



Home Office

POLICE ADVISORY BOARD FOR ENGLAND AND WALES

CHAIR

Recruitment Pack

February 2025



INVESTORS
IN PEOPLE | Bronze



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Foreword from Peter Spreadbury

Thank you for your interest in the post of Chair of the Police Advisory Board for England and Wales.

The Home Secretary has announced an ambitious programme of reform, marking the start of a new partnership between government and policing to increase confidence in the police. This includes:

- a Neighbourhood Policing Guarantee to get policing back to basics and rebuild trust between local forces and the communities they serve by putting 13,000 additional police officers, PCSOs and special constables into neighbourhood policing roles.
- a new Police Performance Unit to track national data on local performance and drive up standards.
- a new National Centre of Policing to harness new technology and forensics, making sure policing is better equipped to meet the changing nature of crime.

This programme of work will support the Government's Safer Streets Mission, which aims to reduce serious harm and increase public confidence in policing and in the criminal justice system. Integral to the Safer Streets Mission is the ambition to halve knife crime and halve Violence Against Women and Girls (VAWG) within a decade.

The Police Advisory Board for England and Wales (PABEW) plays a significant role in ensuring that relevant matters are considered effectively, concerning key elements of police officer reward and recognition, conditions of service and other general questions affecting policing. The PABEW will add value to the Safer Streets Mission and priority policy areas, including police reform, by providing the opportunity to consult and engage with the board's membership, who provide an operational perspective from all levels of policing.

We are looking for a Chair who is a strong and independent individual, able to lead a diverse Board effectively, ensuring that those who represent police forces, police officers and other interested parties across policing can work successfully together in support of the government's policing priorities.

The Chair must be confident at leading vital discussions, fulfilling statutory obligations including advising the Home Secretary. At the same time the Chair must ensure that the Board operates efficiently, transparently and in the public interest. We are looking for an individual with the ability to deliver at pace, maintain awareness of the wider political and policing landscape and grasp technical detail. This challenging role will provide a fantastic opportunity for the right candidate to make a direct contribution to policing.

I welcome applications from anyone who consider themselves to hold the necessary leadership attributes and a commitment to driving effective policy for a vital public service.



Peter Spreadbury
Head of Police Workforce and Professionalism Unit

About the Police Advisory Board for England and Wales

Background

The Secretary of State for the Home Department is required to appoint a Chair for The Police Advisory Board for England and Wales. The Board was established as a non-departmental public body under section 46 of the Police Act 1964, now section 63(1) of the Police Act 1996. In 2016, the Police Advisory Board for England and Wales was reclassified as a Stakeholder Group. Its membership and functions are set out in its constitution, which was revised and agreed in January 2015 and can be found at [here](#).

The remit of the Board includes:

- advising the Home Secretary on general questions affecting the police in England and Wales;
- considering draft regulations on matters other than hours of duty, leave, pay and allowances, police clothing and equipment;
- considering any matter relating to non-negotiable conditions of service and any other matter affecting the police which the Home Secretary has referred.

Organisation

- The Police Advisory Board for England and Wales has eight representative bodies in its membership, who represent police employers and staff associations. Home Office officials and representatives of the devolved administrations' boards attend as observers; a range of observers may attend meetings as appropriate and agreed by the Chair.
- The Board strives to agree to recommendations by consensus, but there is a voting mechanism available in cases where this cannot be achieved. The Board conducts all business with the highest standards of probity, transparency, and integrity.
- The Board's secretariat is provided by the Home Office. Further information on the Board can be found at <https://www.gov.uk/government/organisations/police-advisory-board-forengland-and-wales/about>

Committees and Working Groups

The Board currently has two committees:

- The Police Pensions Scheme Advisory Board for England and Wales, alongside the UK Police Pensions Consultative Forum;
- Police Discipline Sub-Committee.

Other groups may be established as and when required, whether for a limited term or on an ongoing basis.

Separate to the Police Advisory Board for England and Wales, the Chair will also be expected to chair the Police Consultative Forum.

The Police Pensions Scheme Advisory Board for England and Wales

The Police Advisory Board for England and Wales established the Scheme Advisory Board for the Police Pension Schemes, in accordance with the requirements of section 7 of the Public Service Pensions Act 2013.

