



PSP Policing & Community
Safety Partnerships

making our community safer



Information Booklet

Generation of a reserve list for appointment as an Independent Member of a Policing and Community Safety Partnership (PCSP) and District Policing and Community Safety Partnership (DPCSP)





To request any other information on the application process please contact the Programme Team at:

✉ pcsp@nipolicingboard.org.uk

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Do you know that PCSPs...
Engage with communities to identify your concerns about policing and community safety in order to create solutions

INTRODUCTION

The Northern Ireland Policing Board (the Board) is seeking to generate a list of reserve individuals from the local community that may be appointed as **Independent Members** to local Council Policing and Community Safety Partnerships (PCSPs) within the current term.

Reconstitution took place on 1 June 2024 and Independent Members were appointed across the PCSPs. Due to changing circumstances, Members may need to leave post during the four year term, therefore, the Board must maintain a list of reserve candidates that are suitable for appointment. The Board is seeking reserve candidates from two Council areas:

- Belfast Districts (North, South, East and West);
 - Causeway Coast and Glens.
- You must live in OR be able to give an example of your close connection to one of the four Council areas listed above, within your application.

Independent PCSP Members play an important role in maintaining public confidence in policing and ensuring that the voices of local people are heard on a wide range of issues. They will work with their elected colleagues, the statutory and voluntary sector and the community to identify and develop local solutions to policing and community safety issues.

In delivering the process, the Board follows the Code of Practice published by the Department of Justice (DOJ) which provides detailed guidance on the process that must be followed.

This information booklet provides background on the role and work of PCSPs, the role of Independent Members and an outline of the application process.

1.1 What are PCSPs?

The overall purpose of PCSPs is to make communities safer. Their aim is to empower communities to develop solutions that will help to tackle crime, fear of crime and anti-social behaviour, alongside contributing to an increase in confidence in policing. Each of the 11 District Councils is required to establish a PCSP.

The PCSP areas are:



Each PCSP consists of between 8 and 10 Political Members (Councillors), who are appointed by the local Council; and between 7 and 9 Independent Members. There are also representatives from 7 public sector organisations who are designated to sit on the PCSP, these are the Education Authority (EA), Health and Social Care Trust (HSCT), Northern Ireland Fire and Rescue Service (NIFRS), Northern Ireland Housing Executive (NIHE), Probation Board for Northern Ireland (PBNI), Police Service of Northern Ireland (PSNI) and Youth Justice Agency (YJA). The Chairperson of each PCSP is a Councillor, and the Vice Chair is an Independent Member. Each PCSP also has a manager who is responsible for supporting the Partnership in its work.

Whilst Belfast operates a principal PCSP there are also 4 District PCSPs (DPCSP) for North, South, East and West of the city. A DPCSP consists of 6 Political Members (Councillors), who are appointed by the Council, and 5 Independent Members. It is possible for candidates to be appointed to both the Belfast PCSP and a DPCSP or, indeed, more than one DPCSP.

PCSP members are expected to attend a range of PCSP meetings and events (an average of 20 per year) and will also be requested to attend sub committees/groups and training.

1.2 What do PCSPs do?

PCSPs work with the community to identify issues of concern in the local area, and prepare plans to address these concerns. The focus of these plans is on delivering practical solutions. They also work in partnership with organisations which contribute to the enhancement of community safety of the area.

In building community confidence in policing and making communities safer, PCSPs:

- Consult and engage with the local community on the issues of concern in relation to policing and community safety and to improve co-operation with the police;
- Identify and prioritise the particular issues of concern and prepare plans for how these can be tackled;
- Monitor the performance of the police and work to gain the co-operation of the public with the police in preventing crime;
- Deliver a reduction in crime and enhance community safety in each district, directly through interventions, through the work of delivery groups or through support for the work of others; and
- Provide views to the District Commander and the Policing Board on any matter concerning the policing of the district.

