



West  
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Tracy  
Brabin  
Mayor of  
West Yorkshire



WEST YORKSHIRE  
**POLICE**

**INDEPENDENT MEMBER**

**APPOINTMENT TO THE  
JOINT INDEPENDENT ETHICS  
COMMITTEE**

**APPLICATION PACK**

## **Contents**

- 1.** Welcome Letter
- 2.** Advert
- 3.** Joint Independent Ethics Committee Draft Terms of Reference
- 4.** Person Specification – Chair
- 5.** Person Specification – Member
- 6.** Eligibility Criteria
- 7.** Remuneration Policy and Terms of Appointment
- 8.** Application and Supporting Forms  
(can be found as a separate Word document)
- 9.** Appointment Timetable



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Dear Applicant

## JOINT INDEPENDENT ETHICS COMMITTEE – INDEPENDENT MEMBERS

Thank you for your interest in our new Joint Independent Ethics Committee.

We are looking to appoint a Chair and four Independent Members who can work together with us to help build trust and public confidence in policing in West Yorkshire.

This is a unique and exciting opportunity to make a positive contribution and to share your expertise as a critical friend of the Mayor and Chief Constable and provide independent expert advice on a range of ethical issues facing policing.

We are seeking individuals with significant expertise and interest in ethical governance and human rights who are able to effectively challenge and question to reach balanced, reasonable and proportionate recommendations. You must be well-informed, interested and engaged in the issues facing our local communities.

If you wish to be considered for this role, please provide:

- An up-to-date CV and a separate personal statement – each no more than two sides of A4 in length that addresses the criteria set out in the person specification, using examples to demonstrate how you meet the requirements for the role.
- The names, positions and contact details for two referees. These must be people who know you in a professional capacity to comment on your suitability for the role. Your references will be taken prior to interview and may be shared with the selection panel.
- Complete, sign and return the application, reference and monitoring information form which accompanies this pack, and is available for download.

Please send your application to [policingandcrime@westyorks-ca.gov.uk](mailto:policingandcrime@westyorks-ca.gov.uk) before midday on Sunday 24 March 2024.

Interviews are scheduled to take place on 17 and 22 April 2024 (subject to change).

We look forward to receiving your application.

Yours faithfully

Tracy Brabin  
Mayor of West Yorkshire

John Robins, QPM  
Chief Constable  
West Yorkshire Police



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## **Do you want to be a critical friend to the Mayor and Chief Constable and give independent expert advice on ethical issues in policing?**

We are looking to appoint a Chair and four Independent Members to our new Joint Independent Ethics Committee to work with the Mayor and Chief Constable to promote the highest trust and public confidence in policing.

This is a unique and exciting opportunity to make a positive contribution and to share your expertise in this important area of work to improve and strengthen the delivery of policing for our communities.

We are seeking individuals with skills and experience in ethical governance and an interest in human rights and the ability to offer balanced, reasonable and proportionate judgements and independent expert advice to the Mayor and Chief Constable.

Applicants should be well-informed, interested and engaged in the issues facing our communities in West Yorkshire and be able to devote time to the work of the Committee which meets four times per year.

Successful applicants will be appointed for 3 years and remunerated for the services that they provide over a minimum of four meetings per year. Applicants must be over the age of 18, live, work or study in the West Yorkshire area and be able to attend meetings in Leeds, Wakefield or on-line during the working day.

We are committed to equity, diversity and inclusion and welcome applications from under-represented communities.

To find out more about the role of the Joint Independent Ethics Committee, the competencies required, and the eligibility criteria, please download an application pack here:

<https://www.westyorks-ca.gov.uk/policing-and-crime/joint-independent-ethics-committee/>

Completed applications should be returned to [policingandcrime@westyorks-ca.gov.uk](mailto:policingandcrime@westyorks-ca.gov.uk) by midday on Sunday 24 March 2024. In person interviews are scheduled to be held on 17 and 22 April 2024 (interview dates subject to change).

# **TERMS OF REFERENCE – WEST YORKSHIRE JOINT INDEPENDENT ETHICS COMMITTEE**

## **PURPOSE**

To help build trust and public confidence in policing by engaging in meaningful debate on ethical issues facing the West Yorkshire Mayor and West Yorkshire Police, acting as a 'critical friend' and providing independent expert advice to the Mayor and the Chief Constable to assist them in ensuring that West Yorkshire Police aspires to, and achieves, the highest levels of integrity and standards of service delivery.