The Scheme Advisory Board is responsible for providing advice, on request, to the Secretary of State for the Home Department on the desirability of changes to the police pension schemes. In addition, the Board provides advice to police pension scheme managers and pension boards in relation to the effective and efficient administration and management of the police pension scheme 2015 and any statutory pension scheme that is connected with it.

The purpose of the SAB is to be both reactive and proactive. It will seek to encourage best practice, increase transparency and coordinate technical and standards issues. Recommendations may be passed to the Home Office or other relevant bodies. The Board also has a liaison role with The Pensions Regulator. The full terms of reference can be found at [here](#).

Police Consultative Forum and Discipline Sub-Committee

The Police Consultative Forum (PCF) and the Discipline Sub-Committee are voluntary forums for police force and police officer representative bodies that sit outside the statutory functions of the Police Advisory Board for England and Wales.

The main function of the PCF is to consider matters in relation to police pay and conditions. The terms of reference for PCF were reviewed and revised in December 2019 and are presently being revised again

The Discipline Sub-Committee provides view on all matters to do with police discipline, with the Home Office Police Integrity Unit regularly updating the committee on their work. The terms of reference are “To keep under review matters relating to the standards of conduct and performance expected of police officers and the procedures for dealing with failure to meet those standards”.

The function of the independent Chair is to help facilitate debate, focus the forums on outcomes, and provide a process for recommending changes to the Home Secretary, particularly to legislation. The successful candidate will be expected to chair these forums with confidence and an ability to build trust between members.

Role Description

- Title:** Chair of Police Advisory Board for England and Wales (PABEW)
- Commitment:** Approximately 21 days per year, including all quarterly meetings of the full Board. The Chair must also be available to be contacted outside of formal meeting times and at short notice to attend to pressing business.
- Remuneration:** £437 per day, along with reasonable reimbursement for travel expenses.
- Appointment:** Three years
- Location:** Flexible. Although PABEW meetings will be held in Central London and occasional travel to other locations for Board business or to meet interested parties.
- Accountability:** Home Secretary

Purpose:

The Chair is tasked with effectively leading a diverse Board that is representative of both police employer and officer interests, ensuring that it operates efficiently and transparently in the public interest, **and supports the Government's missions through advice to the Home Secretary.**

The chair will have the following responsibilities/duties:

- Chair meetings of PABEW and other groups;
- Work with the Secretariat to utilise expertise, to commission papers that facilitate meaningful discussion on issues affecting policing, and produce timely advice that is communicated to the Home Secretary;
- **Ensure that PABEW responds within its remit to the Government's priorities that affect policing. These include, where appropriate, the Neighbourhood Policing Guarantee, the Safer Streets Mission, halving VAWG and tackling knife crime;**
- Provide effective leadership and direction to the PABEW and other groups to promote and demonstrate the highest standards of integrity, probity, and corporate governance;
- Ensure that PABEW fulfils its statutory responsibilities, and that other groups comply with all legislative and governance requirements;
- Ensure the PABEW and other groups consider issues and activities which will contribute to high standards in the workforce and upholding public confidence in the police service;
- Prepare an Annual Chair's Report and evaluation of PABEW members' performance; and

- Foster a collaborative working relationship with the Home Office and its officials, and ensure that good working relationships are established with other key stakeholders.

Person Specification

It is important in your supporting statement that you provide evidence and proven examples against each of the selection criteria in **duties and responsibilities only**. These responses will be explored further with you if invited for interview, together with the other criteria listed in **experience, skills and abilities**.

The person appointed must be able to demonstrate the following experience, skills and abilities:

- Shape board meetings to ensure a focus on strategic objectives and incorporate critical, emerging topics;
- Challenge and support the PABEW Board and other groups on the production of advice to the Home Secretary;
- Understanding of the complex challenges and opportunities in policing, and ability to anticipate future such issues and ensure that the PABEW Board and other groups are exploring these in good time;
- Strong intellect and sound judgement as well as the highest levels of probity, integrity and other qualities that inspire confidence, trust and respect;
- Highly developed inter-personal and communication skills with the ability to command confidence and show judgement, discretion and political sensitivity when needed, and the ability; and
- Considerable experience of chairing at board level, with the proven ability to challenge and work collaboratively with others, and to engender consensus

As a public appointee you will be expected to follow the [Seven Principles of Public Life](#), as set out by the Nolan Committee on Standards in Public Life.

