NORTHUMBRIA POLICE & CRIME COMMISSIONER | violence reduction unit

disability confident COMMITTED

MINDFUL EMPLOYER

Application Pack

Role: Independent Member for Police Misconduct Hearings and Police Appeal Tribunals

November 2026

Application Booklet Content

1. Introduction

2. Role Description and Person Specification

3. Memorandum of Understanding

4. Remuneration Guidance

5. Application Process.

In this pack you will find an overview of all the information you need to consider. If after reading the information you are still interested in applying, please request an application form by emailing enquiries@northumbria-pcc.gov.uk

Closing date – 23rd November 2026.

1 - Introduction

Police and Crime Commissioners

Police and Crime Commissioners are elected representatives who work to ensure that police forces in England and Wales are running effectively. They replaced police authorities in November 2012 and bring a public voice to policing.

Police and Crime Commissioners are not there to run local police forces but to hold them to account and respond to the needs of the public, which involves a role in complaints and misconduct processes as outlined in this section.

The role of the Police and Crime Commissioner in relation to complaints and misconduct in the policing service is outlined below –

Complaints

- Hold the Chief Constable to account in providing an effective and efficient complaints process.
- Be the appropriate authority for receipt and handling of complaints about the Chief Constable.
- Be the relevant review body for some complaints made about officers, staff and services under the direction and control of the Chief Constable.

Misconduct

- Appoint and maintain a Register of Legally Qualified Persons to provide legal advice to the Panel.
- Appoint and maintain a Register of Independent Panel Members to sit on Police Misconduct Hearings and Police Appeal Tribunals.
- Facilitate Police Appeals Tribunals

Independent Panel Members (IPM) are required to assist misconduct hearings, which are usually held in public and Police Appeal Tribunals, in determining a fair, evidence-based judgment about a particular officer's conduct and agreeing an appropriate sanction. With the other members, the Independent Panel Members consider evidence from witnesses, hear submissions from parties to the hearing and makes informed decisions as to the outcome. They must have the ability to challenge the other Panel members in a constructive but non-confrontational manner.

One of the key roles of the Independent Panel Member is to reassure the community that police misconduct matters are dealt with properly and are independently adjudicated.

The PCC is recruiting for up to three Independent Panel Members for Police Misconduct Hearings / Police Appeals Tribunals.

Police Misconduct Hearings and Police Appeals Tribunals

Police Misconduct Hearings and Police Appeals Tribunals are governed by statute. The purpose of the police misconduct regime is to:

- *maintain public confidence in the police service and maintain its reputation*
- *uphold high standards and deter misconduct*
- *protect the public*

A Police Misconduct Hearing Panel is likely to be convened to hear allegations of serious cases of misconduct by police officers. The most severe outcome at this hearing would be dismissal from the police service without notice. Cases would include for example, allegations of criminal acts, serious road traffic matters such as drink/driving and other serious breaches of the standards of professional behaviour expected of police officers such as neglect of duty.

Between 2012-2024 the panel for each case comprised three persons: a legally qualified chair (LQC), a senior police officer (usually a Superintendent or Chief Superintendent) and an Independent Panel Member (IPM).

Since May 2024 the panel consists of three people: the Chair (the Chief Constable or delegated senior person) and two IPMs. A Legally Qualified Person (LQP) is also appointed to give guidance to the panel (but they do not have a decision-making role).

Since 2014 police misconduct cases have been heard in public, except where there are special reasons for all or part of a hearing to be in private.

Police Appeals Tribunals deal with appeals from misconduct hearings and fast track hearings and appeals by senior officers from misconduct meetings. A Police Appeals Tribunal consists of a Chair drawn from a list appointed by the Home Secretary, a senior officer and an IPM.,

Police and Crime Commissioners have a statutory duty to recruit, train and resource panels with two Independent Panel Members (IPMs).

IPMs are people with an independent mind and keen analytical skills, potentially from a professional background such as law, audit, the regulatory sector or other relevant area. The ability to consider a great deal of information and make sound, reasoned decisions are essential requirements of the role.

IPMs sit on approximately three to four panels per year. Terms are currently for four years, with a possibility of a further extension. This role will require a level of Police vetting, and there are certain eligibility criteria.