The focus of the deliberation will be on current and planned activities.

The Mayor or Chief Constable may refer to the Committee any matter which they consider impacts or may impact on the effectiveness and efficiency of the police and the broad public consent for policing, and they may also commission specific pieces of work from the Committee.

The Committee will issue reports on matters placed before it or, where appropriate and requested, issue a letter of advice on a specific matter. Where possible, reports will be published.

The Committee will set an annual work programme, approved by the Mayor following consultation with the Chief Constable.

The Committee will be provided with information held by the Police and the Mayor and members will have appropriate security clearance. The Committee may invite any employee or officer of West Yorkshire Police or the Mayor's Office to provide information.

## **SCOPE**

The Committee will focus on the ethical implications of current and planned work in West Yorkshire Police which have an impact on individual rights, which may include, but need not be limited to:

- Data analytics, the use of information and digital technological developments, including AI (Artificial Intelligence) and predictive policing
- Facial recognition, biometrics and surveillance
- Human rights issues, including equity, diversity and inclusion, use of force and Stop and Search

It is not within the Committee's scope to provide legal advice. Members should be aware that any advice provided may be disclosable in legal proceedings or regulatory action involving West Yorkshire Police.

In order to discharge the agreed annual work programme and following the agreement of the Mayor and Chief Constable via a Governance Meeting, the Committee may

invite reports from the Chief Constable and the Mayor and will also receive relevant HMICFRS (His Majesty's Inspectorate of Constabulary and Fire and Rescue Services), IOPC (Independent Office for Police Conduct) and ICO (Information Commissioner's Office) reports as well as reports from national ethics/data ethics/biometric and forensics fora hosted by the APCC (Association of Police and Crime Commissioners), NPCC (National Police Chiefs' Council), College of Policing or Government bodies such as the Centre for Data Ethics and Innovation. The Committee may also receive reports, or contribute to discussions in, the Combined Authority's Scientific Support Panel. The Committee may accept referrals from the Force Internal Ethics Committee, but individual cases will not be scrutinised.

Where other scrutiny and accountability mechanisms produce relevant reports and discussions these will be shared with the Committee, for example, from stop and search scrutiny groups or independent advisory groups in West Yorkshire Police.

The Committee will report regularly to the Mayor and Chief Constable and provide them with an annual report of the Committee's work and will publish minutes of meetings which will be shared with the Joint Independent Audit Committee and the Force Internal Ethics Committee.

Members will be under a strict obligation to maintain the confidentiality of matters that are deliberately not disclosed as part of the Ethics Committee records.

The Ethics Committee is to act independently and free of bias, including political bias.

## **MEETINGS**

Meetings will be held quarterly, in private.

Minutes will be published along with specific reports at the Chair's request.

Meetings will be supported by the Mayor's Policing and Crime Team.

## **MEMBERSHIP**

One Chair – paid position with relevant qualification or significant experience in ethical governance, human rights, or another similar relevant field.

Four Independent Members – paid positions, drawn from a range of disciplines including but not exclusive to legal, academia, criminal justice and health.

The committee will be formed of 5 members, appointed by the Mayor and the Chief Constable (or their representative) following a formal application and interview process.

All reasonable endeavours will be made to appoint members who are, as far as possible, representative of the diverse communities of West Yorkshire.

Members of the Committee should live or work in West Yorkshire and must disclose any conflicts of interest before appointment or during their tenure. The roles of

Independent Member and Chair are politically restricted and subject to appropriate vetting.

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## **PERSON SPECIFICATION – JOINT INDEPENDENT ETHICS COMMITTEE CHAIR**

### **SUMMARY OF THE ROLE:**

The West Yorkshire Mayor with West Yorkshire Chief Constable holds a Joint Independent Ethics Committee which is composed of five independent members, including a chairperson.

### **MEMBER RESPONSIBILITIES:**

- Engage in meaningful debate on ethical issues facing the West Yorkshire Mayor and West Yorkshire Police to help build trust and public confidence in policing.
- To provide expert advice to the Mayor and Chief Constable to assist them in ensuring the police achieves the highest levels of integrity and standards of service delivery.

Members must contribute to the development and effective discharge of the Terms of Reference of the Joint Independent Ethics Committee.

Please refer to the Committee terms of reference for completeness.