Due diligence: Please note that as part of the recruitment process, due diligence, including social media checks will be undertaken on the appointable candidates.

We encourage a diverse workforce and welcome applications from all suitably qualified people. This appointment is regulated by the Commissioner for Public Appointments.

Response Instructions

The closing date for applications is 23:00 on Monday 10 March 2025

Please submit the following two documents, clearly labelled. In order to apply, you will need to click on one of the links below, depending on if you have already set up an account on the Public Appointment website.

<https://apply-for-public-appointment.service.gov.uk/create-account>

<https://apply-for-public-appointment.service.gov.uk/auth/sign-in>

1. A **concise CV** (maximum two sides A4, minimum 12 font) setting out your career history and including details of any professional qualifications.
2. A **short supporting statement** (maximum two sides A4, minimum 12 font) giving evidence of the strength and depth of your ability to meet the essential criteria for the role. Please provide specific examples to demonstrate how you meet each of the experience, qualities and skill areas identified in the person specification.

Please submit your application documents as two separate attachments and note that shortlisted candidates will also be required to complete and return a separate form in relation to referees and nationality information.

Please note the following:

- **We cannot accept applications submitted after the closing date.**
- **Applications will be assessed solely on the documentation provided. Please refer to the advert and checklist to ensure you have provided the necessary documentation.**
- **Applications will be acknowledged upon receipt.**
- **Feedback will only be given to unsuccessful candidates following interview.**

Further Information

If you have any queries about any aspect of this role, or merely wish to have an informal discussion, then please contact tom.appleyard@homeoffice.gov.uk

If you have any queries about the recruitment process for this role, please contact the Public Appointments Team at: publicappointments@homeoffice.gov.uk.

If helpful to you, there is guidance available on writing a supporting statement on the public appointments webpages [here](#)

Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change.

Closing Date	23:00, Monday 10 March 2025
Short-list Meeting	Expected w/c 17 March
Candidate Interviews	Expected w/c 8 April
Meeting with Home Secretary or Minister (if required)	Expected post interview (TBC)

Selection Process

This role is being competed in accordance with the Cabinet Office's Governance Code on Public Appointments (December 2016)¹, which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness and fairness.

An Advisory Assessment Panel (Panel) will sift applications, assessing each application against the essential criteria, to produce a shortlist. Subject to Ministerial consideration, they will then conduct interviews to ascertain which candidates are appointable to the role.

The Panel will be chaired by Peter Spreadbury, Head of Police Workforce and Professionalism Unit (Home Office), and comprise Hilary Emery CBE, experienced public appointments assessor, as the independent member and Phil Golding (Chief Executive Officer, Association for Police and Crime Commissioners)

We will acknowledge your application and keep you updated on the progress of the competition. At the short-listing meeting the selection panel will assess each application against the essential criteria and decide who to recommend for final interview. Further details about the format and any assessment exercises that may be used, will be provided in the event that you are

shortlisted. Such assessment will not result in a pass or fail decision. Rather, this is designed to support the panel's decision making and highlight areas for the panel to explore further at interview.

The decision to appoint to this role rests with the Home Secretary. Appointable candidates may be invited to meet with her (or a Minister), before a final decision is taken on who to recommend for appointment.

Please note: Expenses incurred by candidates during the recruitment process will not be reimbursed except in exceptional circumstances and only when agreed in advance with the Home Office Public Appointments Team.

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https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf

Terms of Appointment

Nature of Appointment: You are not an employee of the Home Office or PABEW. Accordingly, nothing in this document shall be construed as, or taken to create, a contract of employment between you and the Department or His Majesty's Government.

Appointment Term: Your appointment will be for a period of three years. There is a possibility of re-appointment, subject to a satisfactory annual appraisal of performance and Ministerial agreement.

