



Committee *for*
Home Affairs

INDEPENDENT PANELS

INFORMATION BOOKLET FOR INTERSETED PEOPLE

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Introduction

The Committee *for* Home Affairs (the Committee) has responsibility for the administration of the following independent panels:

- ***The Parole Review Committee***
- ***The Police Complaints Commission***
- ***The Independent Monitoring Panel***
- ***The Independent Custody Visitors***

It is important that membership of these independent panels are derived from a cross section of people with an interest in serving their community.

The Committee does not look for a particular type of person to fulfil these roles, rather members are appointed for the qualities and experience they can bring to the role from their own lives. Common sense, an ability to listen and make well balanced justifiable decisions as part of a small team are some of the key characteristics which panel members will need.

No formal qualifications are necessary but an understanding of the criminal justice system may be an advantage.

The role of an independent panel member may not be easy but is challenging, intellectually stimulating and fulfilling.

Skills and Qualities

We recognise that each of the independent panels relies on individuals who have practical experience and understanding of people and how they interact with others. We do not look for a particular type of person or class of persons to serve on the panels, rather, we look for people who care about their community and want to contribute to it in some way.

Please consider the skills required for a particular post in detail before deciding whether you wish to apply. We have identified the following skills as being essential, over and above those set out in the descriptions for each of the panels.

Commitment and a willingness to devote the necessary time to prepare and to participate actively in the work of the panel.

Common sense and the ability to assess the impact of decisions on all sections of the community.

Independence and the confidence to ask questions or to query why a certain course of action is being recommended.

Clarity of thought and the ability to assess a situation quickly with an open mind, considering the wider picture.

The ability to listen as well as express your views; and **to influence** and deal with all groups including specialists or experts.

Anyone appointed must demonstrate an awareness of, and appreciation of the importance of human rights and an awareness and understanding of the principles of data protection.

Appointment Process

The way an individual is appointed to be a member of an independent panel varies depending on the post. The appointment process is designed to be fair, open and transparent and in all cases the following will apply:

- The "criteria" for the post (the skills and qualities required) are clearly defined in this information pack;
- An application form should be completed, detailing how the applicant's skills and qualities suit the post for which they are applying;
- Applications are assessed and consideration is given to whether the individual fulfils the essential criteria for the position;
- The Committee, or appointing authority, will make the final selection from those recommended by an interview panel;
- The successful candidates will be sent a letter of appointment and all other applicants informed.

How do I apply?

If you would like to apply for one or more of the positions available please fill in the enclosed application form and return it to the below address:

Executive Officer – Independent Panels
Sir Charles Frossard House
La Charroterie
St Peter Port
GY1 1FH

Email: homeaffairs@gov.gg

Telephone: 717359

POLICE COMPLAINTS COMMISSION

Appointment	Ordinary Members
Length of Appointment	4 years, members may be re-appointed
Time Commitment	There are no set hours and meetings can be called at any time of the day. The number of hours a member may spend on an investigation will depend on the nature of the case.
Remuneration	Meeting attendance & limited expenses
Role Specification	The role of the PCC is to provide independent oversight into the investigation of complaints made about the conduct of police officers, 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.
Person Specification	You don't need any specific qualifications to become a Commissioner. What you will need are the interest, commitment, and the ability to be flexible to make a full contribution to the work.

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:

1. Analysis

- a. demonstrate a clear understanding of the relevant facts and issues
- b. assimilate and interpret large amounts of complex information from different sources
- c. be able to select relevant material

2. Judgement and Decision Making

- a. adopt an analytical approach and reason logically
- b. follow procedure
- c. balance evidence

3. Written and Oral Communication

- a. express yourself clearly and concisely both orally and in writing
- b. be prepared for challenge and be confident in stating your reasoning

4. Team Working

- a. work effectively with others
- b. be open minded, honest and flexible in your approach
- c. apply expertise and, where relevant, explain areas of expertise to colleagues

5. Equal Opportunities and Human Rights

- a. you must be aware of and committed to equal opportunities and will need to have an appreciation of the importance of human rights

6. Data Protection

- a. have awareness of the principles of data protection and the rights of data subjects

Applicants must demonstrate an ability to be fair and objective, non-judgemental and have the ability to read and understand complex matters.

The ability to use a word processor and access e-mail is essential.

Training

Senior Commissioners along with staff from across Home Affairs will provide a comprehensive training programme for all new members necessary to undertake this role effectively and completely.

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.

Members cannot be members of the States of Deliberation, States of Alderney or Chief Pleas of Sark, holders of judicial office, Jurats of the Royal Court or Jurats of the Court of Alderney and they cannot be in full time employment by the States of Guernsey.

Due to the nature of this post all shortlisted candidates will be required to undergo Level 1 Vetting prior to appointment. Having previous convictions does not automatically exclude you from the job. It will depend on what offences you committed and how long ago they were.

