

NORTHAMPTONSHIRE POLICE, FIRE AND CRIME PANEL

12 JULY 2024

Report Title	Appointment of independent co-opted members of the Northamptonshire Police, Fire and Crime Panel
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List of Appendices

Appendix A – Northamptonshire Police, Fire and Crime Panel – Person specification and role description for independent members

1. Purpose of Report

- 1.1. The report is intended to enable the Northamptonshire Police, Fire and Crime Panel to appoint three independent co-opted members to serve on the Panel from 2024 to 2028.

2. Executive Summary

- 2.2. The membership of the Northamptonshire Police, Fire and Crime Panel consists of 10 councillor members and three independent co-opted members recruited from the community. Previous independent members were recruited in 2020 for a four-year term. The Panel carried out a recruitment exercise during April – June 2024 to identify new independent co-opted members to serve on the Panel from 2024 to 2028. This report invites the Panel to agree the appointment of the three independent members recommended by the selection sub group set up for this purpose.

3. Recommendations

- 3.1 It is recommended that the Northamptonshire Police, Fire and Crime Panel agrees to co-opt Mr Andy Frost, Dr Carolyn Kus and Miss Pauline Woodhouse as independent members of the Panel under Schedule 6 Part 2 Paragraph 4 of the Police Reform and Social Responsibility Act 2011 with effect from the date of this Panel meeting to the day before the date of the first Panel meeting in the 2027/28 municipal year.

4. Reasons for Recommendations

- 4.1 The recommendation is intended to enable the Panel to appoint independent co-opted members in accordance with statutory requirements regarding the composition of Police (Fire) and Crime panels.

5. Report Background

- 5.1 The Police Reform and Social Responsibility Act 2011 Schedule 6 Part 2 Paragraph 4 requires that the membership of the Northamptonshire Police, Fire and Crime Panel (the Panel) must consist of:
- a) 10 councillors drawn from the local authorities in the Northamptonshire Police area; and
 - b) 2 independent members co-opted by the Panel
- 5.2 Panels may increase their number of independent co-opted members provided that this is approved by the Secretary of State. The Panel agreed in July 2016 that it would be beneficial to increase the number of independent co-opted members to three. It received the necessary approval to do so and the Panel has since operated on this basis.
- 5.3 The co-option of independent members is intended to assist in supporting the aim that the membership of a Police, Fire and Crime panel, when taken as a whole, has the skills, knowledge and experience necessary to enable the panel to carry out its functions effectively.
- 5.4 The existing Panel Arrangements for the Panel include the following provisions concerning the appointment of independent members:

Independent members shall be co-opted to the Panel to serve for a term of four years.

The Panel shall put in place arrangements to ensure that appointments of co-opted members are undertaken following public advertisement in accordance with the following principles:

- a) Appointments will be made on merit of candidates whose competencies, skills, knowledge and experience are considered the best match to a role profile intended to support the Panel in discharging its functions effectively;*
- b) The appointment process must be fair, objective, impartial and consistently applied to all candidates who will be assessed against the same pre-determined criteria; and,*

- c) *The appointment process will be conducted transparently with information about the requirements for the appointment and the process being publicly advertised and made available with a view to attracting a strong field of candidates.*

Co-opted members who have been appointed to the Panel may seek re-appointment for a second term of four years.

- 5.5 The independent co-opted members of the Panel serving in 2023/24 were appointed to the Panel on 16 July 2020 to serve for a four-year term: formally their appointments ran to the day before the date of the first Panel meeting in the 2024/25 municipal year. This required the Panel to carry out a recruitment exercise to enable the Panel to co-opt independent members to serve from 2024 to 2028.

