

**Terms of Engagement
Independent Chair
Out of Court Disposals Scrutiny Panel**

Purpose

The Independent Chair appointed to oversee the Out of Court Disposal's Scrutiny Panel will discharge duties in accordance with the agreed Terms of Reference. The aim of the Panel is to ensure out of court disposals are being used appropriately, as a means of bringing offenders to justice, and that the outcomes are effective and proportionate and in line with national and local policies and procedures.

Particulars

1. The Independent Chair will undertake the role as a volunteer and will not receive payment for their time they provide to undertake the role.

The Independent Chair will be reimbursed for genuine expenses such as out of pocket travel expenses.

The Chair will not make a financial gain from their activities in the role, or receive any other consideration which may be construed as remuneration for services offered.

An expense is any cost the Chair has to pay that is reasonably, actually and necessarily incurred in order to carry out the role required. All expenditure must be accounted for and receipts must be supplied in order that reimbursement can occur. Reimbursement of such out-of-pocket expenses is not considered to be payment.

The following are legitimate expenses, which the Chair may be entitled to claim:

- Public transport costs of travel to and from the normal place of voluntary service on production of receipts. If the Chair is in possession of a Public Transport Pass, this should be used.
- Public transport costs (on production of receipts) or mileage at the HMRC approved rate of 45p per mile if using private transport when travelling to and from events for voluntary service.
- Car parking fees, on production of the ticket or receipt, if there is no free car parking facilities within a reasonable distance of the place voluntary service is performed. Fines incurred will not be paid.

Expenses can only be paid into a bank account in the name of the Chair. On commencing voluntary service, the Chair will complete the necessary Bank Details form for submission to the relevant pay department on behalf of the Police and Crime Commissioner.

If the Chair is not claiming expenses, then the Pay department on behalf of the Police and Crime Commissioner will set up a 'nil' payroll, and will only activate the payroll when / if payment is claimed.

To claim expenses the Chair must complete a the necessary claim form in accordance with the requirements of the Police and Crime Commissioner, to which receipts must be attached for all expenses except mileage, which is claimed at the public transport rate.

2. The role should not be accepted where there is a significant possibility that this could lead to a conflict of interest, for themselves or for others, between their obligations as a volunteer and their effectiveness in their professional life or another volunteering role.
3. The Chair will be required to submit two satisfactory references by persons who have known them for a minimum of two years and is not a relative.
4. The Chair will be vetted by North Yorkshire Police and sign the Official Secret Act and abide by its restrictions.
5. The Chair will be required to sign a confidentiality agreement in respect of information disclosed through the course of the role as part of the Terms of Reference.
6. The term of appointment for the Chair will be for a period of 12 months with the possibility to extend.
7. Both parties can terminate the agreement with one month's notice to be given in writing.
8. Concerns relating to the Chair's performance, behaviour or attitude could result in the termination of the relationship with the Scrutiny Panel. Any concerns will be investigated in accordance with the North Yorkshire Police Support Volunteer procedure (section 8) and If the decision is reached to terminate the arrangement, the individual will be informed of the outcome in writing.
9. Whilst the Chair is undertaking voluntary service they will be covered by North Yorkshire Police's employers and public liability insurance.
10. The Chair will be expected to attend all quarterly meetings within the county of North Yorkshire and the City of York. They will also be expected to liaise with link members assisting the Panel in respect of agreeing agendas and papers in advance of meetings.
11. The Chair will be supported at meetings in respect of administration and co-ordination through resource provided by the Office of the Police and Crime Commissioner.
12. The Chair is expected to have significant experience or a background in criminal justice but must not be currently employed by any of the following member agencies:

- The Office of the Police and Crime Commissioner
- North Yorkshire Police
- Her Majesty's Court and Tribunal Service
- The Crown Prosecution Service
- Youth Offending Team York
- Youth Justice Service North Yorkshire
- Probation Trust

Name of Independent Chair

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I confirm that as a volunteer I am happy to perform the role of Independent Chair to the Out of Court Disposal's Scrutiny Panel. I confirm that I understand that I am not employed by any of the agencies who form the Panel constitution and this document does not constitute a contract of employment or a contract of service.

Signature

Date.....