A picture containing logo

Description automatically generated

|  |  |
| --- | --- |
| **Ref.No.** |  |

**APPLICATION FORM**

**JOINT INDEPENDENT ETHICS COMMITTEE**

**CONFIDENTIAL ONCE COMPLETE**

**WELCOME**

Thank you for your interest in becoming an Independent Member on our Joint Independent Ethics Committee in West Yorkshire. Each application will be treated on its merit.

West Yorkshire Combined Authority and West Yorkshire Police are committed to achieving a truly representative workforce and welcomes applications from all sections of our community.

More information on the Joint Independent Ethics Committee can be found on our website:

[https://www.westyorks-ca.gov.uk/policing-and-crime/joint-independent-ethics-committee/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.westyorks-ca.gov.uk%2Fpolicing-and-crime%2Fjoint-independent-ethics-committee%2F&data=05%7C02%7C%7C0d380c605ee24d7af8ab08dc33a59e1a%7C34e93bfcee664345a4fe805b67e480c0%7C0%7C0%7C638442033628709465%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=9AE3Fe%2FBxqF3bm6pWIpbDMGJkEO8Kb%2FeU%2BCus%2F8xx34%3D&reserved=0)

**GUIDANCE**

Please read the information provided in the application pack prior to completing this form.

**YOUR SUBMISSION SHOULD INCLUDE:**

* **CV**
* **SUPPORTING STATEMENT**
* **DECLARATION**
* **REFERENCES**
* **CONFLICTS OF INTEREST**
* **POLITICAL ACTIVITY**
* **EQUAL OPPORTUNITIES MONITORING**

**Please read the person specification and eligibility criteria prior to applying and attach your CV and a statement of suitability; each should be no more than two sides of A4 in length.**

**Your statement of suitability should clearly state how you meet the requirements for the role as detailed in the person specification, using examples where possible.**

Please return your application to policingandcrime@westyorks-ca.gov.uk or post to:

Business Manager,

West Yorkshire Combined Authority, Wellington House | 40-50 Wellington Street | Leeds | LS1 2DE.

**The closing date for this vacancy is midday on Sunday 24 March 2024.**

**PERSONAL DETAILS (in BLOCK CAPITALS if completing by hand)**

|  |  |
| --- | --- |
| In what capacity are you applying to join the Joint Independent Ethics Committee?  Where both boxes are checked, your application will first be considered as Chair.  ChairMember | |
| Title: Click or tap here to enter text. | Forename(s): Click or tap here to enter text. |
| Surname: Click or tap here to enter text. | Email: Click or tap here to enter text. |
| Full Address:  Click or tap here to enter text. | Contact numbers-  Mobile: Click or tap here to enter text.  Home: Click or tap here to enter text.  Work (if contactable): Click or tap here to enter text. |
| Nationality: Click or tap here to enter text. | If you are a non-UK British Citizen, is your stay in the UK free of restrictions?  YesNo  If no, please expand:  Click or tap here to enter text. |
| Are you aged 18 or over?  YesNo | Where did you hear about this recruitment?  Click or tap here to enter text. |
| If you do not reside in West Yorkshire, please state the Local Authority area in which you work or study:  Click or tap here to enter text. | If you have you worked with the Mayor, Deputy Mayor for Policing and Crime or West Yorkshire Police before, please provide details:  Click or tap here to enter text. |
| What, if any, special requirements or reasonable adjustments do you require:  Click or tap here to enter text. | |

**DECLARATION**

I have read, understood and meet the requirements as outlined in the Eligibility Criteria and Person Specification.

I have attached my CV and statement of suitability, clearly stating how I meet the requirements for the role as detailed in the Person Specification.

By writing your name below, you declare that the information provided in this application and supporting forms is accurate to the best of your knowledge and belief.

Name: Click or tap here to enter text. Date: ………………………………

**REFERENCES**

**Please give the name, address and occupation/profession of two referees (not related to you), who you have known for three years or more who will be able to give an appropriate professional reference.**

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name: | Click or tap here to enter text. | Click or tap here to enter text. |
| Relationship to you: | Click or tap here to enter text. | Click or tap here to enter text. |
| Telephone No: | Click or tap here to enter text. | Click or tap here to enter text. |
| Occupation: | Click or tap here to enter text. | Click or tap here to enter text. |
| E-Mail Address: | Click or tap here to enter text. | Click or tap here to enter text. |

Note: Referees will be approached prior to interview unless you clearly indicate that this should not be done, giving reasons.I agree

I do not agreeReason:Click or tap here to enter text.