1.3 Role description

As a PCSP member your responsibilities are:

- To consult and engage with the local community and statutory groups to identify local concerns relating to policing and community safety.
- To identify policing and community safety priorities.
- To deliver a reduction in crime and enhance community safety by putting in place implementation structures and delivery mechanisms.
- To attend PCSP meetings, training and events and keep up-to-date with subjects relevant to the work of the partnership.
- To prepare partnership plans, in line with Joint Committee guidance.
- To tackle anti-social behaviour and crime related issues through a partnership approach.
- To develop, support and implement projects to enhance community safety.
- To monitor and evaluate performance of the PCSP and associated projects effectively.
- To ensure the local PCSP Action Plan and policing plan reflects the views and concerns of the local community.
- To provide a general forum for discussion and consultation on all matters relating to policing and community safety.
- To develop a consistent knowledge and understanding of both community safety and policing.
- To work collectively with the other Members to successfully carry out the statutory duties of the partnership.
- To raise awareness of the work of the partnership.
- To adhere to relevant statutory provisions and financial regulations.
- To adhere to PCSP Standing Orders.

1.4 How do PCSPs benefit the local community?

The strength of a PCSP is that it provides a unique opportunity for partnership working between the local community, elected members of the Council and representation from designated organisations. Local people have the opportunity to identify what the community's needs are in relation to policing and community safety and to put forward recommendations to the District Commander for consideration in developing the Local Policing Plan for the district and the PCSP Action Plan. Ultimately, if a PCSP is working well the local community should feel safer in their community and have increased confidence in the police.

1.5 PCSP Policing Committee

Each PCSP operates a Policing Committee, comprising its elected and Independent Members, alongside the local District Commander and their local policing team. The Policing Committee carries out functions in relation to identifying priorities for consideration in the development of the local Policing Plan, monitoring police performance and gaining the co-operation of the public with the police in preventing crime and enhancing community safety in the district.

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Do you know that PCSPs...

Manage local Neighbourhood Watch schemes across Northern Ireland

WHAT TYPE OF PEOPLE ARE WE LOOKING FOR?

2.1 Eligibility Criteria

You must live or be able to demonstrate a close connection to the Council area for which you are making an application. For example, you may live in one Council area but work closely with a community through your job/volunteering, in another Council area.

2.2 Who is eligible to apply?

Applications are welcome from anyone who can demonstrate recent active involvement in their local community. However, under legislation; the following people **cannot** apply to become an Independent Member of a PCSP:

- a police officer;
- a member of police support staff;
- a member of the Policing Board;
- an employee of the Council responsible for the PCSP;
- if they will not sign a declaration against terrorism (included with the application form);
- if they have in the last five years, served all or any part of a prison or detention sentence or been released from a prison or detention sentence on license or in pursuance of a grant of remission.

Under the Local Government Act, Councillors are also disqualified from being appointed as Independent Members.

Before you fill in your application form, please ensure you are eligible to apply. You are required to answer a question relating to any criminal convictions you may have and if deemed suitable for appointment, you will also be required to complete an Access NI check.

2.3 Selection Criteria

You must be:

- able to demonstrate recent¹ effective engagement and an active interest in:
 - your community; or
 - policing; or
 - community safety issues. e.g. as a member of a community group/forum, Residents Association, Neighbourhood Watch Scheme, School/University, Sporting Organisations, other interest groups, etc.

and have the ability to:

- work as part of a team to help the PCSP meet its objectives; and
- communicate effectively orally and in writing. You will also be asked to outline your experience using online formats (this will not be scored).

More information on the application process is included under section 3.

2.4 Equal Opportunities

The Policing Board is committed to equal opportunities in line with our legal duties under Section 75 of the Northern Ireland Act 1998 and all anti discrimination legislation in Northern Ireland. Everybody who applies to us is covered by this legislation, no matter what their age, disability, sex, sexuality, race or ethnic group, community background, religious belief, political opinions, whether or not they have dependents, and whether or not they are married. Our aim is to attract a wide range of people with different backgrounds and experience, so that PCSPs represent the community they serve.