2. Role Description and Person Specification.

Role Description:

To be a member of police misconduct panels and assist those panels in coming to fair and evidence-based decisions about a particular officer's conduct and appropriate outcomes arising from those decisions.

To provide an independent and impartial voice on such panels and to provide assurance to the community that conduct matters are treated seriously and that misconduct proceedings are being properly investigated and adjudicated.

To consider the impact of officer misconduct on public confidence in policing at all times, with specific attention to maintaining the public's trust in the police service's ability to keep them safe

Responsibilities:

• To attend and participate effectively as a panel member in misconduct hearings as required.

• To prepare for such hearings by considering in advance relevant papers, reports and background information.

• To carefully consider all the evidence before the panel and draw appropriate conclusions from that evidence.

• To question those giving evidence and challenge constructively in these hearings where appropriate.

• To utilise training offered that is relevant to the role, and to take a proactive approach to considering what additional personal development would be appropriate.

• To keep abreast of general developments affecting policing, both locally and nationally, that may have an impact on the role of independent member of a misconduct panel.

• To use any information obtained from the Office of the Police and Crime Commissioners for the purpose of their role as Independent Panel Member of police misconduct hearings and police appeals tribunals only.

• To ensure that all paper and electronic documentation is handled and destroyed appropriately in line with the requirements of the (UK) GDPR, Data Protection Act 2018 and the Government Protective Marking Scheme (GPMS).

• To maintain the highest standards of professional conduct and ethics.

Independence:

As an independent person of the hearing panel, you will contribute to a culture that supports:

• The highest level of integrity accountability and honesty in the actions of the Panel and of the PCC, Chief Constable and the other officers of the OPCC/Constabulary.

• Respect and dignity among the members and officers.

• Acceptance by all members of the panel of the right of every member to hold and express a dissenting opinion.

• A commitment to best governance practices.

Location:

Misconduct Panels may be convened at locations throughout the Northumbria Force area, but in the main are held in Houghton-le-Spring. In addition, people appointed for panels in Northumbria Police force area may be requested, optionally, to sit on panels in other force areas.

Person Specification

	Competencies, Skills and Experience	**Essential or desirable**
1	Strong communicator with the confidence to voice your own opinions in a constructive and considered way.	Essential
2	The ability to absorb and analyse a large amount of complex information quickly and reach objective decisions.	Essential
3	The ability to participate in decision making as part of a group, while retaining objective perspective.	Essential
4	Have the ability to command the respect and trust of others at all levels.	Essential
5	Have a good understanding of the diverse and complex nature of Northumbria force area and its communities	Essential
6	Be committed to the public service principles of accountability, probity, openness and equality of opportunity.	Essential
7	Must be conversant with IT, able to communicate via email and to receive documentation electronically via secure email and device. All panel papers will be provided electronically only.	Essential
8	Independent panel members must reside in Northumbria Police Force area.	Desirable

Applicants will be assessed against the following qualities and abilities:

Analytical skills: The ability to interpret and question material relevant to the case under consideration.

Judgement: The ability to take a balanced, open minded and objective approach to issues in a case and assist the panel in reaching evidence-based decisions that are robust and will withstand challenge.

Communication: The ability to articulate views clearly whilst being receptive to the opinions of others.

Influencing skills: The ability to persuade other panel members to an alternative viewpoint whilst maintaining respect and integrity; the ability to reach a consensus in circumstances where this might be challenging.

Time management: An appropriate level of commitment to the process, ensuring that sufficient time is set aside to both attend and prepare for hearings.

Integrity: An understanding of what is meant by high standards of conduct and ethics and a commitment to demonstrating that in your own behaviour.

Diversity: A commitment to equality and diversity and in particular an understanding of this in the context of policing and employment.

Knowledge: The ability to become conversant with Police Regulations.

Eligibility: Applicants must satisfy the eligibility criteria (see Disqualifications) as well as the following:

Availability – The majority of misconduct hearings are provisionally scheduled for 3-5 days. You will be expected to be available to act in this capacity approximately 10-15 days per year. To prepare for hearings by considering, in advance, relevant papers, reports and background information.

Willing to adhere to 7 principles of public life - Willing to undertake the role with selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

It is expected that the PCC as a public authority supports the 7 Principles of Standards in Public Life (called the Nolan Principles). As such, the seven principles of conduct underpin the work of the PCC and are used as the basis for working practices.

