

APPOINTMENT OF LEGALLY QUALIFIED PERSONS TO ADVISE POLICE GROSS MISCONDUCT PANELS



DEADLINE FOR APPLICATIONS:

25th May 2025

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1. Introduction

Hampshire, Kent, Thames Valley, Surrey and Sussex Police and Crime Commissioners ('the Commissioners') are jointly recruiting individuals to advise panels conducting police gross misconduct hearings.

Candidates can apply for any or all five of the policing areas and will be asked to specify which areas they wish to be appointed in their applications. The South-East region will maintain a joint list of those LQPs appointed.

2. LQP Handbook

The Association of Policing and Crime Chief Executives (APACE) have produced a handbook for LQPs, which has been provided as part of the recruitment pack. This contains the relevant information you will need to understand the role, including:

- Role description, including eligibility and essential criteria
- Main responsibilities
- Fees and other payments
- Indemnity

This document contains additional information specific to the South-East Region Police and Crime Commissioners, and further details of the appointments process.

3. Additional information for candidates

Vetting Requirements

Appropriate checks will be undertaken on candidates who are considered for appointment. Failure to declare any matters that come to light from these checks in the application form may prejudice the outcome of your application.

Successful candidates may also be required to undergo additional security vetting, before appointment and or for any specific case requiring a higher level of vetting, which will be dealt with on a case-by-case basis.

Candidates will be informed of any vetting and or additional security vetting requirements as necessary.

Training

Training opportunities will be made available to all successful candidates through the College of Policing and the National Association for Legally Qualified Persons, and appointees must attend the initial training to be included on the relevant OPCC's list.

There is an expectation that all candidates attend any further training offered, and lack of attendance at certain key events may result in LQCs being temporarily 'stayed' until the training is undertaken. More details will be provided in due course.

Performance monitoring

The South-East region work together to collate and monitor LQPs' performance, encompassing the number of hearings attended; response to OPCCs' requests for attending

hearings; training attended; and to gather broader information about performance and conduct.

This enables the Region to meet the requirements as set out in the Handbook, section 10.1

4. Selection process

4.1 Timetable

Recruitment opens	Monday 14th April 2025
Closing date for applications	Sunday 25th May 2025
Shortlisting	w/c Monday 2nd June 2025
Provisional date to notify shortlisted candidates	w/c Monday 16th June 2025
Provisional dates for interview days (may be subject to change)	Wednesday 16th, Thursday 17th and Friday 18th July 2025
Selection Decisions communicated	w/c 21st July 2025
Initial training	TBC
Successful candidates eligible for hearings	TBC

4.2 The application form

The application form plays an important part in the selection process. You should complete all sections of the form, ensuring the information you provide is clear and accurate.

Post applied for

Candidates can apply for any or all five of the policing areas and must specify which areas they wish to be appointed in their applications.

The self-assessment

When completing the self-assessment please be concise. Note form is acceptable. In preparing your self-assessment it is important to remember that this is a critical part of your application. Please look at the qualities and abilities required for this post. This assessment is your opportunity to expand on the information you have provided about your career history. It should explain how you demonstrate the qualities and abilities and not simply be a reiteration of your career history.

You should consider the following:

Make sure that you provide specific examples that demonstrate how your skills match the qualities and abilities sought at the level appropriate for the role for which you are applying. It is not sufficient to talk generally about a situation and what happened – we need to know specifically what the situation was, your task and the result.

Be clear and explicit when writing your examples so that there is no room for doubt about how you personally have tackled something. Do not assume that the person reading your form will be able to infer, from your description, what your role was and what specifically you were responsible for.

Keep your answers concise and to the point. It is important that the focus is on you – your actions and your responsibilities – not the situation as a whole.

Diversity monitoring

As part of the application form candidates are asked to complete diversity questions to enable us to monitor the effectiveness of our diversity strategy in line with our statutory duties. If you do not wish to declare any particular characteristic, please select “I prefer not to answer”. This information will not be used when making any selection decisions.

Obtaining an application form

The application form for this selection exercise can be obtained electronically by downloading it from any of the Commissioners’ websites. To obtain an application form by post or if you have any difficulties in downloading an application please use the contact details at section 8 below.

4.3 Shortlisting

All applications will be checked for any eligibility. Any candidates who do not meet the statutory requirements for appointment will not be progressed.

A short listing panel will assess the applications and candidates will be shortlisted on the basis of their written application. The Panel will be making their assessment against the advertised Personal Specification and Qualities and Abilities. Evidence will be drawn from your career profile and the competency self-assessment within the application.

Short listing will take place in June. Successful candidates will be notified and invited to an interview day.

4.4 Interview day

If you are shortlisted, you will be invited to an interview day. The interview day for this exercise will consist of a panel interview. The interview panel will comprise officers from the Offices of the participating Commissioners. You may be asked to make a presentation or undertake a problem question on the day. Further details will be sent with any invitation to attend. The interview will consist of the panel seeking evidence from you against the qualities and abilities for the post. Following the interview day unless notified there will be no further interview rounds. The overall assessment made by the panel will be provided to the Police and Crime Commissioners when they make their selection decisions.

4.5 Selection decisions

Following the interview days the panel will make recommendations to the Commissioners. Each Commissioner will make a separate decision regarding who to appoint.

The Commissioners will consider all the information gathered about the candidates, which includes the overall assessment reports from the interview panel and references.

Any appointment will be subject to successfully passing any vetting requirements and attending any necessary training specified.

Please note that we will notify the successful and unsuccessful candidates who attended an interview day. This will be dependent on when individual Commissioners make their respective decisions but we expect to be able to inform you of the outcome of your interview by w/c 21st July.

4.6 Reasonable adjustments

We will make reasonable adjustments for any disabled applicants to ensure that they can fully participate in the selection process fairly. The application form asks you to identify any arrangements and adjustments you may require. If you need the form, information pack or other information in a different format please contact us at the details set out in section 8 below.

Requests will be considered on a case-by-case basis and the information given will not be used when making any selection decisions.

If you are recommended for appointment, any reasonable adjustments to enable you to take up appointment will be discussed separately with you by officers of the appointing Commissioner(s).

4.7 Additional Information

Any questions in relation to this selection process should be addressed to:

Office of the Police and Crime Commissioner for Hampshire

TELEPHONE: 01962 871595

EMAIL: opcc.complaints@hampshire.police.uk

4.8 Completed Applications

The Office of the Police and Crime Commissioner for Hampshire is collating all applications on behalf of the Commissioners.

Completed applications should be sent to opcc@hampshire.police.uk by no later than **midnight on 25th May**.

Alternatively, by post to the Office of the Police and Crime Commissioner for Hampshire, The Long Barn Unit 1, Dean Farm Estate, Wickham Road, Fareham, PO17 5BN.