¹ Recent will be in the last 5 years

2.5 Guaranteed Interview Scheme & Reasonable Adjustments

In line with the Equality Commission's *Positive Action for People who are Disabled* guidance we operate a Guaranteed Interview Scheme (GIS). The GIS has been developed for applicants with disabilities or those with a long term impairment or health condition, that is expected to last for at least twelve months and which means that they cannot meet all of the shortlisting criteria. In these instances, **provided that they have demonstrated in their application form that they meet the eligibility criteria for the post**, the applicant will be offered a guaranteed interview. Should you wish to be considered under the GIS scheme please contact the NIPB for a separate GIS application form, using the contact details on the front cover of this information booklet.

The Board will also make any necessary reasonable adjustments, requested by applicants with disabilities throughout the process.

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Do you know that PCSPs...
Get you involved by telling you what we do

APPLICATION PROCESS



3.1 How are Independent Members appointed to PCSPs and how long does it take?

Membership of each PCSP should be inclusive of the entire community and to reflect this, the process to generate a list of reserve Independent Members is undertaken in three stages and can take approximately 6 months. Applicants that successfully become a reserve are reminded that appointment may be made at any time during the four year PCSP term.

STAGE 1 APPLICATIONS OPEN & INITIAL ELIGIBILITY SIFT UP TO 3 MONTHS

Applications will be open for 12 weeks. Following the closing date, the Policing Board will carry out an initial eligibility sift of the applications against the eligibility criteria outlined in the application form and section 2 of this information booklet. The relevant (eligible) forms will then be forwarded to the Council which the applicant has indicated an interest in being a reserve for.

STAGE 2

SELECTION PROCESS

UP TO 1-2 MONTHS

The relevant District Council selection panel will carry out a shortlisting process where they will assess applications against the criteria, inviting those suitable to interview; and at interview, decide who is suitable to be considered for appointment. Each criterion for shortlisting will be scored out of 5. To be invited to interview, you must score a minimum score of 4 out of 5 for criterion 1 and a minimum of 3 out of 5 for criteria 2 and 3. To be deemed appointable, you must score a minimum of 3 out of 5 in all criteria at interview. The shortlisting and interview scoring matrix has been included for information as Annex 1 of this document. The Council will assess you in a fair and consistent way to ensure that your abilities, experience and qualities match the needs of the PCSP. The process will be based on your skills, qualities and experience. The selection panel will be made up of District Council members elected to the PCSP and an Independent Panel Member.

STAGE 3

APPROVAL PROCESS

APPROXIMATELY 1 MONTH

After the selection process, the Policing Board will be provided with a list of the candidates who are deemed suitable for appointment to the PCSPs, including the scores achieved by each candidate. This list will be provided along with a candidate summary and the Policing Board panels will convene to approve the retention of the proposed reserve list.

3.2 Advice on applying

District Councils use a 'competence-based selection process' to review applications. Competence-based selection focuses on the skills, qualities and experience you need to do the job. We have given some hints and tips on filling in a competence-based application form below. An online tutorial is also available to view.

- Choose a clear, relevant and specific example to show how you meet each of the skills, qualities and experience.
- Make sure you include;
 - When the example happened;
 - Who was involved;
 - How you were specifically involved;
 - What action you took; and
 - What the outcome was.

Relevant experience and examples in the Council area applied for should be primarily be used. Examples in other Council areas can be highlighted but will not form part of the assessment.

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3.3 Key points to remember

The Council will check the criteria at the shortlisting stage and will mark each individual criterion using the scoring matrix at Annex 1. This will be based on your answers to the criteria. This involves assessing the quality of the information you have provided on your application form to decide how well you have shown you meet the conditions.

You are responsible for providing enough information to show how you meet the criteria. If you do not provide this information, you may not be invited to interview.

The Council will assess you in a fair and consistent way to make sure your abilities, experience and qualities match the needs of the PCSP. Where required an interpreter will be made available at the interview stage.

3.4 Access NI

Candidates on the reserve list will be required to complete an Access NI check only if they are appointed within the four year PCSP term. The check undertaken by Access NI is the responsibility of the Department of Justice in Northern Ireland and operates under the provisions of Part V of the Police Act 1997. Access NI enables organisations in Northern Ireland to make more informed appointment decisions by providing criminal history information about anyone seeking paid or unpaid work in certain defined areas, such as working with children or vulnerable adults.

