

DRAFT – JULY 2004

**APPOINTMENT OF INDEPENDENT
MEMBERS
TO DISTRICT POLICING PARTNERSHIPS**

CODE OF PRACTICE

**Made under Paragraph 6(2) of Schedule 3 to the Police
(Northern Ireland) Act 2000, as amended by the Police
(Northern Ireland) Act 2003**

NORTHERN IRELAND OFFICE

**2004 – this code
comes into immediate effect**

**CODE OF PRACTICE FOR THE APPOINTMENT OF
INDEPENDENT MEMBERS TO DISTRICT POLICING
PARTNERSHIPS (DPPs)**

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Chapter 1: Introduction

Purpose of Code

1. This code of practice gives guidance to District Councils and the Policing Board on their respective roles in the nomination and appointment of independent members to District Policing Partnerships¹ (DPPs).
2. This version of the code **replaces** the earlier version of the code, published in August 2002. This revised version takes account of the legislative changes made by the Police (Northern Ireland) Act 2003. These came into force on 8th April 2003. It also takes account of the recommendations made by the Impartial Assessors who oversaw the first round of appointments to DPPs in 2002/03 and reported on their conclusions in June 2003.
3. The code of practice is in line with the guidance on appointments to public bodies issued by the Commissioner for Public Appointments.
4. The code has been screened for adverse equality impacts. Following screening it has been determined that an equality impact assessment is not required.

Provision in Legislation

5. This code is issued under paragraph 6(2) of Schedule 3 to the Police (Northern Ireland) Act 2000² (the 2000 Act) as amended by the Police (Northern Ireland) Act 2003³ (the 2003 Act). This enables the Secretary of State to issue, and from time to time revise, a code of practice containing guidance as to the exercise, by Councils and the Policing Board, of their functions in the nomination and appointments process for independent members.

¹ The Policing Board shall issue a code on the exercise by district policing partnerships of their functions.

² Chapter 32.

³ Chapter 6

6. The provisions governing the operation and functions of District Policing Partnerships are set out in Part III of the 2000 Act. Schedule 3, in addition to providing for this code, sets out how District Policing Partnerships are to be established; how appointments of political and independent members are to be made; the constitution of the District Policing Partnership; and how the positions of Chairman and Vice-Chairman are to be filled.

7. Under paragraph 6(1) of Schedule 3 District Councils and the Policing Board must have regard, in carrying out their functions, to this code and the relevant parts of the 2000 Act as amended by 2003 Act.

8. Any failure by a Council to comply with the legislative requirements of the 2000 Act may lead to the Secretary of State acting under the default provisions in section 15 of the 2000 Act. These allow the Secretary of State to direct the Council or to empower the Board to take over the Council's functions in order to ensure that the DPP is established.

Consultation

9. In line with paragraph 6 of Schedule 3 to the 2000 Act, the Secretary of State consulted Councils, the Policing Board and the Equality Commission on the code before it was issued. In addition, the Chief Constable, the Department of the Environment, the Commissioner for Public Appointments, the Impartial Assessors, appointed by the Policing Board and other interested groups have been consulted.

Availability of Code and Queries

10. This code of practice should be available to District Councils, councillors, Council staff, the Policing Board and all those involved in the selection and appointment of independent members. It should also be made available on request to those wishing to apply for membership of a District Policing Partnership.

11. If you have queries about any of the issues covered in this code or if you are looking for further copies, please contact:

Policing Reforms Division
Block B
Castle Buildings
Stormont
BELFAST
BT4 3SG

Tel: 028 9052 0099

Fax: 028 9052 0063

E-mail: Pateam@nics.gov.uk

12. Further copies of the Code are also available on the Northern Ireland Office's website – www.nio.gov.uk .

Chapter 2: District Policing Partnerships

Background

13. The participants in the multi-party negotiations, which culminated in the Belfast (Good Friday) Agreement⁴, believed that there was an opportunity for a new beginning to policing in Northern Ireland.

14. It was agreed by the participants in the talks that an independent Commission would be established to make recommendations for future policing arrangements in Northern Ireland. The Commission's terms of reference, set out in the Belfast Agreement, required it, among other things, to make proposals designed to ensure that:

- the police service is delivered in constructive and inclusive partnerships with the community at all levels ...;
- the police operate within a clear framework of accountability ... to the law and the community they serve ...;
- there are clearly established arrangements enabling local people, and their political representatives, to articulate their views and concerns about policing, and to establish publicly policing priorities and influence policing policies.

15. This Commission, which became known as the Patten Commission after its chairperson, Chris Patten, reported on 9 September 1999.

16. An important theme of the Commission's report was that policing should be decentralised through the creation of district commands which would align with Council areas; and that there should be constant dialogue at district level between the police and the community. District Policing Partnerships were recommended as a means of fulfilling this. (See Chapter 6 of the Patten Report). The Patten Report

⁴ Belfast Agreement, Command Paper 3883.

recommended that because of the size and significant population of Belfast, the Belfast DPP should have four sub-groups to assist it in its work. These should mirror the operational police districts established within the city.

17. The Government accepted these recommendations. The 2000 Act accordingly provides for District Policing Partnerships (DPPs) and sub-groups within the Belfast DPP.

Role of District Policing Partnerships

18. The role of the DPPs is a consultative, explanatory intermediary and monitoring one.

19. In summary their functions are:

- to articulate community views on the policing of their district;
- to contribute to the formulation of policing plans and priorities;
- to monitor police performance at district level; and
- to report on these matters to the Board and Council;
- to obtain the co-operation of the public with the police with a view to preventing crime.

20. These are set out in more detail in sections 16-18 and 20 of the 2000 Act and Annex 1 of this Code. In addition, the Policing Board has issued a code of practice containing guidance on the way in which DPPs should exercise their functions.

Establishment

21. The establishment of District Policing Partnerships by District Councils is provided for in section 14 of, and Schedule 3 to, the 2000 Act. The equivalent provision for the Belfast sub-groups is section 20 of that Act. There is no statutory timetable within which the process of establishing DPPs must be completed, though it is clearly good practice that all elements in the process are completed in as short a

timescale as is compatible with good administration. The process should provide for high levels of fairness, equity and inclusivity, and are seen to be open and transparent.

22. In the event of a Council failing to set up a DPP in line with the legislation, the Secretary of State has the power in section 15 of the 2000 Act to direct the Council to do so, or to empower the Board to take on the Council's role in ensuring that a DPP is established.

Numbers

23. Patten recommended that there should be a DPP for each Council area. Section 14 of the 2000 Act provides for that. Paragraph 16 of Schedule 3 to that Act also provides that the Secretary of State may, by order, provide that two or more Councils may by agreement establish a single DPP for their districts. The Secretary of State would need to be certain, before making such an order, that such an arrangement was not to the detriment of local accountability arrangements. The Secretary of State must consult the Policing Board and any Council affected by the order before exercising his power.

24. As mentioned in paragraph 16, within Belfast there is one DPP with a sub-group for each police district. Section 20(2) of the 2000 Act requires the Chief Constable to establish up to four operational police districts within the Belfast City Council area. In line with the Patten recommendation, there are currently four districts, covering North, South, East and West Belfast. Section 21(1) of the 2000 Act requires Belfast City Council to establish DPP sub-groups for each of these districts.

Size

25. By virtue of paragraph 2 of Schedule 3 to the 2000 Act, the size of a District Policing Partnership must be either 15, 17 or 19 members as the Council may determine. In deciding the size the Council is required to have regard to the number of councillors it has as well as to the need to reflect, so far as practicable, the balance

of parties on the District Council. The Council should be as inclusive as possible, given that a DPP is meant to be representative of the community.