Candidates should demonstrate the following requirements:

<b>Essential Requirements</b>	
1.	Relevant qualification, significant experience, or strong awareness of ethical governance or human rights, including discrimination, bias and privacy.
2.	Knowledge and understanding of the role of Ethics Committees in the police, local government or broader public sector.
3.	Ability to lead a team and work with others to achieve results.
4.	Excellent communication skills including the ability to write reports for public consumption.
5.	Experience of effectively challenging and questioning to make balanced, reasonable, and proportionate judgements.
6.	Ability to treat people fairly and with respect, to recognise and acknowledge diversity and respond sensitively and constructively to difference of opinion.



7.	Ability to demonstrate integrity to embrace high standards of conduct and ethics and be committed to upholding human rights and equality of opportunity for all.
8.	Ability to demonstrate interest and engagement with ethical issues facing West Yorkshire communities.
9.	Ability to act proactively in anticipating and understanding future ethical challenges that the police service will face.
10.	Willingness and ability to give the necessary time commitment.
11.	Live, work or study in West Yorkshire.

Throughout the application process and any appointment term, candidates should abide by the Seven Principles of Public Life:

<b>Seven Principles of Public Life</b>	
1.	<p><b>Selflessness</b></p> <p>Holders of public office should act solely in terms of the public interest.</p>
2.	<p><b>Integrity</b></p> <p>Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.</p>
3.	<p><b>Objectivity</b></p> <p>Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.</p>
4.	<p><b>Accountability</b></p> <p>Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.</p>
5.	<p><b>Openness</b></p> <p>Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.</p>
6.	<p><b>Honesty</b></p> <p>Holders of public office should be truthful.</p>

7.

**Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



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## **PERSON SPECIFICATION – JOINT INDEPENDENT ETHICS COMMITTEE MEMBER**

### **SUMMARY OF THE ROLE:**

The West Yorkshire Mayor with West Yorkshire Chief Constable holds a Joint Independent Ethics Committee which is composed of five independent members, including a chairperson.

### **MEMBER RESPONSIBILITIES:**

- Engage in meaningful debate on ethical issues facing the West Yorkshire Mayor and West Yorkshire Police to help build trust and public confidence in policing.
- To provide expert advice to the Mayor and Chief Constable to assist them in ensuring the police achieves the highest levels of integrity and standards of service delivery.

Members must contribute to the development and effective discharge of the Terms of Reference of the Joint Independent Ethics Committee.

Please refer to the Committee terms of reference for completeness.

Candidates should demonstrate the following requirements:

<b>Essential Requirements</b>	
1.	Experience or strong awareness of ethics and ethical decision making, particularly in relation to discrimination, bias, privacy and other human rights.
2.	Experience of effectively challenging and questioning to make balanced, reasonable, and proportionate judgements.
3.	Ability to treat people fairly and with respect, to recognise and acknowledge diversity and respond sensitively and constructively to difference of opinion.
4.	Excellent communication skills and the ability to contribute to debate.
5.	Ability to demonstrate integrity to embrace high standards of conduct and ethics and be committed to upholding human rights and equality of opportunity for all.
6.	Ability to demonstrate interest and engagement with ethical issues facing West Yorkshire communities.
7.	Willingness and ability to give the necessary time commitment.
8.	Live, work or study in West Yorkshire.

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7.	<p><b>Leadership</b></p> <p>Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.</p>



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## ELIGIBILITY CRITERIA

**Joint Independent Ethics Committee Members are appointed for a 3-year term, confirmed upon appointment, and must: -**

- ✓ Live, work or study in West Yorkshire.
- ✓ Be over 18 years of age (at the time of appointment).
- ✓ Be a British citizen or a citizen of a country that is a member of the European Economic Area, or Switzerland (Commonwealth citizens and foreign nationals who are resident in the UK and free from restrictions are also eligible to apply.)
- ✓ Be granted the necessary vetting clearance in accordance with the College of Policing's Authorised Professional Practice (APP).
- ✓ Provide two references.
- ✓ Agree to their name, declarations of interest and expense claims being made publicly available.
- ✓ Commit to the equivalent of a minimum 7 days per year to fulfil the role.