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**Do you know
that PCSPs...**

**Are made up of political
and independent
members and
partner agencies**

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HOW TO APPLY

4.1 Ways to get an application form / apply

You can apply by:

- visiting the PCSP website at www.pcsp.org/appointment where you can complete an online application form, or
- requesting an application form and information booklet by emailing pcsp@nipolicingboard.org.uk

Whenever you contact the Board, you will be required to provide your name, address, and phone number where you can be reached during business hours.

If you do not understand any of the questions in the application form or require help to fill it in, email the address above.

Application forms and this information booklet can be provided in a range of formats, for example, other languages, large print etc. Please tell us which format you need as quickly as possible as completed applications must be received by the Policing Board no later than **12 noon on 30 September 2024.**

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4.2 Returning your application form / closing date

Your application form must be received by the Board no later than **12 noon on 30 September 2024**. Late applications will not be accepted.

Online

You can submit online using the online application system. You will receive a notification confirming successful submission.

By post (Hard copy application forms)

If you are completing a hard copy application form, you should return it in the Freepost envelope provided in your application pack.

- CVs, extra pages will not be accepted.
- You must ensure that the application form is received before **12 noon on 30 September 2024**, as late applications will not be accepted.

4.3 Data Protection and Confidentiality

The Policing Board, Councils and Independent Panel Members will process your personal information in accordance with Data Protection Legislation (General Data Protection Regulation (GDPR) and the Data Protection Act 2018). All information provided on the application form will be treated in confidence and will only be disclosed to those who have a legal right to access this information or who can provide a legal right to do so. However, if appointed as an Independent Member of a PCSP, we will publish your name and certain details about you online. The information we publish about you may include a summary of your experience, political activity or other public appointments you have held. (Also see para 6.4) Your information will subsequently be held by the Policing Board, how we handle this information can be found in our privacy notice at Annex 2.

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**Do you know
that PCSPs...****Monitor how well
policing is being delivered
in your community,
and report findings
to the Policing
Board**

CONDITIONS OF APPOINTMENT

If you are on the reserve list you may be appointed as an Independent Member of the PCSP at any time within the four year term. If appointed, your membership of the PCSP will continue until the day before the PCSPs are reconstituted following the next local Council election. The following provides helpful information should you be appointed during the four year term.

5.1 How much time will I need to give?

PCSP members are required to attend a range of PCSP meetings and events (an average of 20) and may also be requested to attend sub committees/groups and training. Attendance at meetings is crucial to the effectiveness of the PCSP. Meetings are generally held in the evening although occasionally meetings are held at other times during the day to maximise opportunities for all people in the community to attend. It is preferable that meetings are attended in person but some meetings may be offered online. Furthermore, PCSP members are expected to engage with the local community through PCSP events and as part of consultation processes and attend training, events and briefings organised by the PCSP, the Policing Board and the Department of Justice.

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5.2 Will I get paid?

Being a member of a PCSP is similar to a 'public appointment', not employment. This appointment does not attract any allowance, however, all members of the PCSP would be eligible to claim a general expense payment of £60 per meeting (based on attendance at the full meeting) limited to a maximum of 20 meetings per year (up to a maximum of 30 meetings per year for Chairs and Vice Chairs). This payment would be intended to cover reasonable out-of-pocket expenses such as childcare or parking. Payments will be taxable. The payment may impact on benefit, however, appointed members may wish to seek advice from the appropriate agency. You may be required to travel throughout the Council district and travel costs may be reimbursed (mileage or public transport costs). The Council will make the payment on receipt of a claim form and having confirmed attendance.

5.3 Can my appointment be terminated?

Yes. The Policing Board (or the Council with our approval) may remove you from your role as an Independent Member of a PCSP if we are satisfied that you:

- Failed to tell us that you were convicted for a criminal offence in Northern Ireland or elsewhere;
- Have been convicted of a criminal offence in Northern Ireland, or elsewhere, after the date you were appointed;
- Have been made bankrupt or have made a composition or arrangement with your creditors;
- Have not kept to the conditions of your appointment, including adherence to the PCSP Members' Code of Conduct;
- Are not fit (or not able) to carry out your role as a member of the PCSP;
- Have broken the conditions of the declaration against terrorism; or
- Have been elected as a local Councillor.