26. In line with section 21(3) of the 2000 Act, each of the Belfast sub-groups must have at least six members.

Composition

27. Paragraph 2 of Schedule 3 to the 2000 Act also provides that each District Policing Partnership will have one more elected or political member than independent members. The legislation does not make any requirement about the balance of political and independent members on the Belfast sub-groups, leaving this decision to the Belfast DPP itself.

28. Under paragraph 3 of Schedule 3 to the 2000 Act, the political members are selected by the Council so as to ensure that, so far as practicable, they reflect the balance of the parties⁵ prevailing among the members of the Council immediately after the last local government election.

29. Independent members are appointed by the Policing Board from names nominated by the Council (paragraphs 4 and 5 of Schedule 3 to the 2000 Act refer). In making the appointments, the Policing Board is required to seek, as far as practicable, to ensure that the overall membership of each DPP is representative of the community in the council area.

30. Appointments to a DPP are public appointments and should not be viewed as employment. A flowchart setting out, in summary form, the selection and appointment process is attached at Annex 2.

⁵ By virtue of paragraph 1(4) of Schedule 3 an independent member of the council is treated as a party.

Chapter 3: Selection and Appointment of Independent Members

Confidentiality

31. The consultants, the Policing Board, Councils, impartial assessors and anyone else involved in the process should respect the confidentiality of personal information unless a candidate has given permission for its release. (This does not apply to the publication of appropriate particulars of successful applicants by the Policing Board.)

Ensuring Best Practice

Merit

32. The selection of nominated candidates by the District Council as appointable is based on merit. Applicants will be assessed to ensure that their abilities, experience and qualities match the needs of the DPP.

Independent scrutiny

33. The process must involve **independent scrutiny** at every stage. No appointment should be made to a DPP unless the process has been scrutinised by an impartial assessor. Impartial assessors should have relevant experience and should be appointed by the Policing Board in line with the guidance issued by the Commissioner for Public Appointments. The Board will appoint impartial assessors from a list submitted by the consultants.

34. The Policing Board should have a sufficient number of impartial assessors to oversee the process as set out in their terms of appointment. Those appointed should be familiar with “A Guide for Independent Assessors in the Public Appointment Process” issued by the Commissioner for Public Appointments. The assessors shall provide a report for the Policing Board, at the conclusion of the process.

35. The Policing Board and the consultants should consider the training needs of impartial assessors, especially in the area of equality, (including the anti-discrimination legislation and section 75 of the Northern Ireland Act 1998), and ensure that they have access to appropriate information and necessary advice to undertake the role.

36. In the case of complaints and investigations by the Policing Board, it may seek the views of the impartial assessors on the procedures and processes that were followed.

37. Where an impartial assessor is concerned about any aspect of the process, he/she should consult the Policing Board and if necessary the Office of the Commissioner for Public Appointments.

38. Impartial assessors should be paid reasonable expenses (travel etc) and such other allowances as the Policing Board may determine. Such expenditure will be included in the DPP establishment costs, provided for in paragraph 11 of Schedule 3 to the 2000 Act.

39. The Government has concluded that the appointment process should be facilitated by recruitment consultants. The consultants must be selected on a tender basis, and appointed by the Policing Board.

Equality of opportunity and representativeness

40. The Board and the Councils are governed by statutory duties relating to equality of opportunity and representativeness. They are required by section 75 of the Northern Ireland Act 1998 to ensure that all candidates have equality of opportunity to apply and be considered for appointment, irrespective of age, disability, gender, marital status, sexual orientation, racial group, community background, political opinion or because a person has, or has not, dependants. The Board is also required, under paragraph 4(1A)⁶ of Schedule 3 to the 2000 Act, to ensure so far as

⁶ Inserted by section 14 of the 2003 Act.

practicable that the members of the DPP, taken together, are representative of the community in the district.

41. Both of these duties make it important to ensure that the widest possible range of candidates is encouraged to apply. The Equality Commission's guidance on the implications of section 75 notes that this "requires proactive measures to be taken to secure equality of opportunity as between the groups identified in section 75(1)". This is a point echoed by the impartial assessors report published by the Board in June 2003.

42. In light of this, the Government would expect the recruitment consultants, Councils and the Board to ensure widespread advertisement of the appointments as well as letters of invitation and appropriate follow-up to organisations representing groups within the section 75 categories. In other words every reasonable step should be taken to widen the field of candidates.

43. The consultants should, in consultation with the District Council and the Equality Commission, compile a list of those organisations to be targeted in each DPP area. Such organisations would include youth groups, trade unions and trades councils, women's groups, religious organisations, the business community, and other minority interests.

44. Application packs should be available, on request, in Braille, audio tape or in large print. Those making arrangements for interviews should also consider the needs of disabled candidates.

45. Selection on merit will remain the fundamental and overarching principle. Appointments will be made in accordance with the requirements outlined in the person specification and role description. However, in line with the Nolan Committee's original recommendations and the Commissioner for Public Appointments' Code of Practice, criteria for final selection and subsequent appointment can take account of the need to appoint bodies which include a *balance* of skills and backgrounds.

Probity

46. Adherence to high standards of **probity** and propriety in the appointment process will ensure public confidence in it. Those making the appointments should endeavour to ensure that appointees are committed to, and capable of carrying out, their duties in line with the principles and values of public service, as defined by the first report of the House of Commons Committee on Standards in Public Life. These are: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

47. In line with guidance on appointments to public bodies candidates should be asked in their application form and at the interview to declare conflicts of interest, or information on connections which may give rise to a potential or perceived conflict. ***For example, applicants should list direct or indirect financial or monetary interests which members of the public might reasonably think could influence their judgement as a DPP member.***

48. It will be the responsibility of the Policing Board and not the District Council to consider if a conflict of interest exists. In doing so, the Policing Board panel will assess whether or not the applicant would be restricted, if appointed, from carrying out the requirements of the post impartially. Councils should not be given information provided by candidates in relation to conflicts of interest.

Transparency and openness

49. The appointments process must be **transparent and open** in order to encourage public confidence in the procedures that support the final selection. Information about the procedures followed should be readily available, and should be included in the Policing Board's and Councils' websites. All stages of the process should be fully documented.

50. Candidates who have been unsuccessful should be informed as soon as possible, and offered feedback should they request it. This should be by the consultants for

those not interviewed; by the Council for those who were not recommended by it; and by the Policing Board for those it considered.

51. The names of, and appropriate details about, appointees should be publicised by the Policing Board. The names of councillors appointed and the contact details for the District Policing Partnership should also be published.

52. The names of panel members, including the Independents, should be given to candidates before interview and should be made available more generally, if requested.

Disqualification

53. By virtue of paragraph 8(1) of Schedule 3 to the 2000 Act a person is disqualified from being an independent member of a District Policing Partnership if he/she is:

- a police officer;
- a member of the police support staff;
- a member of the Policing Board; or
- an employee of the Council;

or, under paragraph 8(2) of that Schedule, if they have at any time been convicted in Northern Ireland or elsewhere of any offence and have had passed on them a sentence of imprisonment (whether suspended or not).

The Appointments Process

54. The Policing Board and Councils should have regard to the process set out below. The Policing Board will have an important role in ensuring consistency of approach across Councils. The Secretary of State will keep the process under review and may produce revised guidance if difficulties arise.

Information Packs

55. Recruitment consultants will be contracted by the Policing Board and will be expected to finalise a recruitment or information pack in consultation with the Policing Board. District Councils, the Local Government Staff Commission, the Equality Commission and Northern Ireland Office should be consulted before the pack is published.