### **Applications will not be considered from:**

- ✗ A standing or ex-Police and Crime Commissioner/Mayor with Police and Crime Commissioner responsibilities or Chief Constable.
- ✗ A member or ex-member of a Police and Crime Panel.
- ✗ A serving police officer or an individual having served as a police officer within the last eight years.
- ✗ A serving member of staff of the Combined Authority or West Yorkshire Police.
- ✗ A serving officer of any county, city, borough or district councils within the force area.
- ✗ An individual who has significant professional, business or personal dealings with the Combined Authority or West Yorkshire Police.
- ✗ An individual who has a close relationship with or who are close personal associates of the Mayor or Chief Constable including immediate family members and as such may not have the requisite level of independence required for membership.

- ✘ A person who is currently or has previously received contact restriction under the Mayor's or Chief Constable's Unreasonable Behaviour policy.
- ✘ An individual removed from a trusteeship of a charity.
- ✘ An individual who is under a disqualification order under the Company Directors Disqualification Act.
- ✘ A person who has been adjudged bankrupt or made a composition or arrangement with his creditors.
- ✘ A member or ex-member of the BNP or similar organisation whose constitution, aims, objectives or pronouncements may contradict the duty to promote race equality.
- ✘ A person convicted in the UK, Channel Islands or the Isle of Man of any offence and has had passed on a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine, within the last five years prior to their appointment.
- ✘ An elected or ex-local government councillor or someone who is active in local or national politics.
  - Political activity is not a bar to appointment. However, candidates must declare any significant political activity (which includes holding office, public speaking, making a recordable donation or candidate for election) which they have undertaken in the last five years. Details of a successful candidates declared political activity will be published.

If you have any concerns about your eligibility, please contact the Mayor's Policing and Crime Team:

Email (pe: [policingandcrime@westyorks-ca.gov.uk](mailto:policingandcrime@westyorks-ca.gov.uk))

Phone: 0113 2517272

(please leave a message for the Policing and Crime Team and we will return your call)



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## **REMUNERATION POLICY AND TERMS OF APPOINTMENT**

### **REMUNERATION POLICY**

Joint Independent Ethics Committee members will be remunerated for the services that they provide in connection with their duties in accordance with the following rates:

#### **Chair of the Committee:**

Annual allowance of £1,776.

#### **Member of the Committee:**

Annual allowance of £1,141.

The remuneration is taxable through payroll but the appointment is not pensionable.

**Tax and National Insurance** – Your remuneration is taxable under “chargeable as employment income” and subject to Class 1 National Insurance contributions. Any queries on these arrangements should be taken up with HM Revenue and Customs.

You are entitled to receive remuneration only in relation to the period for which you hold office. You do not have any entitlement for compensation for loss of office should your appointment come to an end before the end of the term set out in your appointment letter.

#### **Expenses**

Joint Independent Ethics Committee members will be reimbursed expenses in respect of:

- Travel expenses
- Subsistence expenses
- Exceptional expenses

The amounts which may be claimed for expenses are:

TYPE OF EXPENSE	KEY RESTRICTION	RATES
Train	In the course of business	Reimbursed as second class rates
Mileage	Where necessary in the course of business	As per HMRC rates (currently 45p / mile)
Taxis	Only where public transport is not available	Cost of taxi fare
Hotel accommodation	Value for money and best use of public funds – lower priced suitable accommodation	No explicit limitation on star standard of hotel accommodation
Subsistence	Only paid for evening meals and, where applicable, breakfast	Breakfast £10 Evening meal £30
Exceptional expenses not falling within any other types	Reasonably incurred in carrying out business of the Committee	Subject to prior approval by the Head of Policing and Crime

All expenses must be supported by receipts and sufficient details of the expense incurred and the reason for it, otherwise it will not be possible to pay the claim.

Payments made to members of the Joint Independent Ethics Committee will be published on the Combined Authority's website.

## **TERMS OF APPOINTMENT**

Successful applicants will be appointed for 3 years and remunerated for the services that they provide.

Meetings will normally, but not exclusively, be held in Leeds, Wakefield or on-line.

This is a public appointment and not employment and therefore does not fall within the jurisdiction of Employment Tribunals. Members are expected at all times to act in accordance with the Seven Principles of Public Life (also known as the Nolan Principles) [The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

- 1. Commitment:** You are expected to make every reasonable effort to attend all Joint Independent Ethics Committee meetings and to undertake any training and development required to ensure that you are able to fulfil your role.
- 2. Vetting clearance:** Members will be required to have or be willing to obtain vetting clearance to NPPV level 2 (abbreviated). Pre-appointment checks will also be undertaken on immigration and criminal convictions. The role will be offered on a conditional basis until the successful candidate has passed all checks.



