

**SURREY POLICE AND CRIME PANEL****RECRUITMENT OF CHIEF CONSTABLE  
4<sup>TH</sup> FEBRUARY 2019****SUMMARY**

The Chief Constable of Surrey Police, Nick Ephgrave, left the Force on 18<sup>th</sup> January to take up a new role as Assistant Commissioner in the Metropolitan Police Service. By operation of law, Deputy Chief Constable Gavin Stephens has assumed the role of Temporary Chief Constable until such time as a substantive Chief Constable is appointed.

The appointment of a Chief Constable is the responsibility of the Police & Crime Commissioner. There is also a role for the Police & Crime Panel to confirm the appointment. This report sets out details of the recruitment process and likely timescales.

**RECOMMENDATIONS**

That the Panel notes the report.

**EQUALITIES AND DIVERSITY IMPLICATIONS**

None raised.

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## 1. Introduction – Process of Recruitment

- 1.1 Section 38 of the Police Reform and Social Responsibility Act requires that the selection and appointment of Chief Constables is made by Police & Crime Commissioners (PCCs). Whilst it is for the PCC to make the decision about who to appoint (subject to the power of the Panel to veto the first candidate proposed), there are a series of processes that he must put in place prior to any decision being made.
- 1.2 These include developing an advert, role profile and person specification; ensuring there is a sufficient pool of candidates; convening an appointments panel (which must include one ‘independent member’ – see below); shortlisting candidates and holding an assessment/interview process.
- 1.3 Once at the stage of a proposed appointment, the PCC must notify the Police & Crime Panel which must then hold a confirmation hearing within three weeks. The Panel has the power to veto, with a two-thirds majority, the proposed appointment.
- 1.4 Critically, all those responsible for the selection and appointment of Chief Constables must observe the principles of merit, fairness and openness.
- 1.5 More detail on the process of recruitment and the legal requirements are set out in Home Office Circular 013/2018 and in the College of Police’s ‘Guidance for Appointing Chief Officers’, available on the College’s website.

## 2. Timescales for the Recruitment Process

- 2.1 There are a number of steps that the PCC must take as part of the selection process:
  - **Developing a role profile and person specification.** These are the documents against which an assessment of candidates will be made.
  - **Placing a job advertisement.** There is a requirement to advertise the post for a minimum of three weeks.
  - **Convening an Appointments Panel.** The PCC must convene a panel that will support him in making the appointment and provide challenge and impartiality to the process. The panel must include at least one independent member; an individual suitably qualified in selection and assessment practices who can determine the extent to which the appointment process is conducted in line with the principles of merit, fairness and openness. This person will produce a written report for the Police & Crime Panel to verify the robustness of the process. There are restrictions on who can fulfil this role and it cannot be a PCC, member of the Police & Crime Panel, MP or MEP, local councillor, serving or retired police officer or member of staff, civil servant, or staff from HMIC,

the IOPC or College of Policing. This does not preclude people from these groups being on the panel in other roles.

The composition of the remainder of the Panel is a matter for the PCC to decide. It will likely comprise the PCC himself, a suitably experienced policing advisor and a person of stature who knows the county well and is up to speed from a layperson's point of view with the important issues facing Surrey. The PCC's Chief Executive must support the PCC in undertaking his responsibilities and ensure the principles of merit, fairness and openness are adhered to throughout the design and delivery of the appointments process.

The Appointments Panel will need to convene before the short-listing of candidates has taken place.

2.2 The table below shows the current timeframe for the recruitment process.

Agreement of advert, role profile and person specification	January 2019
Confirm membership of the Appointments Panel	January 2019
Advert out	Monday, 4 <sup>th</sup> February until Monday, 25 <sup>th</sup> February (3 weeks)
Design selection process	February/March 2019
Closing date for applications	Friday, 8 <sup>th</sup> March
Short-listing ('in collaboration' with Appointments Panel)	w/c 11 <sup>th</sup> March
Panel interviews	18 <sup>th</sup> , 19 <sup>th</sup> , 28 <sup>th</sup> or 29 <sup>th</sup> March (TBC)
Notify panel of proposed candidate	ASAP after interviews
Police & Crime Panel confirmation hearing	TBC

### 3. The Selection Process

3.1 The PCC must ensure that the process of selection allows him to fairly compare candidates and confidently select the right person for the role. There are a number of techniques that can be used and these must reflect the role profile; provide the candidates with an opportunity to demonstrate relevant competencies as important for the role; mirror as far as possible the activities that are critical for the role; and provide candidates with equality of opportunity to perform. Examples might include a presentation exercise, structured interview, stakeholder panel or media interview. The process will result in the PCC identifying a preferred candidate whose name shall be submitted to the Police & Crime Panel.

#### **4. The Role of the Panel**

- 4.1 The PCP's role is to review the information and decision submitted by the PCC. It must adhere to guidelines set out in the Police Reform & Social Responsibility Act 2011, with its specific responsibilities being set out in Schedule 8 of the Act. These state that the PCP is required to consider recommendations made by the PCC in terms of the appointment. Members must satisfy themselves that the process was properly conducted and adhered to the principles of merit, fairness and openness and that the preferred candidate meets the requirements of the role. Specifically, the Panel will:
- Consider the report submitted by the independent member
  - Review the PCC's proposed appointment
  - Hold a public confirmation meeting where the preferred candidate will be expected to attend
  - Make a report to the PCC on the proposed appointment (within 3 weeks of being notified of the proposal), including a recommendation as to whether or not the candidate should be appointed. The report will be made public.
- 4.2 The Panel can veto the appointment if agreed by at least two thirds of PCP members, within three weeks of being notified of the proposed appointment.