted member to comply with the relevant Code of Conduct and to have particular regard to the General Principles of Public Life

Staffordshire Police Fire and Crime Panel

Police Fire and Crime Panel Lay/Co-opted Member

**PERSON SPECIFICATION**

FACTORS	ESSENTIAL	DESIRABLE	MEASURED BY
<b>Qualification</b>			
To be resident in the County of Staffordshire	√		A
<b>Qualities</b>			
To have an active involvement in a sector of the local community (eg. Voluntary, Business)	√		A
Independently minded	√		I
Ability to provide constructive challenge	√		I
A wish to serve the community	√		I
Willingness to engage with the community	√		I
Good judgement	√		I
Openness to change	√		I
<b>Knowledge</b>			
Knowledge of a particular group or sector of the community	√		I
Knowledge/experience of community safety issues (eg Involvement in Victim Support)	√		A
<b>Skills</b>			
Strategic thinking	√		I
Analytical ability	√		I
Excellent listening and questioning skills Good communication skills	√		I
Computer literate	√		I
Effective time management	√		I

<p><b>Others</b></p> <p>A personal commitment to high standards of probity, propriety and governance in line with the General Principles of Public Life</p> <p>Willingness to train</p>	<p>√</p> <p>√</p>		<p>A I</p> <p>A</p>
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**A = Application**

**I = Interview**