6. Issues and Choices

Recruitment Process

- 6.1 The Panel meeting on 6 February 2024 considered and agreed arrangements to advertise and recruit independent co-opted members, informed by statutory requirements, guidance on good practice and the process used effectively in Northamptonshire on previous occasions. The person specification and role description used as the basis for the recruitment process, which were modelled on those previously used successfully by the Panel, are included with this report (at Appendix A). The Panel further agreed that a sub group of Panel members to participate in the recruitment process would be drawn from Councillors Baker, Carr, Gonzalez De Savage, Maxwell and McGhee, with the final composition to be confirmed depending on the dates of activity.
- 6.2 In accordance with the arrangements agreed by the Panel the independent members roles were advertised from 19 March to 21 April 2024 in the following ways:
- Promotion to the media, community groups and members of the public by the Communications teams at West Northamptonshire Council and North Northamptonshire Council using online statements and social media messaging.
 - Creation of a dedicated web page on the West Northamptonshire Council website
 - Provision of information to the co-ordinator / lead officer of all Local Area Partnerships in North Northamptonshire and West Northamptonshire with a request for further circulation
 - Provision of information to all North Northamptonshire and West Northamptonshire councillors with a request for further circulation
 - Provision of information to relevant community organisations with a request for further circulation:
 - Northamptonshire Association of Local Councils
 - Northamptonshire Action with Communities in Rural England
 - Voluntary Impact Northamptonshire
 - Healthwatch Northamptonshire
 - Northamptonshire Neighbourhood Watch Association

- Northamptonshire Rights and Equality Council
- University of Northampton Students Union

6.3 Promotional material and information directed members of the public to the web page referred to in paragraph 6.2 above. This web page linked to an application pack and an online application form (these items could also be provided in other formats on request). The application pack included the following items:

- Independent co-opted member person specification and role description
- Northamptonshire Police, Fire and Crime Panel Rules of Procedure
- Northamptonshire Police, Fire and Crime Panel Scheme of Expenses
- Links to Panel agenda papers, webcasts and reports by the Panel to the Police, Fire and Crime Commissioner
- Links to further national information on policing and fire governance and the roles of commissioners and panels

6.4 The Panel Secretariat received 16 applications during the application period. The selection sub group referred to in paragraph 6.1 then carried out shortlisting and interviews: Councillors Baker, Gonzalez De Savage, Maxwell and Smith (as the Panel Chair) were ultimately involved in this process, supported by the Panel Secretariat. The selection sub group shortlisted 6 applicants who were invited to attend an interview. Interviews took place on 6 and 7 June: interviews were held in-person except in the case of one shortlisted applicant who was away from the county but was able to take part in an online interview. This resulted in the selection sub group recommending the appointments set out in the report below.

Recommendations for appointment

6.5 The three applicants that the selection sub group recommends for co-option to the Panel as independent members, listed in alphabetical order, are as follows:

- Mr Andy Frost
- Dr Carolyn Kus
- Miss Pauline Woodhouse

6.6 **Mr Andy Frost** is now retired after completing a 30-year policing career, culminating in service as the Deputy Chief Constable of Northamptonshire Police from 2015 to 2017. Mr Frost originally joined Northamptonshire Police and was a frontline uniformed officer in different roles, operating from police stations in both urban and rural areas of the county. Six years with Bedfordshire Police included leading the delivery of policing to diverse communities in Luton. Mr Frost then returned to Northamptonshire as Assistant Chief Constable with responsibilities for local policing, community engagement and partnership working. In this capacity Mr Frost gained extensive experience of working with partners in policing and beyond, through roles including chairing the Northamptonshire Local Resilience Forum. As Deputy Chief Constable Mr Frost was part of the force's leadership team, working within the Police and Crime Commissioner governance model. Mr Frost also had a specific focus on developing collaboration with Northamptonshire Fire and Rescue Service, introducing joint teams and facilities, and

serving as the national lead for police / fire collaboration. Mr Frost managed a vaccination centre during the COVID-19 pandemic and is a member of a local GP surgery patient participation group and other community groups. Mr Frost lives in Bugbrooke, Northamptonshire.