- 3. Confidentiality:** You shall not, either during service as an Independent Member, nor at any time after, use for their own purposes or divulge to any person, corporation, company, or other organisation, any sensitive or confidential information. This includes a requirement to exercise care in the use of information which you may acquire in the course of your duties and to protect information which is held in confidence. Members are subject to the Official Secrets Acts, 1911 and 1989, Data Protection Act 1998 or any amending legislation including the General Data Protection Regulation EU2016/67 and Computer Misuse Act 1990. Any breach may make the Independent Member personally liable to civil proceedings.
- 4. Impartiality and independence:** If you sit on any other independent advisory, scrutiny or governance roles, these should be declared and other roles should not obstruct the person from remaining objective in their role on the Joint Independent Ethics Committee, upholding the integrity of the Committee. You are obliged to inform the Policing and Crime Team of any change in circumstances which may pose a conflict of interest or impact in any way your independence as a Member. You are obliged to declare business interests.
- 5. Publicity:** Any requests you receive to comment publicly about your role as an Independent Member, or Committee business, including on online or social media platforms, should be notified and cleared in the first instance by the Policing and Crime Team.
- 6. Grievance:** In the first instance, grievances should be referred to the Head of Policing and Crime in writing. Every attempt will be made to deal with grievances informally in the first instance. If this is not possible, the grievance will be investigated by two members of the Policing and Crime Team, and you will be advised on how the matter will be dealt with.
- 7. Misconduct:** Misconduct matters will be investigated by two members of the Policing and Crime Team and you will be advised on how the matter will be dealt with. The outcome may result in a verbal warning, formal written warning or your appointment being terminated. Any misconduct matter would be fully investigated prior to a final decision being made. There is no right of appeal.
- 8. Removal from office:** When you cease to hold your appointment, for whatever reason, you agree to immediately return all Combined Authority and Police Force property which is in your possession or under your control; and irretrievably delete or destroy any electronic or other information relating to the business of the Combined Authority or Police Force which is in your possession or under your control outside of the Combined Authority or Force premises; and if requested, provide a signed statement that you have complied with this obligation.

  - a. **Resignation** – you may resign at any time by giving three months' notice in writing to the Head of Policing and Crime in the Combined Authority.
  - b. **Termination of appointment** – your appointment may be terminated with immediate effect. Subject, but not exclusively to the following:

- i. If you are, or become, disqualified for appointment.
- ii. If it is considered that it is not in the interests of the Combined Authority or Police Force that you should continue to hold office.
- iii. If you do not attend a meeting of the Committee for a period of six months.
- iv. If you do not properly comply with the requirements regarding pecuniary interests in matters under discussion at Committee meetings (e.g. a failure to disclose such an interest).
- v. If you fail to disclose a non-pecuniary conflict of interest.

The following list provides examples of matters which may indicate that it is no longer considered to be in the interests of the Combined Authority or Police Force that you continue in office. It is not intended to be exhaustive or definitive; each case on its merits, taking account of all relevant factors.

- vi. If you no longer enjoy the confidence of your Chair, other Committee members, the Combined Authority or Police Force, public or local community, in a substantial way.
- vii. If there is a breakdown in essential relationships, e.g. between you and the Chair, you and the Combined Authority, you and the Police Force or between you and other members of the committee.
- viii. If an investigation into allegations of wrongdoing results in a finding against you.
- ix. If a capability or other Committee effectiveness review indicates that you are not making a full contribution to the Committee.
- x. If the Combined Authority or West Yorkshire Police has reviewed the contribution of the Committee independent members and identified performance issues and / or skills gaps.

If you are disqualified from continuing as an independent member on any of the grounds set out above, you should immediately give notice in writing to the Head of Policing and Crime at the Combined Authority. You are also required to declare immediately if you are ever arrested, have any pending prosecutions or convictions (including driving offences) or if you have accepted any police cautions.

- 9. Information:** As a joint appointment with both the West Yorkshire Combined Authority and West Yorkshire Police, Member information will be managed in line with the following privacy notices:

Policing and Crime Team privacy notice:

[www.westyorks-ca.gov.uk/footer/privacy-notice-and-cookie-policy](http://www.westyorks-ca.gov.uk/footer/privacy-notice-and-cookie-policy) .