INDEPENDENT CUSTODY VISITORS

Appointment	Members
Length of Appointment	3 years, members may be re-appointed Members must retire from the Panel on attaining their 70 th birthday.
Time Commitment	3-4 hours per month, including potentially unsocial hours
Remuneration	Limited expenses
Role Specification	<p>Independent Custody Visitors are members of the local community who make unannounced visits to the custody suites of the Police and Guernsey Border Agency. They are able to observe, comment and report on the conditions of detention and the operation of the custody facility, thereby ensuring compliance with the Police Powers and Criminal Evidence (Bailiwick of Guernsey) Law 2003.</p> <p>When making a visit, independent custody visitors' responsibilities are to observe, comment and report upon:</p> <p>The legal rights of the person being detained –which include free legal advice, the right to inform someone of their detention and access to a copy of the codes of practice contained in PPACE</p> <p>The conditions of the facilities and environment in which they are being detained - The custody area and cells should be clean, safe and suitable for detaining people</p> <p>The health and wellbeing of the detainee - Which depends upon the way they are treated, adequate rest, food and drink, exercise and, if required, medical attention.</p>
Person Specification	<p>As a Panel Member, you will be required to make sound and defensible 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. the ability to empathise while retaining impartiality and work within set boundaries2. Judgement and Decision Making<ol style="list-style-type: none">a. adopt an analytical approach and reason logicallyb. follow procedure3. Written and Oral Communication<ol style="list-style-type: none">a. express yourself clearly and concisely both orally and in

- writing
 - b. question detainees, custody officers and others effectively to draw out relevant information
4. **Team Working**
 - a. work effectively with others
 - b. be open minded and flexible
 5. **Equal Opportunities and Human Rights**
 - a. you must be aware of and committed to equal opportunities and will need to have an appreciation of the importance of human rights
 6. **Data Protection**
 - a. have awareness of the principles of data protection and the rights of data subjects

In addition to the above essential core competencies, knowledge of the criminal justice system and experience in risk assessment would be desirable.

The ability to use a word processor and access e-mail is essential.

Training

Senior members of the Panel, along with staff from across Home Affairs will provide a comprehensive training programme for all new members which will seek to introduce them to all aspects of this role effectively and competently.

Other Criteria

Members cannot be members of the States of Deliberation, States of Alderney or Chief Pleas of Sark, holders of judicial office, Jurats of the Royal Court or Jurats of the Court of Alderney.

Due to the nature of this post all shortlisted candidates will be required to undergo an Enhanced DBS check prior to appointment. Having previous convictions does not automatically exclude you from the job. It will depend on what offences you committed and how long ago they were.

INDEPENDENT MONITORING PANEL

Appointment	Ordinary Members
Length of Appointment	4 years, members may be re-appointed
Time Commitment	1 or 2 evenings per month
Remuneration	Limited expenses
Role Specification	The Independent Monitoring Panel monitors conditions in the Prison to ensure proper standards of care and humanity are maintained. Amongst other things members are expected to enter the Prison on a regular basis, talk to prisoners and staff and attend Panel meetings.
Person Specification	You don't need any specific qualifications to become a Panel member. What you will need are the interest, commitment, energy and time to make a full contribution to the work. Panel members are people with compassion, tact, sensitivity, open-mindedness, determination and a sense of justice and fairness.

As a Panel member, 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:

7. Analysis

- a. demonstrate a clear understanding of the relevant facts and issues
- b. assimilate and interpret large amounts of complex information from different sources
- c. the ability to empathise while retaining impartiality and work within set boundaries

8. Written and Oral Communication

- a. express yourself clearly and concisely both orally and in writing
- b. question prisoners, prison officers and others effectively to draw out relevant information

9. Team Working

- a. work effectively with others
- b. be open minded and flexible

10. Equal Opportunities and Human Rights

- a. you must be aware of and committed to equal opportunities and will need to have an appreciation of the importance of human rights

11. Data Protection

- a. have awareness of the principles of data protection and the rights of data subjects

In addition to the above essential core competencies, knowledge of the criminal justice system would be an advantage.

The ability to use a word processor and access e-mail is essential.

Training

Senior Panel members along with staff from across Home Affairs will provide a comprehensive training programme for all new members necessary to undertake this role effectively and completely. Training will consist of shadowing visits seeking to introduce you to prison life and the role of the Panel within the Prison.

Other Criteria

Members cannot be members of the States of Deliberation, States of Alderney or Chief Pleas of Sark, holders of judicial office, Jurats of the Royal Court or Jurats of the Court of Alderney.

Due to the nature of this post all shortlisted candidates will be required to undergo an Enhanced DBS check prior to appointment. Having previous convictions does not automatically exclude you from the job. It will depend on what offences you committed and how long ago they were.