**CONFLICTS OF INTEREST**

In the box below, please provide details of:

* Any **Directorships** (held in the last two years), including relevant dates and the company, possible links to the role, the Combined Authority, West Yorkshire Police or policing agency (directly or indirectly). Please include any partnerships.
* Any significant **shareholdings** in companies, which may have a relationship with the role, the Combined Authority, West Yorkshire Police, through Directorships, Trading arrangements or links (directly or indirectly) to any other policing agency.
* Any possible conflicts of interests created by virtue of the employment, directorships or significant shareholding of a **family relative** or **friend**.
* Any other matter which may give rise to a potential conflict of interest.

|  |
| --- |
| Click or tap here to enter text. |

**POLITICAL ACTIVITY**

All applicants for a public appointment should complete the question below. The question is asked as it enable the monitoring of political activity of candidates for a public appointment so far as it is already in the public domain. Neither activity nor affiliation is a criterion for appointment (except where statute dictates specific representation). If you are successful, the information will be published in the announcement of your appointment.

Please indicate which of the following activities you have undertaken during the past five years by ticking the appropriate box and by providing details of your involvement. Please tick all relevant categories.

|  |  |
| --- | --- |
| **Holding Office** |  |
| **Public speaking** |  |
| **Made a recordable donation to a political party** |  |
| **Standing for election** |  |
| **No political activity** |  |
| **Other (please specify)** |  |

**Name of party for which activity undertaken:**

|  |
| --- |
| Click or tap here to enter text. |

**Details of involvement:**

|  |
| --- |
| Click or tap here to enter text. |

JOINT INDEPENDENT ETHICS COMMITTEE

**EQUAL OPPORTUNITIES MONITORING**

The Combined Authority and West Yorkshire Police are Equal Opportunities Employers. We do not discriminate on the grounds of age, gender, marital status, race or disability. This includes not discriminating under the [Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents), and building an accurate picture of the make-up of the committee in encouraging equality and diversity but filling in this form is voluntary. This information will be treated in the strictest confidence and will only be used for monitoring purposes. It plays no part in the recruitment process. Please complete the attached Equal Opportunities Monitoring form, which will not form part of your application.

|  |  |
| --- | --- |
| **What is your postcode?**  Click or tap here to enter text.  Prefer not to say  **What is your sex?**  Female/ woman  Male/ man  I self-describe my sex as: Click or tap here to enter text.  Prefer not to say  **Is the gender you identify with the same as your sex registered at birth?**  Yes  No  I self-describe my gender identity as: Click or tap here to enter text.  Prefer not to say  **How old are you?**  0 – 15  16 – 24  25 – 34  35 – 44  45 – 54  55 – 64  65 – 74  75 – 84  85+  Prefer not to say  **What is your religion or belief?**  No religion (including atheist)  Christian  (including Church of England, Catholic, Protestant, and all other Christian denominations)  Buddhist  Hindu  Jewish  Muslim  Sikh  Other (specify, if you wish): Click or tap here to enter text.  Prefer not to say  **How would you describe your sexual orientation?**  Heterosexual or straight  Gay man or gay woman / lesbian  Bisexual  I self-describe my sexual orientation as: Click or tap here to enter text.  Prefer not to say  **How would you describe your ethnicity or ethnic background?**  Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.  **Asian, Asian British:**  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background, please state: Click or tap here to enter text.  **Black, Black British, Caribbean or African:**  African  Caribbean  Any other Black, African or Caribbean background, please state: Click or tap here to enter text.  **Mixed or Multiple ethnic groups:**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed or Multiple ethnic background, please state: Click or tap here to enter text.  **White**:  English, Welsh, Scottish, Northern Irish or British  Irish  Gypsy or Irish Traveller  Roma  Any other White background, please state: Click or tap here to enter text.  **Other**  Arab  Any other ethnic group, please state: Click or tap here to enter text.  Prefer not to say  **Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?**  Yes  No  Prefer not to say  **Do any of your conditions or illnesses reduce your ability to carry out day-to-day activities?**  Yes, limited a lot  Yes, limited a little  No  Prefer not to say  **What is the effect or impact of your disability or health condition on your ability to give your best at work?**  Click or tap here to enter text.  The information in this equal opportunities form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with team running the recruitment process.  ***Thank you*** |  |

**PRIVACY NOTICE**

**We may process personal information in relation to:**

As part of this recruitment process, we will process personal information about you between West Yorkshire Police and the West Yorkshire Combined Authority. This information includes personal details; education and employment details; financial details; family details; lifestyle and social circumstances; visual images, personal appearance and behaviour. We also process sensitive personal information which includes offences and alleged offences; disciplinary and misconduct allegations; criminal proceedings, outcomes and sentences; racial and ethnic origin; religious or similar beliefs; Trade Union membership; physical or mental health and condition; information about victims of crime.

