

POLICE COMMITTEE MEMBERSHIP SCHEME

NB: The use of “he” in this scheme shall mean “he or she”. The scheme also reflects the decision to reduce the size of the Committee taken in 2012

Members of the Police Committee

1. The Police Committee shall be made up of 13 members.
2. There shall be 11 Members of the Court of Common Council who should have served a minimum of two years on the Court of Common Council.
3. Members of the Court of Common Council who stand for election or re-election to the Police Committee should be required to submit a CV to the Court in support of their nomination.
4. There shall be no limit to the number of continuous terms of office that Members of the Court of Common Council may serve on the Police Committee.
5. There shall be two external members (i.e. non-Members of the Court of Common Council) on the Committee appointed in accordance with paragraph 7.
6. External members shall not be eligible to serve as Chairman or Deputy Chairman.

Appointment of external members

7. External members of the Police Committee shall be appointed—
 - (a) by the Court of Common Council,
 - (b) from among persons recommended by a selection panel.
8. The Town Clerk shall arrange for a notice stating—
 - (a) the name of each of its external members appointed;
 - (b) such other information relating to each of such members as the police authority considers appropriate,to be published in such manner as he considers appropriate.

External members – Disqualification

9. A person shall be disqualified from being appointed as or being an external member of the Police Committee of the City of London, if:-
 - (a) he is under 18 years of age;
 - (b) he—
 - i. does not have his primary or only place of residence in the City of London, or
 - ii. does not have his primary or only place of work in the City of London.
 - (c) has not lived or worked in the City of London for at least twelve months prior to his application;

- (d) he holds any paid office or employment appointment to which is or may be confirmed by the Police Committee of the City of London or any committee or sub-committee of the City of London, or by a joint committee on which the City of London is represented, or by any person holding any such office or employment;
- (e) he is an employee of the City of London Corporation;
- (f) he is a Member of the Court of Common Council;
- (g) he is a member of the City of London Police or any other police force;
- (h) he is an officer or an employee of any police authority;
- (i) he is an officer or an employee of a council which appoints members to a police authority - unless he is a head teacher or principal of a school, college or other educational institution or establishment which is maintained or assisted by a local education authority; or a teacher or lecturer in any such school, college institution or establishment.
- (j) he has had a bankruptcy order made against him and the bankruptcy order has not been previously annulled or he has not obtained a discharge; or
- (k) his estate has been sequestrated and the sequestration has not been recalled or reduced or he has not obtained a discharge;
- (l) he has made a composition or arrangement with, or granted a trust deed for, his creditors and he has not paid off the debts in full, or five years have not yet passed since they fulfilled the terms of the deed of composition or arrangements or trust deed;
- (m) he is subject to a disqualification order under the Company Directors Disqualification Act 1986, to a disqualification under Part II of the Companies (Northern Ireland) Order 1989, to a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or to an order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order); or
- (n) in the five years before the date of his appointment to the Police Committee or since his appointment, he has been convicted of an offence and had passed on him a sentence of imprisonment (including a suspended sentence) of three or more months. For this purpose the date of a conviction shall be taken to be the ordinary date on which the period allowed for making an appeal or application expires or if an appeal or application is made, the date on which the appeal or application is finally disposed of or abandoned or fails by reason of its non-prosecution.

Tenure of Office

10. A person shall hold and vacate office as an external member of the Police Committee of the City of London in accordance with the terms of his appointment and the present Scheme.

11. A person shall be appointed to hold office as an external member of the Police Committee for—

- (a) a term of four years, or
- (b) such shorter term as the Police Committee may determine in any particular case.

12. Subject to paragraph 13 a person who ceases to be an external member, for reasons other than by his removal, may (if otherwise eligible) be re-appointed whether at the expiry of his term or subsequently.

13. An external member of the Police Committee shall not—

- (a) be appointed to serve more than two terms of office;
- (b) be appointed to serve a further term of office until four years after the expiry of his second term; and
- (c) be appointed to serve a further term unless the selection panel is satisfied with his performance as a member during his previous term.