56. The pack should include:

- an information sheet detailing the appointment process and timetable;
- an application form;
- information about the requirements of the position and a role profile;
- role description and person specification;
- a reference to this code of practice; the Policing Board's code (on the Exercise of functions by DPPs); the Belfast Agreement; the Patten Report; and the Police (Northern Ireland) Acts 2000 & 2003. The full text of each will be available on the internet and can be provided by the consultants if requested; and
- an equality monitoring form.

57. The pack should make clear that the onus is on the applicant to provide sufficient information on his or her application form to facilitate the decision as to whether he or she satisfies the eligibility criteria, and that failure to provide sufficient information will result in a decision that the applicant does not satisfy the criteria.

58. A model role description and person specification for independent members of DPPs are attached at Annex 3. The Policing Board may refine these, in consultation

with the consultants, after considering the role to be played by independent members and the functions of DPPs.

59. The application form should include a question asking candidates to declare any interests which may give the impression of, or be viewed as, a conflict of interest if they were appointed. Candidates should also be asked in the application form to disclose any criminal convictions and be informed that these will be checked. This information will not be made available to the Council's interview panel.

60. Candidates should be clearly informed that they will only be appointed to one DPP. Multiple applications should not therefore be submitted. Should an application from a candidate for more than one DPP be received, the consultants will ask candidates to indicate which application should be considered.

61. The information pack should state clearly the closing date for applications and should make clear that it is the responsibility of applicants to ensure that their applications are posted in time, and with sufficient postage paid, to allow delivery by the specified closing date and time. Late applications, ie. those received after the closing date/time, should not be accepted (they should be clearly recorded as being late and the applicant notified accordingly).

Advertisement

62. The consultants will advertise in the *Belfast Telegraph*, the *Irish News*, the *News Letter*, the *Irish Times* and all provincial (local) newspapers. They should also consider advertising in Council offices, libraries, offices of locally based voluntary organisations etc. There should also be advertisements on the websites of the Board and the Councils in question, and there should be a facility for applicants to download application forms and apply online wherever possible.

63. Again, and within this context, care should be taken to ensure that the field of potential independent members is as wide and inclusive as possible bearing in mind that the overall membership of the Partnership should be broadly representative of

the district. The needs of particular groups within each of the section 75 categories should be specifically considered when devising and developing the advertising strategy and the Board should seek to learn lessons from the outcome of previous advertising campaigns in order to ensure the information is targeted so as to reach the widest possible audience.

Selection – Consultants' Sift

64. The recruitment consultants are responsible for the first sift of applications against the published criteria. An impartial assessor should dip sample (approximately 10%) to ratify the decision of the consultants. A record of the decision taken by the consultants, and reasons for the decision, should be kept by the consultants and made available to the impartial assessor. Feedback for candidates rejected at this stage will be the responsibility of the consultants. The forms of those applicants who satisfy the essential criteria should be anonymised and forwarded to the relevant Council to be shortlisted for interview.

65. Where applicants have applied for more than one DPP, the consultants should contact the individuals concerned and ask them to state a preference. The application should thereafter be treated as an application for the preferred DPP.

66. At this stage, the consultants should be in a position to identify and sift out any applicants disqualified under paragraph 8(1) of Schedule 3 to the 2000 Act. That is, if the applicant is:

- A police officer;
- A member of the police support staff;
- A member of the Policing Board; or
- An employee of the Council.

67. Since the consultants will not necessarily know whether someone is disqualified under paragraph 8(2) of Schedule 3 to the 2000 Act, no attempt should be made to sift out any applicant on those grounds at this stage of the process. That can only

happen when the Board refers applicants' details to the Chief Constable (see paragraph 92).

Selection – Council Nominations, the Panel's Role

68. A sifting/interview panel comprising at least two and up to four Councillors and an independent panel member (the latter will be provided by the consultants) should consider those applicants who meet the essential criteria and shortlist for interview.

69. Councils should, where possible, seek in appointing the shortlisting/interview panel to include councillors who are to be on the DPP. This should normally include the Chairman and Vice Chairman elect. (The Chairman and Vice Chairman are selected by the Council from the political members of the DPP under paragraph 9 of Schedule 3 to the 2000 Act.)

70. The attending consultant, supported by the independent panellist, should seek to ensure that the interview panel is broadly representative in terms of gender and community background, and should ask panellists to declare any reason why they should not be involved – e.g. a conflict of interest. ***For example, it would be inappropriate for a member of the panel to interview a family member or close associate.***

71. To ensure consistency across all 26 council areas, the Board and the consultants should seek to ensure that training is provided to all those involved in sifting/interviewing. Councils should ensure that their panel members attend and only members who are trained should sit on panels. The training should cover not just the DPP appointment process but also specific training in interviewing techniques. The training should enable all those involved in the interviewing process to reach an agreed understanding of the essential criteria to be met.

72. In shortlisting, the panel should aim to select at least three times the number of candidates that will be required. This will give a sufficiently broad range of candidates from which to make nominations. [For example, if nine individuals are

needed, at least 27 should be interviewed.] The consultants will arrange the interviews for the panel and will appoint a secretary to keep a formal written record.

73. The interview panel should interview candidates against the published criteria, and should on the basis of merit place the candidates into one of two categories: “suitable” or “not suitable for nomination”. The suitability pass mark will be determined by the Policing Board in advance. A list, in alphabetical order, of all those considered suitable for nomination, should then be submitted to the Council for approval. Individual rankings should not be provided. The Council should provide the Policing Board with full details of candidates performance at interview.

74. Impartial assessors will oversee the sifting/interview process and documentation. A record of the interview process and copies of any supplementary evaluation documentation completed by panel members should be given to, and held by, the recruitment consultants.

Selection – Council Nominations, the Council’s Role

75. The Council will, in considering the names submitted to it, act in accordance with the relevant sections of the Code of Procedures on Recruitment and Selection issued by the Local Government Staff Commission for Northern Ireland. It is for the Council formally to nominate those found suitable by the interview panel to the Policing Board. Again the nominations will be submitted in alphabetical order. In considering the names submitted to the Council by the interview panel, the Council should note that they are “applications in confidence” and should not seek to place the names in the public domain.

76. As required by paragraph 5 of Schedule 3 to the 2000 Act, unless otherwise agreed with the Policing Board, the number of persons to be nominated shall be twice the number of appointments to be made of independent members. If the number of candidates considered by the interview panel to be suitable for nomination exceeds the required number, the Council will submit all the names, in alphabetical order, to the Policing Board.

77. It is not expected that the Policing Board would agree to receive a smaller number of candidates save in the most exceptional circumstances. However, if less than twice the number are nominated, the Board may itself nominate candidates. If the Board is required to do so, it will in the first instance consider again those candidates who have applied for membership but have not been nominated/found suitable by the Council. In the event that none are suitable, a further localised recruitment exercise will be required after notification to the Council.

78. No names should be submitted to the Policing Board of candidates who are disqualified for appointment under paragraph 8(1) of Schedule 3 to the 2000 Act

79. As at the earlier stage of the process, since the Council will not know whether someone is disqualified under paragraph 8(2) of Schedule 3 to the 2000 Act, no attempt should be made to sift out any applicant on those grounds at this stage of the process. That can only happen when the Board refers applicants' details to the Chief Constable (see paragraph 92).

80. All applicants whose applications have been rejected by the panel, whether through shortlisting or at interview, should be notified in writing. Reasons should be given. Feedback for candidates rejected at this stage is the responsibility of the Council panel.

81. When submitting nominations of potential independent members to the Board, the Council should also supply the Board with a list of the names of its members who will be serving as political members on the DPP or sub-groups, together with a breakdown of their characteristics, so far as is possible, in terms of the categories listed in section 75(1) of the Northern Ireland Act 1998. That is:

- Gender
- Religion
- Political opinion
- Age
- Disability
- Ethnic or racial origin

- Marital status
- Sexual orientation
- whether or not they have dependants.