Remuneration and Time Commitment:

- Approximately 21 days per year, including all quarterly meetings of the full Board.
- The Chair must also be available to be contacted outside of formal meeting times and at short notice to attend to pressing business.
- Remuneration will be £437 per day, along with reasonable reimbursement for travel expenses.

Security clearance: The successful candidate will be required to have or be willing to obtain security clearance to SC level and police vetting. Pre-appointment checks will also be undertaken on immigration and criminal convictions. It usually takes between 4-6 weeks to obtain the security clearance. The role will be offered on a conditional basis until the successful candidate has passed all checks. The successful candidate will be encouraged to take up this appointment as soon as possible, subject to the successful completion of all pre-appointment checks.

Confidentiality: You will be subject to the provisions of the Official Secrets Act and required to exercise care in the use of official information acquired in the course of official duties, and not to disclose information which is held in confidence.

Disqualification for appointment: There are circumstances in which an individual will not be considered for appointment. They include:

- people who have received a prison sentence or suspended sentence of three months or more in the last five years;
- people who are the subject of a bankruptcy restrictions order or interim order;

- in certain circumstances, those who have had an earlier term of appointment terminated;
 - anyone who is under a disqualification order under the Company Directors Disqualification Act 1986, or Part 2 of the Companies (Northern Ireland) Order 1989;
- anyone who has failed to make a payment under a county court administration order; • anyone subject to an order under the Insolvency Act 1986; and
- anyone who has been removed from trusteeship of a charity.

Further advice about disqualification for appointment can be given by contacting the Public Appointments Team on publicappointments@homeoffice.gov.uk.

Standards in public life: You will be expected to demonstrate high standards of corporate and personal conduct. Candidates will be expected to abide by the “Seven Principles of Public Life” set out by the Committee on Standards in Public Life (see below, page 13). Failure to do so may result in sanction up to and including dismissal.

Registration of interests: The purpose of these provisions is to avoid any danger of the PABEW Chair being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

Public appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable, or political interest which might be material and relevant to the work of the body concerned should be declared. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

There is a requirement to declare any actual or potential conflict of interest you may have in being appointed as PABEW Chair in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

Political Activity: Members will need to show political impartiality during their time on the Board and must declare significant party political activity they undertake in the period of their appointment. Details of the successful candidate’s declared political activity must be published by appointing departments when the appointments are publicised.

The Political Activity Declaration will be kept separate from your application and will only be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any potential for conflict of interest. It is appreciated that political activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you may if you choose include it separately in the main body of your application.

Equal Opportunities Monitoring: The Home Office is committed to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status, religion, sexual orientation and transgender.

As part of the application process we ask candidates to complete equal opportunities monitoring information. This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential, and used for statistical purposes only. The form will not be treated as part of your application.

Disability Confident: The Home Office is an accredited user of the government's "Disability Confident" disability symbol, which denotes organisations which have a positive attitude towards disabled applicants. Applicants who meet the minimum criteria in the job specification are guaranteed an interview (GIS). Selection will be on merit. If you wish to apply for consideration under this scheme, please complete the form on the public appointments website. It is not necessary to state the nature of your disability.

Whether you choose to apply under the GIS or not you can still ask us to make particular arrangements for you when attending an interview. You can also contact us if you want to discuss the criteria for the role or have questions regarding your application.

Centre for Public Appointments Database: If you consent, we will retain your CV and contact details for the purposes of alerting you to any opportunities that may arise in future. We will also share your CV and contact details with the Centre for Public Appointments in the Cabinet Office who may use it for this purpose. They may also share it with other Government Departments so that they can contact you about such opportunities.

You may withdraw your consent to your information being processed for this purpose at any time by contacting dpo@homeoffice.gov.uk.

Complaints

If you are not completely satisfied with the way your application is handled at any stage of the competition, please raise any complaint in the first instance with the Public Appointments Team at: publicappointments@homeoffice.gov.uk.

We will reply to your complaint within 20 days.

If, after receiving our response you are still not satisfied, you may contact the [Commissioner for Public Appointments](#).

ANNEX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE

The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

Selflessness

Holders of public office should act 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 seek to 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 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.