



Committee *for* Home Affairs

Information for people interested in applying
for membership to the
Police Complaints Commission

May 2021

JOB SPECIFICATION

POLICE COMPLAINTS COMMISSION

Appointment	Commissioners
Length of Appointment	4 years
Time Commitment	Indeterminate – approx. 2 – 4 hours per case
Remuneration	£78 per half-day Limited expenses
Role Specification	<p>The role of the PCC is to provide independent oversight into the investigation of complaints with the aim of increasing public confidence and trust in the police and the complaints system as a whole. The PCC supervises the most serious complaints and those where it is in the public interest to do so. The PCC has access to all of the complaints made to the Police in order to provide independent oversight to ensure public confidence.</p>
Person Specification	<p>There are no formal qualifications required for this role. The Committee <i>for</i> Home Affairs is looking for individuals who are fair and objective, non-judgemental with the ability to read and understand complex matters.</p> <p>As a Commissioner, you will be required to make sound, balanced decisions and justify them. In order to do that, you must be able to demonstrate the following essential core competencies:</p> <ol style="list-style-type: none">1. Analysis<ol style="list-style-type: none">a. demonstrate a clear understanding of the relevant facts and issuesb. assimilate and interpret large amounts of complex information2. Judgement and Decision Making<ol style="list-style-type: none">a. adopt an analytical approach and reason logically3. Written and Oral Communication<ol style="list-style-type: none">a. express yourself clearly and concisely both orally and in writing4. Team Working<ol style="list-style-type: none">a. work effectively with othersb. be open minded and flexible5. Equal Opportunities and Human Rights<ol style="list-style-type: none">a. you must be aware of and committed to equal opportunities and will need to have an appreciation of the importance of human rights <p>In addition to the above essential core competencies, knowledge of the criminal justice system would be an advantage. The ability to use a PC and access e-mails is essential.</p>
Training	Home Affairs will provide comprehensive training to prepare those appointed for this unique role.
Other Criteria	Anyone over the age of 18 can apply to be a Commissioner unless they are or have previously been a member of the Island Police Force, or a member of any other police force. Commissioners cannot be an elected Deputy of the States or a Jurat and they cannot be in full time employment by the States of Guernsey.

Police Complaints Commission

Interested in becoming a Commissioner?

Frequently Asked Questions

<p>What is the Police Complaints Commission?</p>	<p>The Police Complaints Commission (PCC) is an independent body made up of members of the public tasked with overseeing the investigation of complaints made against local police officers, with the aim of increasing public confidence in the way complaints are dealt with.</p> <p>The PCC supervises the most serious complaints and those where it is in the public interest to do so. The PCC has access to all of the complaints made in order to provide independent oversight and ensure public confidence.</p>
<p>What is the role of a Commissioner?</p>	<p>The role of a Commissioner is to supervise or oversee the investigations carried out into complaints made about serving officers of the Island Police Force to ensure that all complaints and appeals are processed fairly and objectively.</p> <p>Commissioners will need to read through reports and attend meetings.</p>
<p>Who can be a Commissioner?</p>	<p>Anyone over the age of 18 can apply to be a Commissioner unless they are or have previously been a member of the Island Police Force, or a member of any other police force. Commissioners cannot be an elected Deputy of the States or a Jurat and they cannot be in full time employment by the States of Guernsey.</p>
<p>How are Commissioners appointed and trained?</p>	<p>Interested individuals will need to complete an application form and attend an interview. If shortlisted, references will be sought along with an Enhanced DBS check.</p> <p>The Committee <i>for</i> Home Affairs will then nominate individuals for formal appointment by the States of Deliberation.</p> <p>Comprehensive training will be provided to the successful applicants which will include training on the law, training on the police disciplinary system and procedures and other ad-hoc training will be provided from time to time.</p>

	Commissioners are supported by a member of staff from the Office of the Committee for Home Affairs.
What are the working hours?	<p>There are no set working hours. Commissioners will be advised if they are required to review a case and they shall be provided with all the relevant information in advance of the meeting.</p> <p>The number of hours a Commissioner may spend on an investigation will depend on the nature of the case.</p>
What skills and qualifications do I need?	Applicants must demonstrate an ability to be fair and objective, non-judgemental and have the ability to read and understand complex reports.
What about salary?	Commissioners receive remuneration for attending and preparing for meetings.
What if I have previous convictions?	Having previous convictions does not automatically exclude you from appointment. It will depend on what offences you committed and how long ago they were.
I'm interested! How do I apply?	<p>If you are interested in applying, please contact the Committee's Secretary by email, phone or post:</p> <p>Email: policecomplaintscommission@gov.gg Tel: (01481) 220019</p> <p>Police Complaints Commission c/o the Office of the Committee for Home Affairs Sir Charles Frossard House La Charroterie St Peter Port GY1 1FH</p>