82. For reasons of confidentiality, there is no need to indicate these characteristics for each individual councillor. Rather, a summary of the overall breakdown should be provided. This will enable the Board better to fulfil its duty under paragraph 4(1A) of Schedule 3 to the 2000 Act (as amended by the 2003 Act) to ensure as far as practicable that the membership of the DPP, taken together, is representative of the community in that district. Impartial Assessors will also oversee this element of the process and its documentation. Records of this stage of the process should be given to and held by, the recruitment consultants.

Appointments – the Policing Board's Role

83. The Policing Board's Chief Executive has responsibility for establishing final appointment panels to consider the lists supplied to the Policing Board by the Councils under paragraph 5 of Schedule 3 to the 2000 Act.

84. The responsibility for making appointments rests with the Policing Board by virtue of paragraph 4(1) of Schedule 3 to the 2000 Act.

85. The Policing Board's panel or panels should comprise at least two Policing Board members and an independent member appointed by the Policing Board. The impartial assessor appointed to oversee the appointment process should ensure that the panel is representative in terms of gender and community background so far as practicable.

86. The Policing Board's panel should consider applicants against the published criteria, taking into account the application form and the evaluation made by the Council. It is not expected that the Board's panel will conduct interviews. However, should the Board decide to do so it will need to ensure that all candidates are treated in a consistent way. Interviews should be carried out in line with the guidance on public appointments issued by the Commissioner for Public Appointments.

87. Section 14 of the 2003 Act states:

“In appointing independent members of a DPP the Board shall so far as practicable secure that the members of the DPP (taken together) are representative of the community in the district”.

Therefore the Board’s panel has a particular statutory responsibility to ensure that the candidates are both appointable and that the full membership of the DPP is so far as practicable representative of the community in the Council area. In doing so, the Board’s panel will wish to reflect on the composition of the Council members appointed to the DPP. The panel will also wish to consider the statements made during the 2000 and 2003 Acts’ passage through Parliament about the need to interpret “representativeness” in its broadest sense, having regard, for example, to all the categories listed in section 75 of the Northern Ireland Act 1998. In addition, the Board will want to ensure that each DPP contains a balance of skills, expertise and backgrounds.

88. The Board will also need to consider potential conflicts of interest declared on the application form, and come to a view as to the extent to which these could cast doubt on the public’s confidence in the applicant’s ability to fulfil his/her duties as a member of the DPP.

89. In a similar vein, the Board may also want to consider the appropriateness of politicians being appointed as independent members. Councillors, MLAs and MPs are not excluded by law from applying for independent membership. However, their political affiliation or activities would be likely to lead the Board to conclude that they would not be viewed as sufficiently independent and would therefore be unsuitable for appointment. The Board will need to reach a conclusion on each such applicant in the round, taking account, among other things, of the overall skill mix and representativeness of the DPP.

90. As set out in paragraph 87 the Board is under a statutory duty, in appointing independent members to secure as far as practicable that the members of the DPP (taken together) are representative of the community in the district. Should the Board at this stage conclude that the full list of Council nominations does not enable

it to fulfil this duty, the Board may consider the scope for a supplementary competition in that particular district. If the Board does so decide, it should first notify the relevant Council.

Disqualification because of prior criminal convictions

91. The Policing Board panel will also need to consider the extent to which a candidate is disqualified or otherwise unsuitable because of prior criminal convictions.

92. The Policing Board will therefore write to the Chief Constable to ask for confirmation of the criminal records declared by all applicants who have reached this stage of the process.

93. Where a candidate has disclosed a record which does not automatically disqualify him/her, then the Policing Board will want to consider whether the record would cast doubt on the public's confidence in the candidate's ability to fulfil his/her duties. This will depend, for example, on the nature of the offence(s), its seriousness, when it was committed, and the applicant's age at the time at the time of the offence.

94. If a candidate has failed to disclose an offence which is not spent (see below) but which does not automatically disqualify them, the Policing Board should consider very carefully whether or not this rules out an applicant. Failure to disclose may cast doubt on an applicant's honesty and integrity, but the Board should consider, for example the nature of the offence(s), its seriousness, when it was committed, and the applicant's age at the time. The Policing Board may want to ask a candidate to explain the omission before deciding on the issue.

95. The Rehabilitation of Offenders (Northern Ireland) Order 1978⁷ provides that in certain circumstances convictions may become "spent" and a convicted person may be considered "rehabilitated" (Article 3(1)). Where a conviction becomes spent the offender is treated for most purposes as if he/she had never been convicted of the offence concerned. The Order applies to anyone convicted of a criminal offence in

Northern Ireland or abroad. However, not every conviction may become spent and result in rehabilitation. Article 6(1) makes all sentences subject to rehabilitation except, inter alia, sentences of life imprisonment and imprisonment or corrective training for more than 30 months. Where a person becomes rehabilitated under the Order, he/she is treated, with certain exceptions, for all purposes in law as if he/she had never committed, been charged with, prosecuted for, convicted of, or sentenced for, the relevant offence or offences (Article 5(1)). By Article 5(2) of the Order a person shall not be subjected to any liability or prejudiced in law by the failure to acknowledge or disclose a spent conviction. Article 5(3) states that a spent conviction (as defined in the 1978 Order), or the failure to disclose it, shall not be a proper ground for dismissing or excluding a person from office.

The Board's decision

96. The consideration of each candidate must be documented by a member of staff appointed by the Board, so that information is available in the event of a complaint, and to enable candidates to be given feedback if they request it.

97. Once the Policing Board panel has decided on the appointees it should notify the consultants. The consultants will notify all applicants of the outcome, asking those successful candidates if they are willing to serve. The Policing Board will subsequently notify the Councils and write to the successful applicants, with their terms of appointment (model document Annex 4). Appointees should be asked to confirm, in writing, acceptance of the terms of appointment.

98. Candidates not being offered appointment should be notified without delay. Feedback at this stage is the responsibility of the Board.

99. Impartial assessors will oversee the process and documentation at this stage. Should a difficulty arise it should in the first instance be brought to the attention of the Chief Executive of the Policing Board. Impartial assessors may also wish to seek guidance from the Commissioner for Public Appointments.

⁷ SI 1978/1908 (NI 27).

Feedback

100. If candidates request feedback they should be given it. The stage at which the applicant left the process will determine who is best placed to provide the feedback.

Publicising the Appointments

101. The Policing Board must publicise the make up of each DPP through a press release.

102. The following information should be considered for inclusion in the press release:

- a short description of the functions of DPPs;
- the names of the councillors and independent members appointed, identifying the Chairman and Vice Chairman;
- a brief summary of each appointee's career/experience;
- details of how to contact the Partnership;
- details of each appointee's response to the political activity question;
- length of appointment and details of remuneration; and
- a list of other appointments held.

103. These requirements are in line with the guidance on public appointments to public bodies issued by the Commissioner for Public Appointments.

Length of Appointment

104. By virtue of paragraph 4(3) of Schedule 3 to the 2000 Act, independent members are appointed until the date of the local government election following their appointment. The terms of appointment for independent members should state that any change in a member's circumstances, which might give rise to a conflict of interest, must be declared to the Policing Board.

Complaints

105. Complaints should be dealt with promptly and with courtesy. The Policing Board has in place a complaints procedure. The first step should be to identify who should deal with the matter. This will depend on the nature of the complaint. Whatever the reason, the complainant should, in all cases, be asked to make the complaint in writing.

