

## TRUSTEE RECRUITMENT PACK

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## 1. WELCOME FROM OUR CHAIR - CHRIS LUCAS

Thank you for your interest in becoming a Trustee of the British Association of Public Safety Communications Professionals (British APCO).

Launched in June 1993 as the British Association of Public Safety Communications Officials, British APCO, is now acknowledged as the leading UK based Association for all professionals using or developing public safety technology.

British APCO is a continually growing community, with extensive knowledge and experience in public safety technology due to our members' use and delivery of real-life public safety solutions. As a registered charity, we are an independent, user led Association who work to improve both emergency services and public safety communications alongside the associated information technology, for the benefit of the both the public and our frontline operational colleagues.

I was extremely privileged to take up the post of Chair of the Association in March 2023 having been involved with the Association since 2009, whilst working for Yorkshire Ambulance Service NHS Trust. This is an exciting time for the Association; we have an ambitious strategic plan in place to ensure that our impact continues moving forward. However, these are challenging times we are currently living in and many aspects of our sector are changing significantly with rapid changes in technology. This makes it an extremely interesting moment to take stock and bring new ideas and views onto our Trustee board to both help us and develop the Association in the following spaces;

- navigate a complex and changing technology landscape,
- represent our stakeholders both public sector and commercial,
- develop our governance to support the strategic direction of the Association, and
- ensure we are meeting our charitable aims.

If you have a genuine interest in our work, a passion for public safety and a desire to bring who you are and your skills and experience to contribute to our journey, then we really would like to hear from you. We recognise we are asking you to volunteer your time but believe that we really do offer a rewarding experience in making a difference and an opportunity in supporting critical safety solutions.

We are fully committed to creating a diverse and inclusive organisation and genuinely welcome and encourage candidates from a range of backgrounds to apply. We have recognised that we need to ensure our Board of Trustees needs to be updated and that we need to further diversify. This is a priority for the organisation right now and the board is determined to address this in the near term.

If you would like an informal chat about the role, then please get in touch with our Chief Operating Officer, Duncan Swan, who will be happy to help and support you and connect you with me if you would also like to arrange an informal conversation before applying. We look forward to engaging with you and receiving your applications.

***Chris Lucas – Chair British APCO***

## 2. ABOUT BRITISH APCO

### OUR VISION

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Connecting the emergency services, commercial organisations, and academia, using information technology to achieve an emergency response for the public that is world leading.

### OUR MISSION

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Together, we educate, advocate, and innovate to improve public safety.

### OUR VALUES

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As a charity we actively support and encourage a culture of **innovation**, where people can be **creative** and explore new opportunities for the public safety profession and British APCO members.

We foster a **communicative, inclusive, trust-based** environment where individuals' skills, expertise and ideas are respected and genuinely received.

**Integrity** is critical: Members and partners **trust** us because we are **credible** and **accountable** for our decisions and actions.

**Collaboration** is central to our success, and we welcome constructive **cooperation** between British APCO and its partners and amongst the British APCO membership.

### OUR STRATEGIC OBJECTIVES

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#### Enhancing Members' Experience

We will continue to support the development of effective public safety professionals by providing opportunities for members to exchange information, ideas, and experiences, and to develop new skills and expertise. We will improve existing member services and maximise opportunities to develop and deliver new offerings that reflect emerging trends and priorities in public safety technology and communications. Through provision of a diverse range of BRITISH APCO professional tools, resources, events and development opportunities, our members will become influential promoters of their profession and proactive in supporting innovation in public safety technology.

#### Creating Communities of Practice

We will provide mechanisms and resources which enable increased dialogue amongst our members through communities of sector-specific, cross-sector and cross-agency professional practice. We will support networks for our members to share ideas, problems, solutions and best practice in public safety communications and technology. We will diversify the profile of our membership, exposing members to the expertise, experience, and wider networks of colleagues from other backgrounds, adding value to membership by enhancing the depth of knowledge and breadth of reach within British APCO, and providing opportunities to link with other networks and raise the profile of the public safety profession.

#### Advocating with an Authentic Voice

Recognised as the membership body for professionals in the field of public safety technology, we will continue to steward influential relationships with relevant agencies and organisations to foster informed debate on public safety communications issues; and we will provide enhanced

opportunities for our members to engage with and influence key decision-makers at local, national and international levels, and to share their knowledge, views and expertise with interested parties both internal and external to the public safety community.

