

Crime & Community Safety Partnership

3 March 2003

Recruitment of Street Crime Wardens

The Wardens and Co-ordinator are funded from ODPM until 31 March 2005, and will be employees of Milton Keynes Council.

2 part process

The recruitment process has been designed to ensure a fair process with participation by Milton Keynes Council and the relevant Town and Parish Councils. The process will involve shortlisting, a presentation and a formal interview.

Shortlisting

The candidates will be shortlisted using the person specification designed for the post. This shortlisting will be carried out by the members of the interviewing panel.

Presentation

The Wardens will be expected to meet with other Council employees, representatives of Town and Parish Councils and other members of the community including community groups in their normal working day. On occasions they will be required to speak in front of audiences, of varying size, and may be required to take part in formal presentations. It would therefore be appropriate to test their confidence in this area by way of a presentation to an agreed group of people.

The presentation will be as follows:

From the information provided, prepare a 10 minute presentation on the following:

Describe how you would implement and develop the role of the Street Crime Warden in Milton Keynes

The presentation will be assessed on the following categories:

- **Structure**

Candidates must show that they have structured their presentation, and have shown the audience how they propose to deal with their presentation

- **Content**

Has the candidate provided information which addresses the title of the presentation? Is there an understanding of the role and how to work with the many different types of agencies and communities involved?

- **Presentation/ Communication**

How was the delivery of the presentation? Was it clear, confident, easy to understand? Did they communicate with audience?

It is proposed that there will be one representative from each Town and Parish Council, and a member of Milton Keynes Council, who will co ordinate the activities. Each Councillor will be able to ask one question of the warden, and the Councillors will be asked to complete an assessment sheet which will go forward to the next stage. If an answer requires further clarification, an additional question may be asked through the MKC representative. This is mainly to keep each of the sessions to the same length of time.

Formal Interview

There will be a formal interview panel, with pre set questions. The panel will include a representative from Milton Keynes Council, Thames Valley Police and a 3rd independent member. The panel will include the comments from the presentation within their overall score.

Recommendation

It is recommended that the Partnership approves the above proposal for the Wardens.