14. An external member may at any time resign his office by notice in writing to the Town Clerk.

15. The Police Committee may remove an external member from office by notice in writing if—

- (a) he has been absent from meetings of the Police Committee for a period longer than three consecutive months without the consent of the Police Committee,
- (b) he has been convicted of a criminal offence,
- (c) the Police Committee is satisfied that the external member is incapacitated by physical or mental illness, or
- (d) the Police Committee is satisfied that the external member is otherwise unable or unfit to discharge his functions as a member.

Validity of acts

16. The acts and proceedings of any person appointed to be an external member of the Police Committee, and acting in that office shall, notwithstanding his disqualification or want of qualification, be as valid and effectual as if he had been qualified.

17. The proceedings of the Police Committee shall not be invalidated by any defect in the appointment of a person as an external member.

Selection Panel

18. A selection panel will be appointed by the Police Committee for the purposes of selecting suitable candidates to serve as external members onto the Police Committee and make recommendations for appointment to the Court of Common Council accordingly.

19. The selection panel shall consist of four members —

- (a) the Chairman and Deputy Chairman of the Police Committee for the time being;
- (b) one Member serving on the Police Committee for the time being; and
- (c) a person to be appointed by (a) and (b) above.

20. The person in paragraph 19(c) shall be disqualified from being appointed as or being a member of a selection panel if he is disqualified by virtue of paragraph 9(a), (d), (e), (g), (h), (i), (j), (k), (l), (m) or (n).

21. The Police Committee may remove a member of the Selection Panel and appoint a suitable replacement, if—

- (a) the panel member has been absent from two consecutive meetings of the selection panel without the consent of the panel,
- (b) the panel member has become otherwise disqualified during service; or
- (c) the Members of the Police Committee are satisfied that the panel member is otherwise unable or unfit to discharge his functions in the panel.

22. The acts and proceedings of any person appointed to be a member of a selection panel and acting in that office shall, notwithstanding his disqualification or want of a qualification, be as valid and effectual as if he had been qualified.

23. The proceedings of a selection panel shall not be invalidated by —

- (a) a vacancy in the membership of the selection panel, or
- (b) a defect in the appointment of a selection panel member.

Functions of selection panel

24. The selection panel shall consider all applications for the purpose of recommending suitable candidates to serve as external members of the Police Committee to the Court of Common Council.

25. In exercising its functions, the selection panel shall have regard to the desirability that the persons nominated—

- (a) represent the interests of a wide range of people within the resident and business communities of the City of London, and
- (b) include persons with skills, knowledge or experience which are under-represented among the existing Members of the Police Committee.
- (c) fulfil the criteria set out in the competency framework for external members of the Police Committee.

26. All members of the selection panel will be expected to be present for the purposes of agreeing a final list of candidates. However, a quorum of four will apply if one member of the panel cannot be present.

27. A decision of a selection panel to recommend a person to the Court of Common Council may be taken by a simple majority of their members.

Notifications by the Town Clerk

28. Not less than four months before the term of office of an external member is due to expire, the Town Clerk shall notify the Members of the Police Committee of this fact.

29. As soon he becomes aware that an external member has ceased to be a Member of the Police Committee for reasons other than the expiry of his term of office, the Town Clerk shall notify the Members of the Police Committee of this fact.

Vacancy Advertisements

30. When a vacancy arises, the Town Clerk shall arrange for an advertisement to be published in at least two newspapers circulating in the City of London and shall inform interested persons of the eligibility criteria, the duties involved and other information as appropriate.

Applications

31. A member of the public who wishes to be considered for appointment as external member shall submit an application setting out—

- (a) his name and address;
- (b) his current occupation, if any, and any positions held by him up to ten years before the date of the application;
- (c) his relevant skills, experience and his academic, professional and vocational qualifications, if any; and
- (d) the reasons why he wishes to be so considered.

32. The Town Clerk will provide application forms, provided that the persons are not otherwise disqualified under paragraph 9. Accompanying documentation about the selection process should also be provided in the application pack.

33. Where an application has been received at a time when no appointment is required to be made, the Town Clerk may delay considering it until such time as the panel are required to nominate persons willing to be so appointed.

34. The Town Clerk shall maintain a record of the persons who have applied to be considered for appointment as an external member of the Police Committee. The record maintained should include the name and address of every applicant and details about the application considered appropriate by the selection panel. In the case of a person who is found to be disqualified by the selection panel, the grounds of the disqualification should be kept.

35. Records shall be kept for at least 4 years.