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**Application form**

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| Please complete application form in **black ink** or complete application form electronically | | | |
| Title …………………………………………………………………………………………………………………  Surname ………………………………………………………………………………………………………………... | | | | |
| Forename(s)  ………………………………………………………………………………………………………………… | | | | |
| Any other name(s) by which you have been known ……………………………………………………………........................................................................  (forename(s) or surname(s)) ……………………………………………………………………………..………………………………..... | | | | |
| Place of birth (Town, County & Country) …………………………………………………………………………………………………………………  Telephone Numbers:……………………………………………………………………………………….. | | | | |
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| Home: …………………… | | Mobile: ……………………………. | | Email: …………………………. |
| Address:……………………………………………………………………………………………………….  Postcode: …………………………………………………………………………………………………….  How long have you lived at this address? ……………………………………………………………….. | | | | |
| Have you ever been convicted of an offence or been reported and subsequently given an official written caution, warning or reprimand for any offence? (please tick √)  *Information provided under this heading will not necessarily disqualify an individual from becoming a member of the Joint Independent Audit Committee. Any information given will remain strictly confidential.*  *Furthermore, in order to maintain confidence in the process, the PCC will not normally appoint someone with unspent criminal convictions (with the exception of fixed penalties). Each case will be considered on its own merits, however successful applicants will be subject to criminal record and security checks prior to appointment.*  Yes □ No □  If yes, please give details: | | | | |
| Please provide details of two people, not related to you, who have agreed to be contacted by us to provide a reference on your suitability for appointment. | | | | |
| Name:  Address:  Postcode: | | | Name:  Address:  Postcode: | |
| Occupation:  Telephone Number:  Email address:  Length of time known candidate:  Personal/Professional (*delete as appropriate*) | | | Occupation:  Telephone Number:  Email address:  Length of time known candidate:  Personal /Professional *(delete as appropriate)* | |
| Are you now, or have you been in the last five years, an officer/employee/volunteer of TVP / OPCC or a related organisation (e.g. Police Officer, member of Police Staff, member of an OPCC Independent Custody Visitor Scheme, Misconduct Panel Member, Special Constable, Police Community Support Officer, Detention Officer), or a Justice of the Peace? (please tick √)  No □ Yes □ If yes, please provide details  …………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………  Is a close family member or friend a current officer/employee/volunteer of TVP / OPCC or a related organisation (e.g. Police Officer, member of Police Staff, member of an OPCC Independent Custody Visitor Scheme, Misconduct Panel Member, Special Constable, Police Community Support Officer, Detention Officer), or a Justice of the Peace? (please tick √)  No □ Yes □  If yes, please provide details:- | | | | |
| |  | | --- | | How did you hear about the Joint Independent Audit Committee?  *To enable us to monitor the effectiveness of our recruitment schemes, please state whether it was through a publication, website or voluntary agency, or other. Please be specific about the precise source.* | | Recent paid employment (continue on a separate sheet if necessary) Please note that we will accept a link to your LinkedIn profile or a copy of your CV, which must contain information over the past 10 years. | | | | | |

Please provide details of any relevant voluntary work you have done and relevant experience you may have of working with the local community.

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| **Name of body, interest group or community and address**  **(if applicable)** | **Dates of your involvement (from / to)** | **Nature of your involvement including any positions of responsibility** |
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| Relevant Skills and Experiences. |

Please provide examples to demonstrate the extent to which you possess the following personal skills and qualities; you may wish to use STAR - *situation, task, action, result* or something similar.

**(a)** Experience in risk management and ability to scrutinise both internal and external governance processes and to provide robust challenge.

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**(b)** Ability to evaluate and analyse internal governance processes and controls including review of the Annual Governance Statement together with internal audit processes and to provide recommendations.

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**(c)** Ability to critically analyse business continuity management, ensuring that objectives are being met efficiently and that appropriate recommendations are made.

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**(d)** Experience inreceiving and reviewing reports from the external auditors, together with review and critical analysis of any such reports, and making comments or recommendation as to the effectiveness of those reports.

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**(e)** Ability as part of the committee tosatisfy itself on behalf of the PCC and the Chief Constable that adequate and effective policies and practice frameworks are in place to discharge legal duties, in particular in relation to health and safety, equality, diversity, integrity and ethical issues.

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**(f)** Ability to:-

* consider any HMICFRS report that provide assurance on the internal control environment and/or highlight governance issues for the PCC and/or Chief Constable.
* report advice and recommendations in relation to any matters that it considers relevant to governance, risk management and financial management.

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| Financial Qualifications |
| Please indicate any financial qualifications you have held and whether these are current: |

Please note that the OPCC is part of the National Fraud Initiative. Please see link to the National Fraud Initiative below.

<https://www.thamesvalley-pcc.gov.uk/about-us/national-fraud-initiative/>

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| Declaration | | |
| **Declaration**  I agree to the OPCC making the relevant enquiries in connection with my application. I have read the information supplied to me concerning the duties and responsibilities of the Panel and would be prepared, if my application is accepted, to attend training sessions as necessary and complete the appropriate undertaking in respect of confidentiality.  I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, my appointment could be terminated. | | |
| Signed | Print name | Date |
| **The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 -** Please note that the information supplied on this form may be stored by the OPCC and the enquiries made in processing your application may include reference to personal data held on Police computers or manual files. The information provided in this application will be treated in the strictest of confidence.  Please see privacy policy if you would like more information on how your data may be used and processed. <https://www.thamesvalley-pcc.gov.uk/privacy/> | | |
| Please return this completed application form to be received by midnight on 19th May 2024 by post or email to Vicki Waskett. Interviews will take place on Monday 3 June 2024 or via post or e-mail to:  **Vicki Waskett, Office of the Police and Crime Commissioner, Police Headquarters, Oxford Road, Kidlington, OX5 2NX email: pcc@thamesvalley.police.uk**  If you have any queries, please contact Charlotte Roberts or Vicki Waskett using the above email address or by telephoning 01865 541957. Please refer to the website or click the link below for current operating times. [OPCC opening hours for telephone line](file:///F:/WORD/OPCC/FINAL%20REPORTS/Professional%20%26%20Ethical%20Standards%20Panel%20(formerly%20CIEP)/Recruitment/OPCC%20phone%20line.docx). | | |