106. Any complainant should first write to the Policing Board. If after receiving a comprehensive response the complainant still has concerns about the process they may then address their complaint to the Commissioner for Public Appointments. The Policing Board, the consultants and Council, as appropriate, should provide the Commissioner within 10 working days with all the information he/she requests to deal with the complaint.

107. Where there is a delay in handling a complaint, then the Commissioner should be advised accordingly and an estimate given of when a full reply will be available.

Chapter 4: Post-appointment issues

Assessment of members

108. In line with guidance on public appointments, the Chairman of the Policing Board will seek the completion of an annual performance appraisal form for each independent DPP member. The Policing Board will hold this information. Should an independent member apply for reappointment and be eligible to do so ie the total period in office would not exceed 10 years and they have performed satisfactorily during their current term, then they will be nominated by their District Council to the Policing Board to be considered for reappointment.

Removal of members

109. This is provided for in paragraph 7 of Schedule 3 to the 2000 Act.

110. The Policing Board, or the Council with the approval of the Board, may remove a person from office as a political or independent member of a DPP if satisfied that:

- in the case of an independent member, he failed to make the necessary disclosure in relation to a conviction he received for a criminal offence in Northern Ireland or elsewhere;
- he has been convicted of a criminal offence in Northern Ireland or elsewhere committed after the date of his appointment;
- he has become bankrupt or made a composition or arrangement with his creditors;

- he has failed to comply with the terms of his appointment; or
- he is otherwise unable or unfit to discharge his functions as a member of the DPP.

111. "The necessary disclosure", in relation to a conviction of an independent member, means full disclosure of it –

- before his nomination, to the Council which nominated him; and
- before his appointment, to the Board.

112. Section 17 of the 2003 Act inserted a new provision, relating to removal of members, into paragraph 8 of Schedule 3 to the 2000 Act. Paragraph 8(1A) states that a person removed from office under paragraph 7(1) is disqualified for membership of a DPP until the date of the next local government election following his removal. On 3 June 2004 the Policing Board adopted a policy that if any member of a DPP is convicted during their time in office of a criminal offence committed before the date of their appointment they may be considered unfit to continue in office.

Vacancies

113. It may be that an independent member resigns or is removed from office before the end of their term of appointment. Resignations must be made in writing to the Council (paragraph 4(5)(a) of Schedule 3 to the 2000 Act). In this event, the Council must notify the Policing Board. Removal is a matter for the Board, or the Council with the approval of the Board, and is dealt with in paragraph 7 of Schedule 3 to the 2000 Act.

114. Where a vacancy arises, the Policing Board will, if it is within 18 months of the date of appointment, select a further person from the list of nominees submitted by the Council for the last appointments process. Individuals should be given an opportunity to update their application form and equality monitoring form. Under

paragraph 4(4) of Schedule 3 to the 2000 Act such a person will hold office until the next Council election following his appointment.

115. If it is more than 18 months since the DPP was appointed, the Policing Board may, with the approval of the Secretary of State, abbreviate the appointment process. For example, the following process could be followed:

- advertisements could be placed in the appropriate provincial (local) papers;
- interest groups/organisations in the area could be asked to encourage candidates to apply;

116. Regardless of the process to be followed, all applicants must complete an application form. Application forms should be returned directly to the Policing Board. Consultants need not be appointed.

117. The process to be followed thereafter should be in line with paragraph 82 above onwards.

Reappointment of Independent Members

118. All DPP members cease to hold office on the date of the local government elections. The Policing Board should anticipate this and begin the process of establishing the DPP well in advance of this date.

119. In practice, this will mean the Board appointing consultants, preparation of paperwork, advertisements, the appointment of impartial assessors etc. The process should be taken up to the point where the Council is to shortlist for interviews. These interviews should not, however, be taken forward by an outgoing Council panel but should wait until after the election.

120. As soon after the local government election as possible, the Council should appoint its political members to the DPP and then proceed with shortlisting and interviews for independent members.

121. All serving independent members will be eligible to reapply. Individuals, unless exceptional circumstances prevail, should not normally be allowed to serve for more than ten consecutive years.

Audit of the process

122. The Government is responsible for issuing and revising this code and will seek feedback on it after the appointment process. It will want to look at any comments made to the Policing Board by the impartial assessors, and at any complaints (see paragraph 105).

123. Under section 15 of the 2000 Act the Secretary of State is empowered to act if he is satisfied that a Council has not complied with the appointment process. He may, therefore, need to examine procedures adopted and used by Councils.

FUNCTIONS OF DISTRICT POLICING PARTNERSHIPS

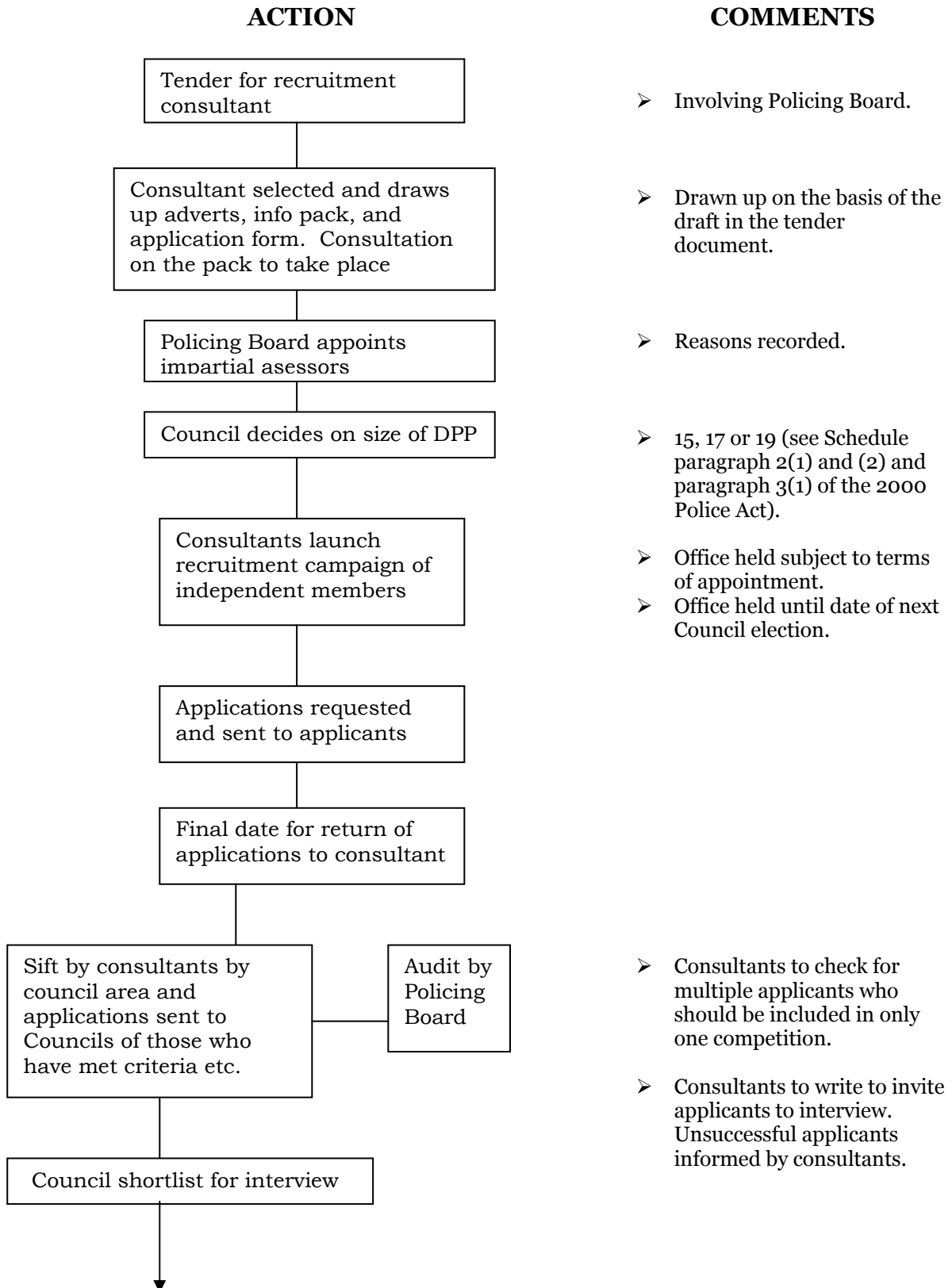
In order to facilitate District Policing Partnerships in carrying out their purpose, as set out above, they have certain powers and functions provided for in section 16 of the Police (Northern Ireland) Act 2000. These general functions of the District Policing Partnership are:

- to provide views to the district commander for any police district which is, or is included in, the district and to the Board, on any matter concerning the policing of the district;
- to monitor the performance of the police in carrying out the policing plan in relation to the district and the local policing plan applying to the district or any part of the district;
- to make arrangements for obtaining both the views of the public on matters concerning the policing of the district and their co-operation with the police in preventing crime;
- to act as a general forum for discussion and consultation on matters affecting the policing of the district;
- to produce an annual report to the Council, copied to the Policing Board, on the exercise of its functions. The Policing Board may also ask the DPP to report on any other matter connected with the DPP's functions;
- to be consulted on the local policing plan for the district. They may, with the approval of the Policing Board, make arrangements to facilitate consultation by the police with any local community within the district. In other words they may establish other lower level community/police liaison arrangements;
- such other functions as are conferred on it by any other statutory provision;
- such other functions as may be conferred on it by any other statutory provision.

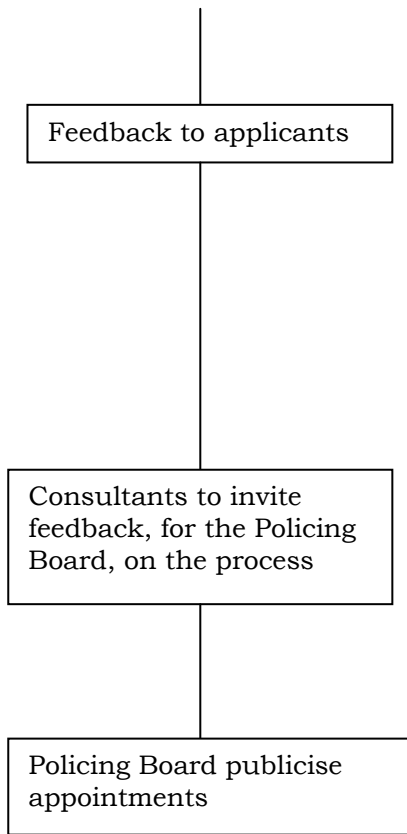
The function of the Belfast sub-groups is to provide views to the district commander of the sub-group's police district and to the district policing partnership on any matter concerning the policing of that police district.

A separate code of practice entitled "Code of Practice on the Exercise of Functions by District Policing Partnerships" issued by the Policing Board provides guidance on the exercise of the functions set out above.

**INDEPENDENT MEMBERS SELECTION AND APPOINTMENT
FLOWCHART**



ACTION



COMMENTS

- If not interviewed – by consultants.
- Not shortlisted by the Council or given a Council interview but not recommended – by Council.
- Policing Board decision - Board.

- Of a mix of applicants, to inform future processes.
- Impartial assessors to be invited to give written assessments.

- Giving names and details members.

ANNEX 3

**MODEL ROLE DESCRIPTION AND PERSON SPECIFICATION
- INDEPENDENT MEMBER OF DISTRICT POLICING PARTNERSHIP**

A. Role Description

Members of the DPP will collectively:

- draw up a work programme;
- provide views to the local police, to the Policing Board and to the local Council;
- monitor police performance in carrying out the policing plans and be involved in consultation for the preparation of the plans;
- obtain the views of the public about policing to obtain their co-operation in preventing crime; and
- act as a forum for discussion of policing, with the public and other agencies;
- produce annual and other reports;
- develop a network of local community/police operating at a level below the DPP.

In carrying out these functions the DPP members must have regard to the statutory code of practice issued by the Policing Board.

As part of their training, members will receive training in, and familiarisation with, the powers and functions of the Policing Board, the tripartite policing structure in Northern Ireland, the police organisation and any relevant policing legislation. They will also be briefed on the implementation of the Patten recommendations, and the progress that has been made to date.

Time Commitment

Meetings should be arranged to facilitate the membership.

The commitment for Belfast, where there are four sub-groups within the DPP is likely to be the equivalent of 3½ days per month. The commitment outside Belfast is likely to be the equivalent of 2 days per month.

Allowances

Under the 2000 Act, the Council may pay such allowances as the Council, with the approval of the Policing Board, may determine. Details of the maximum amounts that the Policing Board will authorise are recorded in the Policing Board's Code on the "Exercise of Functions by DPPs."

B. Person Specification – Independent Members

When making appointments, the Policing Board will consider the suitability of candidates against these criteria, and will also seek to ensure an appropriate spread of skills and experience within each DPP.

Eligibility Criteria

Essential

- A demonstrable interest in local community, community safety or policing issues.*
- Being resident in or otherwise able to demonstrate a close connection with the area.*

Desirable

- The ability to think clearly and exercise sound judgement, experience of taking decisions.*
- Experience of working in a team.*
- The ability to present information in a clear and logical way* and communication skills.*
- Experience of working with others and developing and maintaining networks.*

***Examples will be given, in the information pack, in each of the above areas.**

Note: Applicants will only be appointed to one DPP.

ANNEX 4

MODEL TERMS OF APPOINTMENT FOR INDEPENDENT MEMBERS TO THE DISTRICT POLICING PARTNERSHIP

Your appointment as a independent member of **(Name of DPP)** District Policing Partnership (DPP) is made pursuant to Schedule 3 of the Police (Northern Ireland) Act 2000 (as amended by the Police (NI) Act 2003). A copy of Schedule 3 (as amended) is attached hereto as Appendix A and a summary note on the powers and functions of DPPs is set out in the document attached hereto as Appendix B. The terms of appointment set out below apply and must be read in conjunction with Appendices A and B.

Allowances:

1. Under the Police (Northern Ireland) Act 2000, the Council may, with the approval of the Policing Board, pay to you such allowances as the Council may determine. The appropriate allowances payable to you as an independent member serving on the DPP are set out in the Policing Board's Code of Practice on Functions and Responsibilities of DPPs. A copy of the relevant section of the Code is attached hereto as Appendix C.

Travel and Subsistence:

2. In addition to the allowances mentioned above, a travel and subsistence allowance is payable at the agreed rate as detailed in the Code of Practice at Appendix C.

Time Commitment:

3. As an independent member it is expected that you will spend approximately 2 days per month on DPP business. You will also be expected to be available for any relevant training.

Period of Office:

4. Pursuant to Paragraph 3 of Schedule 3 to the Police (Northern Ireland) Act 2000 your appointment will continue until the date of the next local government election.

Removal from Office:

5. You may be removed from office if during the period referred to in paragraph 4 above the Policing Board, or the Council with the approval of the Policing Board, is satisfied that –

- You failed to make the necessary disclosure in relation to a conviction for a criminal offence in Northern Ireland or elsewhere (i.e. before your nomination to the Council which nominated you and before your appointment by the Policing Board);
- You have been convicted of a criminal offence in Northern Ireland or elsewhere committed after the date of your appointment;
- You have become bankrupt or have made a composition or arrangement with your creditors;
- You have failed to comply with any of the terms of your appointment; or
- You are otherwise unable or unfit to discharge your functions as a member of the DPP.