West Yorkshire Police privacy notice:

<https://www.westyorkshire.police.uk/advice/our-services/your-data/privacy-information-notice/privacy-information-notice>



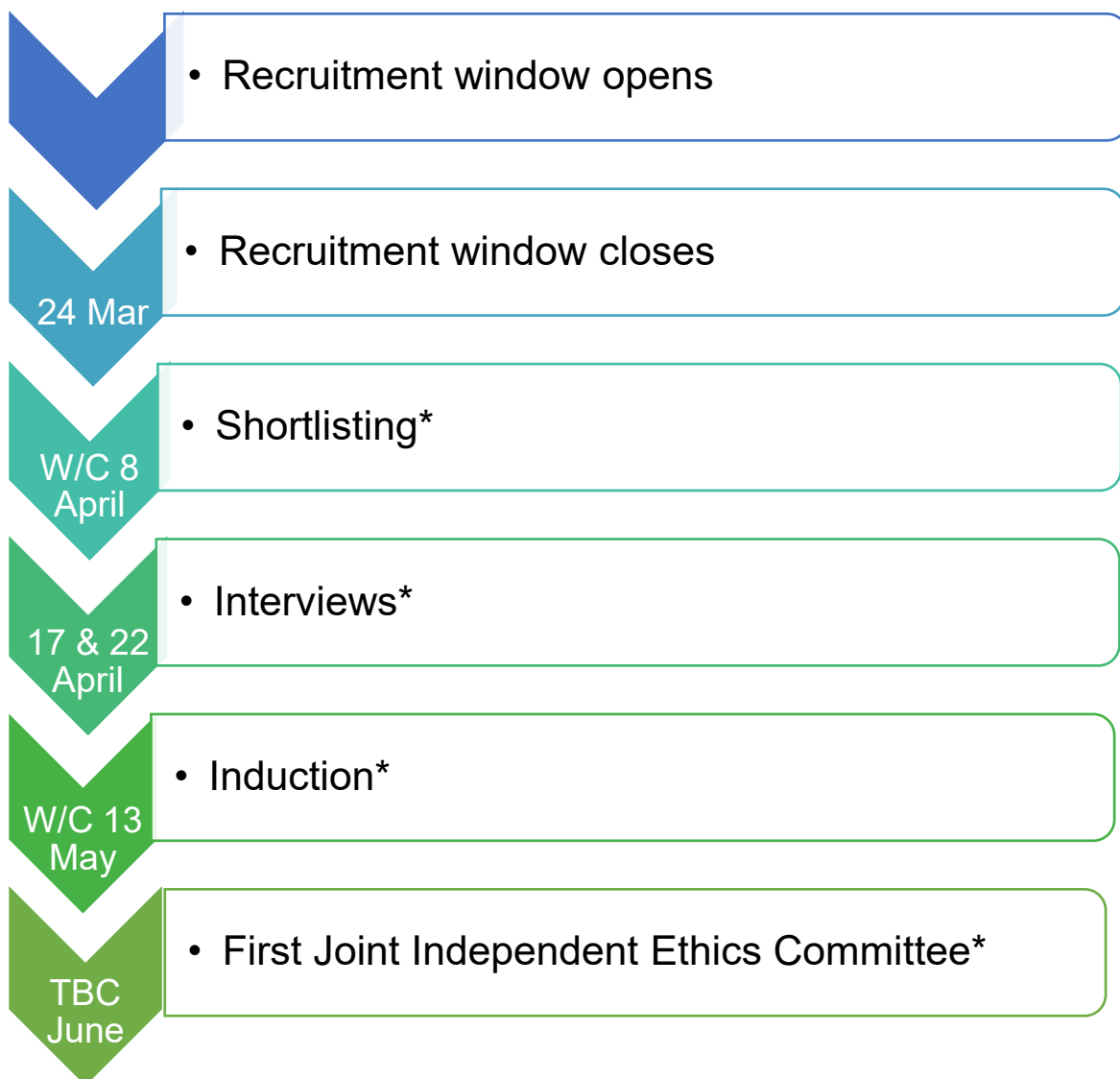
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## JOINT INDEPENDENT ETHICS COMMITTEE APPOINTMENT TIMETABLE



\*Timeframe subject to change.