The principles are:

Selflessness: Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Integrity: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership: Holders of public office should promote and support these principles by leadership and example.

Vetting - Successful candidates will need to be security vetted prior to sitting on a misconduct panel.

Term The term period for this appointment is an initial period of four years. The appointment can be mutually agreed to be extended for a second term additional period of four years. At this point the PCC can extend by mutual agreement. Any extension may require a reapplication process.

3. Memorandum of Understanding between the PCC and IPMs

1. The Police and Crime Commissioner for Northumbria is required to maintain a list of Independent Panel Members to sit on police misconduct panels and police appeals tribunals as required under regulations issued under the Police Reform Act 2002, as amended in 2024. The Memorandum of Understanding sets down the principal conditions of appointment and associated matters.

2. To provide brevity to the Memorandum of Understanding the Chief of Staff is the Chief of Staff of the Office of Police and Crime Commissioner (OPCC).

3. The Chief of Staff is the lead officer responsible for the recruitment and appointment of Independent Panel Members. The Chief of Staff may delegate any matter related to the appointment of Independent Panel Members to a senior member of staff within the OPCC.

4. Recruitment and personal information will be held by the Chief of Staff and shared as necessary to enable appointment to a Hearing, distribution of papers and to make arrangements for travel, accommodation and remuneration.

5. Appointment as an Independent Panel Member is for four years with a full review of continuing suitability at the end of that time. Subject to that review, a further period of service may be agreed in special circumstances.

6. Independent Panel Member appointments will be subject to satisfactory police vetting checks in accordance with the Forces' current Authorised Professional Practice on Vetting 2021 Policy.

7. The Independent Panel Member will be provided with indemnity from the Police and Crime Commissioner for all work carried out in good faith. The Independent Panel Member will be provided with the following indemnity (which will remain in place until a review by the Home Office)

"*In respect of the case of ..... which is to be held on ……. I (in my role as Police and Crime Commissioner) agree to indemnify you as an Independent Member in respect of any liabilities arising (including reasonable costs in connection with responding to legal proceedings) for anything done or omitted to be done by you in the discharge of your functions unless, having received representations or submissions by or on your behalf, you are proved in a court of law or other tribunal with appropriate jurisdiction to have acted in bad faith. Furthermore, in the event of your being held to have any liability for anything done or omitted to be done by another member of the Panel of which you are part, I agree to indemnify you in full in respect of any such liability".*

8. The role and responsibilities of Independent Panel Members and the personal qualities and skills sought are set out in the job description and person specification.

9. Independent Panel Members must consider their availability to prepare for and attend hearings before they make a firm commitment to sit when approached. Independent Panel Members must respond to requests to sit within 2 days, otherwise the next Independent Panel Member on the Register will be approached. Failure by an Independent Panel Member to meet an agreed sitting may result in the hearing having to be cancelled and a new hearing arranged at considerable expense and inconvenience to all parties.

10. The independence and impartiality of Independent Panel Members are a fundamental requirement of the misconduct hearing and appeal process. Persons falling within the 'exclusion' categories listed below will not be eligible for appointment as Independent Panel Members. In accepting appointment, Independent Panel Members have declared that they do not fall into any of the listed categories. Similarly, ongoing independence is essential and Independent Panel

Members must immediately inform the Chief of Staff if there is any change in their circumstances that may affect their eligibility to continue as an Independent Panel Member.

11. Exclusions

- Serving and former police officers, special constables and police staff (from any Force area).

- Current and former Police and Crime Commissioners (from any Force area).

- Current and former OPCC staff (from any Force area).

- Undischarged bankrupts;

- Anyone whose estate has been sequestrated and the sequestration has not been recalled or reduced or a discharge has not been obtained;

- Anyone who has made a composition or arrangement with, or granted a trust deed for their creditors and has not paid off the debts in full or five years have not yet passed since the terms of the deed of composition or arrangement or trust deed were fulfilled;

- Anyone who is subject to a disqualification order under the Company Directors Disqualification Act 1986, or to an order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)

The above list is not exhaustive, to ensure that all individuals appointed to the role have full independence of the OPCCs the Chief of Staff will decide if an individual is exempt.