Probity:

6. During the period of your appointment as an independent member of the DPP you must ensure that your integrity and impartiality are beyond reproach.

You will also ensure the proper, effective and efficient use of resources.

If you take up any other appointment following your appointment to the DPP, you should declare this to the Chairman of the DPP who will notify the Policing Board. You should be aware that any actual, perceived or potential conflicts of interest which may arise following your appointment to the DPP should be declared to the Chairman of the DPP.

If you have any doubts or concerns over whether or not something is covered by this paragraph, you should consult the Policing Board.

Confidentiality and Sensitivity of Information:

7. Whilst the aim of the DPP is to carry out its work in the most open and transparent way possible, you will be expected to recognise and respect the sensitivity of some of the issues you will be dealing with and the information you will have access to in the course of your membership of the DPP.

Appraisal:

8. In line with guidance on public appointments your performance as an Independent Member of the DPP will be the subject of an annual performance appraisal. A copy of the appraisal form which will be used for this purpose is attached hereto at Appendix D.

Tax:

9. The Council will deduct tax and National Insurance at source in line with normal practice.

Ownership of Assets:

10. All assets provided for the DPP's use are the property of the Council and/or the Policing Board.

Equality:

11. You will be expected to adhere to the provisions of the equality legislation in Northern Ireland in your dealings with the staff of the DPP, colleagues and the public.

Acknowledgement/Acceptance of the Appointment.

It should be noted that Independent Members will be asked to sign an acknowledgement/acceptance proforma in respect of their Terms of Appointment an example of which is attached.

Example of Acknowledgement/Acceptance Proforma

[Name of DPP] District Policing Partnership

I, [**Name of Independent Member**], hereby
acknowledge receipt of and agree to abide by the Terms of my
appointment as an Independent Member of the [**Name of DPP**] District
Policing Partnership furnished to me on [**date**].

Dated this day of 2005.

Signed: _____

Please complete and return to:
Director of Community Affairs
Northern Ireland Policing Board
Waterside Tower
31 Clarendon Road
Clarendon Dock
Belfast
BT1 3BG

Extract from Police (Northern Ireland) Act 2000

SCHEDULE 3

Section 14

DISTRICT POLICING PARTNERSHIPS

Interpretation

1. –(1) In this Schedule “a DPP” means a district policing partnership.
- (2) In this Schedule –
 - “the council”, in relation to a DPP, means the district council by which the DPP is established;
 - “independent member”, in relation to a DPP, means a member appointed under paragraph 2(3)(b), (4)(b) or (5)(b);
 - “political member”, in relation to a DPP, means a member appointed under paragraph 2(3)(a), (4)(a) or (5)(a).
- (3) In this Schedule “local general election” has the same meaning as in the Electoral Law Act (Northern Ireland) 1962. 1962 c. 14 (N.I.).
- (4) For the purposes of this Schedule an independent member of a council shall be treated as a party.

Size and composition

2. - (1) A DPP shall consist of 15, 17 or 19 members as the council may determine.
- (2) In making a determination under sub-paragraph (1), the council shall have regard to-
 - (a) the number of members constituting the council; and
 - (b) the duty imposed by paragraph 3(1).
- (3) Where a DPP consists of 15 members, of whom –
 - (a) 8 shall be appointed by the council from among members of the council in accordance with paragraph 3; and
 - (b) 7 shall be appointed in accordance with paragraph 4.
- (4) Where a DPP consists of 17 members, of whom –

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- (a) 9 shall be appointed by the council from among members of the council in accordance with paragraph 3; and
 - (b) 8 shall be appointed in accordance with paragraph 4.
- (5) Where a DPP consists of 19 members, of whom –
- (a) 10 shall be appointed by the council from among members of the council in accordance with paragraph 3; and
 - (b) 9 shall be appointed in accordance with paragraph 4.

Political members

- 3.-(1) A council shall exercise its power to appoint political members of the DPP so as to ensure that, so far as practicable, the political members reflect the balance of parties prevailing among the members of the council immediately after the last local general election.
- (2) Subject to the following provisions of this paragraph, a person shall hold and vacate office as a political member in accordance with the terms of his appointment.
- (3) A political member shall hold office until the date of the local general election next following his appointment.
- (4) A person appointed to fill a casual vacancy shall hold office for the remainder of the term of the political member in whose place he is appointed.
- (5) A political member shall cease to hold office if –
- (a) he resigns by notice in writing to the council;
 - (b) he becomes disqualified for membership of the DPP; or
 - (c) he ceases to be a member of the council.
- (6) A person whose term of office as a political member expires or who has resigned shall be eligible for re-appointment.

Independent members

- 4.– (1) Appointments of independent members shall be made by the

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Board from among persons nominated by the council in accordance with paragraph 5.

- (2) Subject to the following provisions of this paragraph, a person shall hold and vacate office as an independent member in accordance with the terms of his appointment.
- (3) An independent member shall hold office until the date of the local general election next following his appointment.
- (4) A person appointed to fill a casual vacancy shall hold office for the remainder of the term of the independent member in whose place he is appointed.
- (5) An independent member shall cease to hold office if –
 - (a) he resigns by notice in writing to the council; or
 - (b) he becomes disqualified for membership of the DPP.
- (6) A person whose term of office as an independent member expires or who has resigned shall be eligible for re-appointment.

The council's nominations

5. – (1) Where appointments are to be made of independent members of a DPP, the council shall nominate persons willing to be candidates for appointment.
- (2) Unless otherwise agreed with the Board, the number of persons to be nominated under sub-paragraph (1) on any occasion shall be twice the number of appointments to be made of independent members.
- (3) The council shall notify the Board of –
 - (a) the name of each person nominated by it under sub-paragraph (1); and
 - (b) such other information regarding those persons as it considers appropriate.
- (4) A person shall not be nominated under sub-paragraph (1) if he is disqualified for membership of the DPP.
- (5) Where the number of persons nominated by the council is less than twice the number of appointments to be made, the Board may itself nominate such number of candidates as, when added to the number nominated by the council equals twice the number of appointments to be made; and if the Board does so, paragraph 4(1) shall have effect as if those persons had been nominated by the council.

Code of practice on appointment of independent members

6. – (1) In exercising functions under paragraphs 4 and 5, a council and the Board shall have regard to any code of practice under this paragraph.
- (2) The Secretary of State may issue, and from time to time revise, a code of practice containing guidance as to the exercise by councils and the Board of their functions under paragraphs 4 and 5.
- (3) Before issuing, or revising, a code of practice under this paragraph, the Secretary of State shall consult –
- (a) the Board;
 - (b) district councils; and
 - (c) the Equality Commission for Northern Ireland.
- (4) The Secretary of State shall arrange for any code of practice issued or revised under this paragraph to be published in such manner as appears to him to be appropriate.

Removal of members from office

7. – (1) The Board, or the council with the approval of the Board, may remove a person from office as a political or independent member of a DPP if satisfied that –
- (a) in the case of an independent member, he failed to make the necessary disclosure in relation to a conviction of his for a criminal offence in Northern Ireland or elsewhere;
 - (b) he has been convicted of a criminal offence in Northern Ireland or elsewhere committed after the date of his appointment;
 - (c) he has become bankrupt or made a composition or arrangement with his creditors;
 - (d) he has failed to comply with the terms of his appointment;
or
 - (e) he is otherwise unable or unfit to discharge his functions as a member of the DPP.
- (2) “The necessary disclosure”, in relation to a conviction of an independent member, means full disclosure of it –
- (a) before his nomination, to the council which nominated him; and
 - (b) before his appointment, to the Board.