- 6.7 **Dr Carolyn Kus** is an adult social care practitioner and senior leader with 40 years' experience in the public sector. Dr Kus has held corporate director positions at county councils, city councils and London boroughs, including four years in Northamptonshire in the 2010s as statutory Director of Adult Social Services with additional responsibility for commissioning children's social care, public health and wellbeing services. Dr Kus is practised at understanding and responding to the challenges involved in service planning and delivery, business transformation and the development of joined up services, working in a political environment and maintaining relationships with different stakeholders. Dr Kus has served as the independent chair of the Birmingham Safeguarding Adults Board since 2022. This role involves leading the Board to carry out its scrutiny role effectively, whilst working constructively with partners towards the common aim of safeguarding vulnerable people in a large area with a diverse population. Dr Kus has previously carried out a representative role as the national lead on workforce issues for the Association of Directors of Adult Social Services. Dr Kus has a doctorate in business administration with a focus on leadership and culture. Dr Kus lives in Upper Harlestone, Northamptonshire.
- 6.8 **Miss Pauline Woodhouse** has served as an independent co-opted member of the Panel since July 2020. Miss Woodhouse is a Restorative Justice Practice Manager with the Restorative Solutions community interest company. In this capacity Miss Woodhouse has worked on the delivery of restorative justice contracts in different areas of the country, including conducting service reviews and developing recommendations and action plans to support service improvement. Miss Woodhouse has also contributed to discussions at national level relating to the sector. Miss Woodhouse has significant professional and voluntary experience of working to build partnerships and engagement with people from different backgrounds and community groups, including in the context of the criminal justice system. Miss Woodhouse has previously worked as the manager of Bellinge Community House in Northampton; has led restorative justice projects in Northamptonshire, Leicestershire and Bedfordshire; and has served as a magistrate on the Oxford Bench. Miss Woodhouse is an LLB Law graduate. Miss Woodhouse has experience of strategic oversight as a regional representative on the national board of YMCA England and is the co-chair of the West Northamptonshire Women's Forum and of the West Northamptonshire Diverse Communities Forum. Miss Woodhouse lives in Northampton.
- 6.9 The recommended appointees have been invited to attend the Panel meeting on 12 July 2024 if they are able to do so (taking into account that this meeting had to be rescheduled from the planned date due to the pre-election period for the General Election). If the Panel agrees the recommendations of the selection sub group the recommended appointees will be formally co-opted onto the Panel at that point. Independent co-opted members present will then be able to participate as Panel members in the remainder of the business due to be conducted.

7. Implications (including financial implications)

7.1 Resources and Financial

7.1.1 The resource implications associated with the proposal consist of costs connected with independent co-opted members' involvement in the operation of the Panel. Independent co-opted members are paid an allowance of £500 per year for carrying out the role. All Panel members are also able to claim reasonable expenses in accordance with an agreed Scheme of Expenses. These costs can be met from Police and Crime Panel grant funding that the Home Office makes available to the local authority that hosts each panel.

7.2 Legal

7.2.1 There are no legal implications arising from the proposal. It is a statutory requirement that the membership of a Police (Fire) and Crime Panel includes a minimum of two independent co-opted members in addition to the councillor members.

7.3 Risk

7.3.1 Risks associated with the appointment of independent co-opted members may include that the recruitment process used is not open, objective and well-managed or that recommended appointments do not contribute to the overall capability of the Panel. The recruitment process used by the Panel has been informed by national guidance and previous experience and has achieved a good level of engagement. It has resulted in recommended appointments that should add to the skills, knowledge and experience of the Panel membership as a whole and support the Panel's ability to carry out its role effectively.

8. Background Papers

Police Reform and Social Responsibility Act 2011

Policing and Crime Act 2017

Police, fire and crime panels: independent member recruitment – Home Office guidance

Arrangements to recruit independent co-opted members of the Northamptonshire Police, Fire and Crime Panel – report to the Panel meeting on 6 February 2024