5.4 Do I need to tell you about conflicts of interest?

Yes. Conflicts of interest can be defined as any situation in which an individual is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit.

Public bodies have an important role to play in the lives of everyone, therefore in line with guidance on appointments to public organisations, we will ask you to tell us about any conflicts of interest, and any information or connections which may cause a conflict of interest to arise. You should also tell us about any activities you do while you are a member of the PCSP which could be seen by members of the public as influencing your judgement.

Possible conflicts of interest would be:

- direct or indirect financial interests which members of the public might reasonably think could influence your judgement as a PCSP member; or
- a close family relationship with a police officer serving in the district where you are applying to serve.

Declaring a conflict of interest will not automatically rule you out for appointment. The Policing Board panel will assess each case individually, whether or not the applicant would be restricted, if appointed, from carrying out the requirements of the post impartially.

If you are appointed within the four year term, you will be required to complete a further Conflict of Interest Form and return it with your Letter of Acceptance. This will be forwarded to the relevant PCSP along with your contact details. Following appointment, you will be required to declare any future conflicts of interest in respect of your role and provide an annual declaration of interest, and this will be administered and managed by the PCSP.

Appointees should be committed to carrying out their duties in line with the principles and values of public service. These are: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

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**Do you know
that PCSPs...**

**Monitor how well
policing is being delivered
in your community,
and report findings
to the Policing
Board**



FREQUENTLY ASKED QUESTIONS

6.1 What is a declaration against terrorism?

You cannot apply to become an Independent Member of a PCSP unless you sign a declaration against terrorism.

A declaration against terrorism requires a person to declare that, if appointed to the PCSP, they will not by word or deed express support for or approval of

- (a) any organisation that is for the time being a proscribed organisation specified in Schedule 2 to the Terrorism Act 2000; or
- (b) acts of terrorism (that is to say, violence for political reasons) connected with Northern Ireland.

6.2 Do I have to be a permanent UK resident to be appointed as an Independent Member of a PCSP?

All candidates selected for appointment are required to pass an Access NI check which can only be carried out on permanent UK residents.

6.3 For how long will an Independent Member be appointed to a PCSP?

Independent Members are appointed to a PCSP until the day before the reconstitution of the new PCSP following the next local government election. Usually this is for a four year term. Candidates on the reserve list may be appointed at any time within the four year term.

6.4 Am I likely to be appointed during the PCSP term?

Yes, PCSPs can have a high level of attrition due to changing circumstances and therefore, the reserve list can be fully utilised.

6.5 Are appointments to PCSPs publicised?

The Policing Board must publicise the make-up of each PCSP through a press release which will be made available on the Policing Board and Councils' websites. The information published about you, should you be appointed, may include a summary of your experience, political activity or other public appointments you have held. This information will be agreed with you in advance of publication. If appointed you will be involved in promoting the role and work of the PCSP. You will be asked to consent for your image being taken / used in communications activity to promote / assist the role and work of the Policing and Community Safety Partnerships.

6.6 Where and when will PCSP meetings be held?

This will be dependent on the PCSP to which you are appointed and can vary across PCSPs. It is expected that PCSPs will hold a range of meetings and events throughout the year and some of these will be public meetings for the purpose of providing local accountability of policing. PCSP meetings and events can be held anywhere in the Council district. It is preferable that all meetings are attended in person but some meetings may be offered online.

6.7 Will Members of the PCSP only be required to attend meetings?

PCSP members will be required to attend a range of PCSP meetings and events (an average of 20) and will also be requested to attend sub committees/groups and training.

6.8 Is PCSP Independent Membership a paid position?

Like a public appointment, the position does not attract a salary. However, PCSP Members can claim a payment of £60 for each (full) meeting they attend, up to a maximum of 20 meetings per year (up to 30 meeting per year for PCSP Chairs/Vice Chairs). PCSP Members may also claim the same amount for up to 7 training sessions attended.