### **Pioneering Professional Standards**

We will continue to support a multi-agency approach to defining and promoting professional standards in public safety technology and communications, focusing our efforts on developing the sector-wide initiatives that add value to or enhance the professional experience of our members. We will also work with our partners to explore ideas for establishing a framework of professional expertise, competencies, and performance measures for individual public safety communications professionals, acknowledging that public safety technology and communications is a critical, multi-faceted profession that requires professional recognition.

### **Ensuring a Sustainable British APCO**

Through transparent and robust governance and business planning, we will ensure the financial and organisational sustainability required to support all our strategic priorities. Efficient and effective governance and organisational management will ensure our members receive value for money and enhanced services and benefits, and that we cultivate the circumstances to maintain and strengthen British APCO

## **3. OUR PEOPLE**

### **Our trustees**

The Board of Trustees all have a background in public safety. They are a mix of former members of the Emergency Services and Civil Servants and the Past President of the association. The Board is small, and we are seeking to increase the number of Trustees to diversify the group and bring a greater range of skills and experience to the table.

### **Our team**

Duncan Swan is our Chief Operating Officer who oversees the day to day running of British APCO. We have two commercial partners – ECHO who support the day-to-day operations of the association and charity. Mark Allen Group manage the Annual Conference and produce the British APCO journal.

### **The Advisory Group**

The Board of Trustees is supported by an Advisory Group comprised of members of the public safety community; a mix of public sector and commercial representatives.

#### **4. TRUSTEE OF BRITISH APCO**

In addition to the usual legal, financial and compliance role of trustees, our Board also plays an active role in strategic planning, scrutiny, questioning the impact of our work and where necessary, acting as a critical but supportive friend.

The duties of a trustee are as follows.

- Ensuring that British APCO pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy.
- Ensuring that British APCO complies with its governing document (i.e., its memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that British APCO applies its resources exclusively in pursuance of its charitable objects (i.e., the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that British APCO defines its goals & evaluates performance against agreed targets.
- Safeguarding the reputation and values of British APCO
- Ensuring the effective and efficient administration of British APCO, including having appropriate policies and procedures in place
- Ensuring the financial stability of British APCO
- Following proper and formal arrangements for the appointment, supervision, support, appraisal, and remuneration of the Chief Operating Officer.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they must help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

#### **5. TERMS AND CONDITIONS OF APPOINTMENT**

These are voluntary, unpaid roles. As a minimum Trustees should be willing and able to attend 6 Board meetings each year with additional preparation time for each meeting to read papers. Board meetings generally run for 3 hours and alternate between in person and online. Remote attendance will always be possible.

Occasionally, with Board agreement, additional Board meetings may take place to discuss specific issues. Trustees may also be invited to attend meetings with the British APCO Advisory Group

Trustees will be expected to attend and contribute to one of the British APCO events including the Annual Conference and Satellite Series events. Opportunities to represent British APCO internationally will be available to all Trustees.

All reasonable expenses will be covered in line with the British APCO expenses policy.

Trustees are appointed for a period of between 2-4 years and will be required to undertake training and induction which will be organised by British APCO.

## 6. PERSON SPECIFICATION

- A background in public safety and a commitment to British APCO
- A willingness to devote the necessary time and effort to the role
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind and offer constructive challenge to other Board members
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

We are seeking to diversify the skills and background of the BRITISH APCO Board through this recruitment and would be particularly interested to receive applications from candidates with one or more of the following

- Experience of working in Policing, particularly candidates with current/recent operational experience
- Experience of Marketing and Communications
- Experience of working in a public safety organisation outside of police, fire, ambulance e.g., HM Coastguard, Highways England, Border Force
- Experience of working in a public safety commercial supplier.

## 7. HOW TO APPLY AND TIMETABLE

We want to keep the application process simple - we ask that applicants provide the following:

- A concise covering letter (no longer than two pages), addressing why you would like to become a Trustee of British APCO, how you meet the specifications of the role, and what you would bring to the role.
- An up-to-date CV.

You may be asked to provide details of references as part of the recruitment process

### Timetable

- Launch 15<sup>th</sup> November 2023 in Newcastle
- Applications close on 22<sup>nd</sup> December 2023
- January – review applications, confirm selection panel, short list agreed
- January/February – candidate interviews
- Candidates will be advised whether successful on or before 17<sup>th</sup> February
- Formal announcement in Coventry of new Trustees
- First Board meeting – end March

## **8. DATA PROTECTION**

The personal information that you provide will be used to process your application for appointment with the British APCO. Personal information about candidates will be held securely until the recruitment process has been completed; it will then be destroyed or deleted. If your application is successful and you take up the role, the information will be used in the administration of your work with us. It will be kept secure and will only be used for purposes directly relevant to your work