To maintain confidence in the process, the Commissioner will not normally appoint someone with unspent criminal convictions (with the exception of fixed penalties, an undischarged bankrupt). Each case will be considered on its merits. Persons applying to become Independent Panel Members will be subject to a security vetting check prior to appointment. Independent Panel Members appointed must immediately notify the Chief of Staff if they are reported, or arrested for, or charged with a criminal offence.

The Commissioner may also consider it to be inappropriate to appoint anyone because of perceived conflict of interest through relationships (e.g. family or close friends) with a Commissioner or officer of the OPCC, or a police officer or member of police staff or special constable of Northumbria Police. Persons applying to become Independent Panel Members are required to declare any such relationships on their application form. Independent Panel Members appointed must immediately notify the Chief of Staff of any subsequent relationships that may give rise to a perceived conflict of interest with the Independent Panel Member role.

All new Independent Panel Members will be required to attend an approved one-day training course before they are allowed to sit on a misconduct hearing or police appeals tribunal. Refresher training will be provided as deemed necessary by the Chief of Staff.

Whilst there will be no formal appraisal of an Independent Panel Member’s performance, the Chair of the Panel, will be expected to bring to the attention of the Chief of Staff any concerns about the performance of the Independent Panel Member against the person specification criteria or any other matter. The Chief of Staff will consider any concerns received in accordance with paragraph referring to unacceptable conduct of IPMs.

Similarly, the Chief of Staff will welcome feedback from Independent Panel Members at any stage on their experiences of the process.

Any concerns about an Independent Panel Member or his/her performance and/or conduct will also be considered by the Chief of Staff or her nominated representative. However, should the

matter remain unresolved the procedures for considering possible removal would be invoked as below.

Unacceptable conduct of Independent Panel Members may include such matters as a conviction for a criminal offence or abusing their position by failing to act in accordance with the agreed job description and person specification.

The appointment of an Independent Panel Member may be suspended at any time by the Chief of Staff upon receiving a report of misconduct or poor performance on the part of the Independent Panel Member.

The Chief of Staff may terminate the appointment of an Independent Panel Member having considered a report of misconduct or poor performance on the part of the Independent Panel Member providing that before a decision to terminate or not is taken an opportunity is given to the Independent Panel Member in question to make oral and/or written representations to the Chief of Staff.

The Chief of Staff will notify the Independent Panel Member of the grounds on which removal is being considered in advance of their being given the opportunity to make representations.

An appeal lies from this decision to the Director of Confidence, Standards and Statutory Reviews.

Independent Panel Members may claim a fee for all sittings and preparation time, travelling, subsistence and accommodation expenses. See remuneration guidance in the IPM handbook, which can be found in the IPM handbook.

4. Remuneration Guidance.

Independent Panel Members receives fees and expenses an overview of the current rates and application process are below, further details can be found in the IPM handbook.

SITTING FEES

Fees may be claimed at the following rates:

Full day, i.e. sitting of more than 4 hours (excluding meal breaks) £357.00

Half day, i.e. sittings of 4 hours or less (excluding meal breaks) £178.50

It is also recognised that there may be occasions when Independent Panel Members suffer financial loss, for example, because of cancelled sittings, such circumstances are covered in the Independent Members handbook.

A fee may be claimed for preparation work at the rate of £25 for each hour necessarily spent in preparatory work in advance of a hearing (e.g. reading relevant papers, reports and background information). As a guide preparatory work should not exceed 4 hours for any hearing.

TRAINING A full day / half day rate may be claimed for attending the initial training and any refresher training course.

Travelling expenses, accommodation and subsistence along with any other expenses **-** Further details can be found in the Independent Members handbook.

COMPLETION OF CLAIM FORMS The OPCC will be responsible for providing you with claim forms for work carried out. It would be helpful if members could clearly separate on the claim forms the actual times spent on travel, preparatory work and on a sitting. If you have any queries about these expenses, please contact the OPCC via enquiries@northumbria-pcc.gov.uk

5. Application Process

After reading the application pack, and you are still interested in applying, please request an application form by emailing enquiries@northumbria-pcc.gov.uk In your application, please ensure you include a full description of why you wish to become an Independent Member and your relevant skills and experience. If you have any questions please email Scott Duffy at enquiries@northumbria-pcc.gov.uk

Your completed application should be emailed to enquiries@northumbria-pcc.gov.uk

The closing date for applications is 23rd November 2026.

Interviews will take place as 2nd December 2026.