

**RECORD OF DECISION**

**TITLE: APPOINTMENT OF COMMUNITY AMBASSADORS**

Ref: PCC/D/2016/11

**1. EXECUTIVE SUMMARY**

1.1 West Mercia is a very large geographic area with diverse communities. To help engage with and represent those communities Community Ambassadors are required to assist the Police and Crime Commissioner and Deputy Police and Crime Commissioner.

1.2 It is proposed that Community Ambassadors are appointed to each of West Mercia's top tier local authority areas, namely Herefordshire, Shropshire, Telford and Wrekin and Worcestershire. They will be managed by the Head of Communications and Engagement, and led and advised by the Deputy Police and Crime Commissioner.

**2. RECOMMENDATION**

To approve the appointment of four Community Ambassadors.

**APPROVAL OF**

**West Mercia Commissioner**

I hereby approve the above proposals.

Signed



Date

8<sup>th</sup> July 2016

## **PART 1 Report**

### **PART 1 – NON-CONFIDENTIAL/EXEMPT FACTS AND ADVICE**

#### **SUPPORTING REPORT**

##### **1. INTRODUCTION**

- 1.1 West Mercia is a very large geographic area with diverse communities. To help engage with and represent those communities Community Ambassadors are required to assist the Police and Crime Commissioner and Deputy Police and Crime Commissioner.
- 1.2 The West Mercia area covers an extensive geographic area comprising three unitary council areas and one two tier authority area. The population of over 1 million people are served by a number of public agencies.
- 1.3 In order to sustain and develop links and community engagement a comprehensive engagement strategy will be developed.
- 1.6 As part of that strategy it is proposed that Community Ambassadors are appointed to each of the West Mercia's top tier local authority areas, namely, Herefordshire, Shropshire, Telford and Wrekin and Worcestershire. These Ambassadors will serve to improve engagement with communities and organisations, including statutory agencies, in each area.

##### **2. SELECTION PROCESS**

- 2.1 The selection process will be based upon the principles set out in the Code of Practice published by the Commissioner for Public Appointments which relate to ministerial appointments to public bodies. The three basic principles are that appointments be made on merit by an objective, fair and open selection process. Applications will consist of a covering letter and CV

##### **3. COMMUNITY AMBASSADORS' ROLE**

- 3.1 The Commissioner's Ambassadors role is to develop and sustain links with local communities, organisations and partner agencies and provide a direct point of contact for the Commissioner. It will be their responsibility to:
  - Raise the profile of the Police and Crime Commissioner and as and when required act as his representative in their designated area
  - Support the Commissioner's Communications and Engagement Strategy.
  - Make contact and develop relationships with local communities and partners.
  - Build effective relationships with Parish Councils in their area.

- Encourage and support local communities to develop their own solutions to local crime and disorder issues, which could include support by way of the Commissioner's Grant Scheme.
- At all times to act in accordance with the lawful directions of the Chief Executive.

3.2 Successful applicants will have:

- Experience of developing and maintaining effective links with partner agencies, community groups and volunteers
- Demonstrated involvement in your local community
- Understanding and knowledge of policing, crime and disorder issues and West Mercia
- Experience of working with volunteers
- Excellent speaking and listening skills
- Ability to communicate effectively within diverse communities
- Ability to write accurate summaries and reports
- ICT skills, including use of internet and knowledge of social media
- Effective time management and ability to work to deadlines
- Ability to work effectively, independently and as part of a team
- Ability to work at weekends and evenings
- Own transport to travel across West Mercia

**4. CONTRACTUAL TERMS**

- 4.1 The Commissioner's Ambassadors will not be members of the Commissioner's staff, nor will they be employees. They will be engaged on a contract for services with detailed terms and conditions which will secure the proper performance of their role in the public interest. Appointees will not be politically restricted. A detailed list of the terms of appointment is set out in this pack.
- 4.2 Ambassadors will be engaged for the duration of the current period of office of the Commissioner and the contract for services will be liable for termination by the Commissioner at any time with immediate effect without any further payment other than outstanding fees. The contract for services will include a requirement for regular reviews of performance under the contract.
- 4.3 Fees will be paid at the rate of £6,000 per annum for each Ambassador. The services provided under contract will require attendance as required at meetings representing the Commissioner.
- 4.4 The time commitment expected of the Commissioner's Ambassadors will be 40 hours per month. Attendance at required meetings and events will be monitored and failure to attend meetings without good reason may lead to deduction from fees or termination of the contract.
- 4.5 Expenses will be paid for reasonable travelling and subsistence expenses incurred in respect of business undertaken on behalf of the PCC at the same rates as paid to the PCC. Claims must be made in accordance with the expenses scheme and must be supported by receipts and only for expenditure actually incurred.

## **5. FINANCIAL COMMENTS**

Provision has been made within the budget for these appointments.

## **6. LEGAL CONSIDERATIONS**

The Police and Crime Commissioner may do anything which is calculated to facilitate, or is conducive or incidental to, the exercise of his functions (Paragraph 14, Schedule 1 Police Reform and Social Responsibility Act 2011)

## **PUBLIC ACCESS TO INFORMATION**

Information in this form is subject to the Freedom of Information Act 2000 (FOI Act) and other legislation. Part 1 of this form will be made available on the West Mercia Commissioner's website. Any facts and advice that should not be made automatically available on request should not be included in Part 1 but instead on the separate Part 2 form. (A Part 2 form is not required in this case).

## **OFFICER APPROVAL**

### **Chief Executive Officer**

I have been consulted about the proposal and confirm that financial and legal advice have been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the West Mercia Police and Crime Commissioner.

Signature 

Date 8<sup>th</sup> July 2016