Disqualification

- 8.- (1) A person is disqualified for membership of a DPP if he is –
- (a) a police officer;
 - (b) a member of the police support staff;
 - (c) a member of the Board; or
 - (d) an employee of the council.
- (2) A person is disqualified for being an independent member of a DPP if he has at any time been convicted in Northern Ireland or elsewhere of any offence and has had passed on him a sentence of imprisonment (whether suspended or not).

Chairman and vice-chairman

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- 9.-(1) There shall be a chairman and a vice-chairman of a DPP appointed by the council from among the political members.
- (2) In making appointments under sub-paragraph (1), the council shall ensure that, so far as is practicable –
 - (a) the offices of chairman and vice-chairman are at all times held by members of different political parties;
 - (b) a person is appointed to the office of chairman or vice-chairman for a term of 12 months at a time or, where that period is shorter than 12 months, for a period ending with the date of the local general election next following his appointment;
 - (c) the office of chairman is held in turn by each of the four largest parties represented on the council immediately after the last local general election.
- (3) Subject to the following provisions of this paragraph, a person shall hold and vacate office as chairman or vice-chairman in accordance with the terms of his appointment.
- (4) A person may at any time resign as chairman or vice-chairman by notice in writing to the council.
- (5) If the chairman or vice-chairman ceases to be a member of the DPP, he shall also cease to hold office as chairman or vice-chairman.

Allowances

10. The council may pay to the chairman, vice-chairman and other members of the DPP such allowances as the council, with the approval of the Board, may determine.

Procedure

- 12.– (1) The quorum for a meeting of a DPP shall be 5.
- (2) Every question at a meeting of a DPP shall be determined by a majority of the votes of the members present and voting on the question, and in the case of an equal division of the votes, the chairman of the meeting shall have a second or casting vote.
- (3) If the chairman and vice-chairman are absent from a meeting of a DPP, the members present shall elect one of their number to act as chairman of the meeting.
- (4) Subject to sub-paragraphs (1) to (3) and to section 19, a DPP may regulate its own procedure.

Validity of proceedings

13. The validity of any proceedings of a DPP or a committee thereof shall not be affected by –
- (a) any defect in the appointment of the chairman or vice-chairman or any other member; or
- (b) any vacancy in the office of chairman or vice-chairman or among the other members.

Disclosure of pecuniary interests, family connections, etc.

14. Sections 28 to 33, 42, 46, 47 and 146 of the Local Government Act (Northern Ireland) 1972 (and section 148 of that Act so far as applying for the interpretation of those sections) shall apply to a DPP and its members as if –
- (a) in those sections –
- (i) any reference to a council were a reference to the DPP;
- (ii) any reference to a councillor were a reference to a member of the DPP;
- (iii) any reference to the clerk of the council were a reference to the person acting as secretary to the DPP;
- (b) in section 28(4) of that Act for the words from “by any local elector” to the end there were substituted the words “by any person”;
- (c) in section 29 of that Act any reference to the Minister were a reference to the Secretary of State.

1972 c. 9 (N.I.).

Committees

15.– (1) A DPP may –

- (a) constitute committees of such 5 or more of its members as the DPP may appoint; and
 - (b) delegate to a committee so constituted any of the functions of the DPP.
- (2) The powers of any committee of a DPP shall be exercised, and the proceedings of the committee shall be regulated, in accordance with and subject to directions given by the DPP.

Joint partnerships

16.– (1) The Secretary of State may by order provide that two or more councils may by agreement establish a single DPP for their districts.

(2) An order under this paragraph may –

- (a) provide for Part IV and this Schedule to have effect in relation to –
 - (i) the councils in question and their districts, and
 - (ii) any DPP established by virtue of this paragraph, with such modifications as the Secretary of State thinks necessary or expedient;
 - (b) make such other provision as the Secretary of State thinks necessary or expedient for the proper functioning of any such DPP.
- (3) Before making an order under this paragraph, the Secretary of State shall consult –
- (a) the Board; and
 - (b) any council affected by the order.

**MODEL TERMS OF APPOINTMENT FOR INDEPENDENT MEMBERS TO
THE DISTRICT POLICING PARTNERSHIP**

(Extract from Police (Northern Ireland) Act 2000) – Part III – Section 16

16.- (1) The function of a district policing partnership shall be –

- (a) to provide views to the district commander for any police district which is, or is included in, the district and to the Board on any matter concerning the policing of the district;
 - (b) to monitor the performance of the police in carrying out –
 - (i) the policing plan in relation to the district; and
 - (ii) the local policing plan applying to the district or any part of the district;
 - (c) to make arrangements for obtaining –
 - (i) the views of the public about matters concerning the policing of the district; and
 - (ii) the co-operation of the public with the police in preventing crime;
 - (d) to act as a general forum for discussion and consultation on matters affecting the policing of the district; and
 - (e) such other functions, as are conferred on it by any other statutory provision.
- (2) In exercising its functions, a district policing partnership shall have regard to a code of practice under Section 19.

**MODEL TERMS OF APPOINTMENT FOR INDEPENDENT MEMBERS TO
THE DISTRICT POLICING PARTNERSHIP**

**(Extract from Code of Practice on Functions and Responsibilities of District
Policing Partnerships)**

Scheme of Allowances and Expenses for Members of a DPP

The allowances paid to members of the DPP are specific to that body under Schedule 3 paragraph 10 of the Police (Northern Ireland) Act 2000.

Allowances for members of a DPP

1.	Chairman (per annum)	£4800
2.	Deputy Chairman (per annum)	£3600
3.	Member (per annum)	£2400

Allowances for members of the Belfast DPP

1.	Chairman of the DPP (per annum)	£8400
2.	Deputy Chairman of the DPP (per annum)	£6300
3.	Chairman of Sub group (per annum)	£4700
4.	Deputy Chairman of Sub group (per annum)	£4500
5.	Member (per annum)	£4200

Expenses

Mileage rates and subsistence rates payable to members of the District Policing Partnership are as follows:

Subsistence rates

- **Breakfast Allowance**
More than 4 hours away from normal residence, or where permitted, a lesser period before 11am.
£4.92
- **Lunch Allowance**
More than 4 hours away from normal, or where permitted, a lesser period including the lunchtime between 12 noon and 2pm.
£6.77
- **Tea Allowance**
More than 4 hours away from normal place of residence, or where permitted, a lesser period including the period 3pm to 6pm.
£2.67
- **Evening Meal Allowance**
More than 4 hours away from the normal place of residence, or where permitted, a lesser period, ending after 7pm.
£8.38

Mileage rates

- a motor car exceeding 500cc but not exceeding 999cc cylinder capacity **34.6p**
- a motor car exceeding 999 but not exceeding 1199cc cylinder capacity **39.5p**
- a motor car exceeding 1199cc cylinder capacity **48.5p**

Performance Appraisal Form

ASSESSMENT OF PERFORMANCE OF INDEPENDENT MEMBERS
DISTRICT POLICING PARTNERSHIPS

Name of Independent Member
Name of District Policing Partnership
Date appointment started
Current term of appointment ends

(1) Attendance at DPP Meetings

Please provide details of all meetings attended by this member

(a) DPP meetings in public (b) DPP private meetings

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(2) Attendance at Training/Development events

Please provide details of all training attended by this member

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(3) Attendance at Sub Committee/Groups

Please provide details of all sub committees attended by this member, if appropriate

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This information is provided from the Records of xxxx DPP and is provided by the DPP Manager.

Signed by the DPP ManagerDate

FOR USE BY THE NORTHERN IRELAND POLICING BOARD

DATE RECEIVED BY POLICING BOARD
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