6.9 Will Members of the PCSP receive induction training?

The Policing Board will provide comprehensive initial induction training for all appointed PCSP Members. Another local induction session will be arranged by PCSP support staff. Further training opportunities will also be made available through the PCSP to develop Members' skills, qualities and experience to carry out their duties effectively. Members will also be required to attend briefings on issues relating to the PSNI.



FEEDBACK AND COMPLAINTS

7.1 How do I get feedback about my Application?

If you would like feedback on your performance, you may contact HR Connect within 20 working days of the date you are notified of the outcome of your interview.

You can also request feedback within 20 working days of the date you are notified of the Policing Board's appointment panel's decision. Within 20 working days of receiving your request for feedback, the Policing Board will send you a detailed response. If there are any delays in giving you feedback, we will notify you.

If you wish to obtain feedback at this stage you should write to:

PCSP Appointments

Northern Ireland Policing Board
James House, Block D
2-4 Cromac Avenue
Belfast BT7 2JB

 pcsp@nipolicingboard.org.uk

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7.2 What if I do not think you have processed my application in line with the Code of Practice on Appointments?

If, after you receive a detailed response from the Policing Board or HR Connect, you think your application has not been appropriately processed, you can complain in writing to:

The Independent Complaints Monitor (PCSP Appointment)

Northern Ireland Policing Board
James House, Block D
2-4 Cromac Avenue
Belfast BT7 2JB

In your letter, you should:

- set out your complaint;
- ask for it to be investigated;
- provide as much information as possible; and
- explain why you are not satisfied with the response provided.

You should clearly state why you consider your application has not been appropriately processed.

The Independent Complaints Monitor can only investigate how we dealt with your application, not our decision on whether you should have been appointed or not appointed.

7.3 What happens to my complaint?

The Independent Complaints Monitor will consider and assess your complaint within 20 working days of receiving it. They will tell you the outcome of the investigation into your complaint and recommend whether the Policing Board should address it. If there are any delays in investigating your complaint, the Independent Complaints Monitor will notify you.

7.4 What can I do if I am not satisfied with the way you have treated me?

If you are not satisfied with the way you have been treated, you have the right to have your concerns dealt with. You can do this by:

- email at pcsp@nipolicingboard.org.uk
- writing to The Chief Executive at:
Northern Ireland Policing Board
James House, Block D
2-4 Cromac Avenue
Belfast BT7 2JB

The Policing Board will endeavour to address your concerns in an informal way; however, if this is not possible, you can ask to use our formal complaints procedure. You can get a copy of our complaints policy by writing to the above address; or you can get an electronic copy by visiting our website at www.nipolicingboard.org.uk

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Do you know
that PCSPs...

Are supported and
monitored by the
Northern Ireland
Policing Board and
the Department
of Justice

MORE INFORMATION

You can get more information about anything to do with the process by emailing pcsp@nipolicingboard.org.uk.

Delivery of the process will be guided by the Code of Practice on the Appointment of Independent Members to the PCSPs/DPCSPs published by the Department of Justice (DOJ). You can find this code on the publications section of the DOJ website: [Publications | Department of Justice \(justice-ni.gov.uk\)](#)

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ANNEX 1

SHORTLISTING & INTERVIEW SCORING MATRIX

RATING	BRIEF DESCRIPTION	RELATION TO PERFORMANCE
5	HIGHLY EFFECTIVE	Highly Effective Presentation of Relevant Skills and Experience The applicant has demonstrated an excellent understanding of the issues identified in the criterion and has provided highly effective example(s) that show(s) strong evidence of possessing skills and experience relevant to the requirements specified in the Information Booklet.
4	EFFECTIVE	Effective Presentation of Relevant Skills and Experience. The applicant has demonstrated a good understanding of the issues identified in the criterion and has provided effective example(s) that show(s) good evidence of possessing relevant skills relevant to the requirements specified in the Information Booklet.
3	SATISFACTORY	Satisfactory Presentation of Relevant Skills and Experience. The applicant has demonstrated an adequate understanding of the issues identified in the criterion and has provided example(s) that show(s) satisfactory evidence of possessing skills and experience relevant to the requirements specified in the Information Booklet.
2	BELOW SATISFACTORY	Below Satisfactory Presentation of Relevant Skills and Experience. The applicant has demonstrated a limited understanding of the issues identified in the criterion and has provided example(s) that show(s) inadequate evidence of possessing the skills and experience relevant to the requirements specified in the Information Booklet.
1	POOR	Poor Presentation of Relevant Skills and Experience. The applicant has demonstrated a very limited understanding of the issues identified in the criterion and has provided example(s) that show(s) very little evidence of possessing the skills and experience relevant to the requirements specified in the Information Booklet.
0	INCOMPLETE	Incomplete Presentation of relevant Skills and Experience. The applicant has provided no information on which a score can be given.