We will be processing information provided by you when you apply for one of these positions to assess your suitability for appointment and, if you are successful, in order to fulfil our contractual obligations to you, this includes information you provide for identity and vetting purposes and for equal opportunity monitoring purposes. We will also process information on political views and political party membership to ensure that the fulfilment of the role is truly independent. We also process information provided by referees to support your application.

We process personal information generated during the recruitment process, including information about assessments, tests and exercises and shortlisting and interview assessments. The recruitment process will be joint between West Yorkshire Police and West Yorkshire Combined Authority, so the information which you provide on this application will be shared with both parties.

Our contingency plans hold the emergency contact details including next of kin of our employees and volunteers. This is done so as there is a legitimate Interest in ensuring you or your next of kin can be contacted in the event of an emergency.

We process personal information, including health and welfare information, for insurance and litigation purposes. This processing is to fulfil our contractual obligations with third party insurers.

**Why we process your information:**We process this information to fulfil our contractual obligations to you and to perform a 'public task' arising from the obligations on the Mayor of West Yorkshire under the Police Reform and Social Responsibility Act 2011.  
  
**Who we share it with:**West Yorkshire Police process personal information relating to staff and volunteers to undertake vetting checks.

Should you be successful in your application, we will be processing personal information that you provide, including contact details and bank account details, to fulfil our contract with you - to pay expenses. We also process your personal information to manage your health, safety, and performance. This information is processed to fulfil our contractual obligations to you.

With your permission, we may share your information with health care providers and advisers and insurance companies.

Personal information about senior appointments is shared with the Police and Crime Panel by way of a 'public task' with reference to the Mayor's obligations under the Police Reform and Social Responsibility Act 2011.

With your permission, we will share your information (to confirm your role) with other organisations such as financial institutions or potential, future employers as well as other members of the Joint Independent Ethics Committee.

On occasion, we may share your information with our professional advisers to access legal advice.

We are required to publish some information such as payments to senior staff and the names of people who work to directly support the Mayor and Deputy Mayor for Policing & Crime as a public task by way of the Elected Local Policing Bodies (Specified Information) Order 2012.  
  
**Your rights**You have a right to access the personal information that we process. This is a subject access request and can be made by contacting the Police and Crime Team ([policingandcrime@westyorks-ca.gov.uk](mailto:policingandcrime@westyorks-ca.gov.uk)). You also have the right to have inaccurate data rectified.

Where we process information on the basis of a 'public task' you have the right to object to processing. You can do this by contacting the Policing & Crime Team ([policingandcrime@westyorks-ca.gov.uk](mailto:policingandcrime@westyorks-ca.gov.uk)).

You can see the full privacy notice’s for the West Yorkshire Combined Authority & West Yorkshire Police via the following links: [https://www.westyorks-ca.gov.uk/policing-and-crime/privacy-policy/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.westyorks-ca.gov.uk%2Fpolicing-and-crime%2Fprivacy-policy%2F&data=04%7C01%7C%7Cf8231121ca2140fd388208d9e4a50d8f%7C34e93bfcee664345a4fe805b67e480c0%7C0%7C0%7C637792219802165624%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=k8wtbbT3BzgmX5gGgXJLTlYS5L0BgpnLIefQCbvo2x4%3D&reserved=0) [https://www.westyorkshire.police.uk/advice/our-services/your-data/privacy-information-notice/privacy-information-notice](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.westyorkshire.police.uk%2Fadvice%2Four-services%2Fyour-data%2Fprivacy-information-notice%2Fprivacy-information-notice&data=04%7C01%7C%7Cf8231121ca2140fd388208d9e4a50d8f%7C34e93bfcee664345a4fe805b67e480c0%7C0%7C0%7C637792219802321841%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=NSMZiMnEEnQiQQ7pAKAeVJKDWge49fi%2Bk%2B7OUNJ10Yk%3D&reserved=0)