**APPLICATION FORM FOR MEMBERSHIP TO THE
POLICE COMPLAINTS COMMISSION**

PERSONAL DETAILS (as verifiable on your passport or other relevant documents)	
Title:	Surname:
Forename(s):	Previous names:
Date of birth:	Place of birth:
Home Address:	
Home telephone number:	Work telephone number:
Mobile number:	Email address:
Guernsey Social Security Number:	
<p>Please note that by submitting this application for membership, you agree that the Housing Control service of the States of Guernsey may:-</p> <ol style="list-style-type: none"> 1) Disclose my residential and Right to Work status to the States of Guernsey as a potential employer; and; 2) Provide to the States of Guernsey any additional information connected to my residential and Right to Work status that is reasonably relevant in the context of my potential employment by the States of Guernsey. <p>Further information regarding your right to work is available from Population Management</p>	
Do you have a valid Right to Work Document? (If 'NO' please move to Membership section below)	Yes / No
Type and reference number of Right to Work Document:	
Expiry date (if any) of Right to Work Document:	
If you have a Housing Licence, is it attached to your current post?	
Please advise of your availability or preferred times for undertaking this role i.e. working hours 9am-5pm, lunch times, after 5pm. Please use a separate sheet of paper if required.	

CURRENT EMPLOYMENT *(if relevant)*

Position Held	Employer	Date of appointment

PREVIOUS EMPLOYMENT: please list any relevant previous employment

PLEASE DESCRIBE BRIEFLY WHY YOU WISH TO JOIN THE POLICE COMPLAINTS COMMISSION:
please use a separate sheet if necessary

PLEASE LIST ANY TRAINING OR OTHER EXPERIENCES WHICH YOU CONSIDER MAY BE RELEVANT AND WHICH MAY DEMONSTRATE HOW YOU MEET THE SPECIFICATION FOR THE POST, AS OUTLINED IN THE INFORMATION LEAFLET.

POTENTIAL CONFLICTS OF INTEREST: *One of the most important requirements for Commissioners is that they perform their duties impartially and objectively. All applicants are therefore ask to declare any personal direct or indirect interests, connections or obligations which could, or could be perceived to, influence their actions, decisions or judgment, or make it difficult for them to fulfil their duties fairly. These could include financial interests or share ownership, active connections with a field of expertise in which the public body works, membership of societies, activities associations or employment of a partner or friend in the particular field in which the public body operates.*

Any potential conflicts of interest detailed here will not prevent you going forward to interview but may, if appropriate, be explored with you during your interview to establish how you would address the issue(s) should you be successful in your application.

REFERENCES		
	Referee 1	Referee 2
Name		
Position		
Capacity in which referee knows you		
Address		
Telephone number		
Mobile number		
Email address		

DECLARATION

In accordance with the Rehabilitation of Offenders (Bailiwick of Guernsey) Law, 2002 (Commencement, Exclusions and Exceptions) Ordinance, 2006, you are required to disclose any conviction, warning, reprimand, caution or other order including "spent convictions". Details of any such disclosure should be placed in a sealed envelope marked "confidential" and brought to interview, or offered. Any information disclosed will be treated in the strictest confidence. Any offer of appointment will be subject to satisfactory Disclosure and Barring Service (DBS) clearance.

I DECLARE that the information contained in this form and any attachment is true and complete to the best of my knowledge and belief. I understand that should I make a false statement by completing this form incorrectly I will, if appointed, be liable to termination of my membership with or without notice.

I consent to the information contained in this form, and any other information received by or on behalf of the States of Guernsey relating to my application for membership to an Independent Panel, being processed by the States of Guernsey in administering the recruitment process and to assist with the prevention and detection of fraud.

Signature of applicant:

Date:

Please return this form to:

Executive Officer – Independent Panels
The Office *of the* Committee for Home Affairs
Sir Charles Frossard House
La Charroterie
St Peter Port
Guernsey
GY1 1FH

Guidance Notes for Applicants:

Before completing this form please ensure that you have read and understood the job description and key criteria for the post.

Please complete all sections of this form instead of sending a CV as a substitute and remember to sign the declaration at the end of the form to certify that all the information given is correct.

Procedure Following Application:

Paper applications will be acknowledged, and short listing will take place, as soon as possible after the closing date. Short listing decisions will be based on the information provided on the application form, particularly in relation to the key criteria.

We will confirm the outcome of your application in writing. This is usually by email where possible. If you have been shortlisted this will include arrangements for the interview.

References for shortlisted applicants are normally sought after initial interview unless advised. All appointments are conditional upon receipt of satisfactory written references and DBS clearance.

Applicants will be advised of the outcome of their application as soon as practicable after interview.

For Applicants with Special Needs:

If there are any reasonable adjustments that you require in terms of arrangements for the interview, please discuss these with the Commission's Secretary, details below.

Data Protection Statement:

The data collected on this application form will be held in accordance with the Data Protection (Guernsey) Law, 2018, and will be used by the States of Guernsey only for the purposes of recruitment/selection and employee administration. It will not be disclosed to any third party unless required by statute or by obtaining your consent.

Your date and place of birth will only be used for identity verification purposes.

If you would like to seek clarification on any point, please contact the Commission's Secretary on Tel. (01481) 220019 or e-mail: policecomplaintscommission@gov.gg