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ANNEX 2

Privacy Notice – Generation of reserve lists for Independent Members of the Policing, Community Safety Partnerships (PCSP)

Data Controller Name:

Northern Ireland Policing Board

Address:

James House, Block D
2-4 Cromac Avenue
Belfast BT7 2JB

 028 90408500

 information@nipolicingboard.org.uk

Data Protection Officer Name:

William Magee

 028 90408500

 Data.protection@nipolicingboard.org.uk

Why are you processing my personal information?

- We need your personal information to allow us (the Board) to process your application in relation to the generation of a reserve list for potential appointment of Independent Members of PCSPs. If successfully appointed during the term, your information will be used to administer your involvement in the PCSP throughout your term of appointment.
- We will only process special category data (as defined in Article 9 of UK GDPR) that includes race; ethnic origin; religion; and sexual orientation, for monitoring the diversity of our Independent Members.
- Please note, within the application form you will be asked to state the District Electoral Area (DEA) which you live in. This information will be used to assist us with ensuring the PCSP's are representative of the community in the district of which they are serving under the condition at Article 9(2)(b) of the Justice Act (Northern Ireland) 2011.
- If you are successful in this process, we would retain your information for contact should any vacancies arise within the appointment term of four years and 3 years after the PCSP reconstitution term.
- If you do not provide the personal data requested we will be unable to process your application in relation to the process.

Do you share my personal data with anyone else?

- We do not routinely share your personal data with any other organisations. If appointed within the four year term, we will share your name and contact details with PCSP Managers within your appointed district.
- We may also share your name with the Department of Justice.
- We may have to share your personal information with the Information Commissioner's Office (ICO) if you complain to them about how we are handling your personal information.
- For the purposes of this appointment, we will use the online platform Hallmark to host the e-application form. The Hallmark privacy policy can be accessed at www.hallmarksolutions.co.uk/download/policies/privacypolicy.pdf

Do you transfer my personal data to other countries?

- The Board does not transfer personal information overseas.

How long do you keep my personal data?

We will retain your data in line with our Retention and Disposal Schedule which states:

- Recruitment files for unsuccessful candidates will be destroyed 3 years after the close of the competition.
- Recruitment files for reserve candidates will be destroyed 3 years after the PCSP term.
- Recruitment files for successfully appointed candidates will be destroyed 3 years after the end of their term.

What rights do I have?

- **You have the right to object to the processing in specific circumstances.**

In addition:

- You have the right to obtain confirmation that your data is being processed and access to your personal data.
- You are entitled to have personal data rectified if it is inaccurate or incomplete.
- You have a right to have personal data erased and to prevent processing in specific circumstances.
- You have the right to 'block' or suppress processing of personal data in specific circumstances.
- You have the right to data portability in specific circumstances.
- **You have rights in relation to automated decision making and profiling.**

How do I exercise my rights or complain if I am not happy?

You can find out more information about your rights on the Information Commissioner's Office website or you can contact them at the address provided below.

If you wish to exercise any of your rights or if you are unhappy with any aspect of this privacy notice please contact the Board's Data Protection Officer at:

Northern Ireland Policing Board

James House, Block D
2-4 Cromac Avenue
Belfast BT7 2JB

 Data.protection@nipolicingboard.org.uk

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office

FOI Compliance Team (Complaints)
Wycliffe House, Water Lane
WILMSLOW
Cheshire SK9 5AF

 **0303 123 1113**

 www.ico.org.uk/foicomplaints



Policing & Community Safety Partnerships

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