

**SOUTH WALES POLICE AND CRIME PANEL
PANEL HEDDLU A THROSEDDU DE CYMRU**

Canolfan Ddinesig
Stryd Y Castell
Merthyr Tudful
CF47 8AN



Civic Centre
Castle Street
Merthyr Tydfil
CF47 8AN

Ffon :
(01685) 725201

Tel:
(01685) 725201

Dyddiad/Date : 1st September 2016

Ein Cyf/Our Ref. : **SDJ.**
Eich Cyf/Your Ref. :

Uniongyrchol/Direct Line :
Gofynnwch am/Please Ask For :
e-bost/e-mail :

(01685) 725201
Mr Simon Jones
SWPCP@merthyr.gov.uk

Dear Applicant,

Thank you for your interest in becoming an Independent Co-opted member of the South Wales Police and Crime Panel.

The Panel is part of the governance and accountability arrangements for policing in the South Wales Police Force area. The Panel's role will be to maintain a regular check and balance on the performance of the elected Police and Crime Commissioner for South Wales.

The Panel is looking for two enthusiastic and strategically minded people to serve as independent co-opted members from November 2016 until 31st October 2020.

The role of a Panel member is an important and demanding one. In considering your application you should be aware that the typical commitment required from a member of the Panel is expected to average approximately five to six meetings a year, plus any induction or training events.

Meetings will generally be held during normal office hours at the Orbit Centre in Merthyr Tydfil, but may also be held at varying locations throughout the South Wales Police force area.

Further information is attached:

- Background to post
- Eligibility criteria
- Person specification
- Role and responsibilities
- Application form

Cont..

The closing date for applications is **5pm on Friday 16th September 2016**, after which the shortlisting and interview panel will consider and assess all applications received. It is anticipated that interviews for shortlisted candidates will be conducted during week commencing 10th October, in Merthyr Tydfil.

Formal appointments will be made by the South Wales Police and Crime Panel, following recommendations from the shortlisting and interview panel.

You will note that the application form asks for details of two referees. We intend to take up references for shortlisted candidates, prior to interview. If you would not wish us to contact your referees at that stage then please indicate with your application. Any appointment will be subject to satisfactory references and Disclosure and Barring Service (DBS) check (*previously a Criminal Records Bureau (CRB) check*).

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Simon Jones', written in a cursive style.

Simon Jones
Senior Solicitor
Merthyr Tydfil County Borough Council



SOUTH WALES POLICE AND CRIME PANEL

APPLICATION PACK FOR INDEPENDENT CO-OPTED MEMBER

BACKGROUND TO POST

Police and Crime Panels are part of the police governance arrangements brought about by the Police Reform and Social Responsibility Act 2011. The Act abolished the Police Authorities and put in its place in each police area the following:

- An elected **Police and Crime Commissioner (PCC)**. Police and Crime Commissioners (PCCs) are elected representatives who oversee how crime is tackled in a police force area. Their aim is to cut crime and to ensure the police force is effective.
- A **Police and Crime Panel (PCP)**. A PCP is a scrutiny body. It exists to scrutinise the Police and Crime Commissioner, to promote openness in the transaction of police business and also to support the PCC in the effective exercise of their functions. A PCP will scrutinise the actions and decisions of the PCC, not the performance of the police force.

The Police and Crime Commissioner

The South Wales Police and Crime Commissioner (PCC) will be publicly accountable for the strategic direction, delivery and performance of the police service in the South Wales Police force area. They will:

- Appoint and, if necessary, dismiss the Chief Constable, who will be accountable to the PCC
- Set policing priorities and produce an annual plan;
- Set the annual police budget and council tax precept;
- Publish an annual report and accounts;
- Consult with and involve the public

For more information about Police and Crime Commissioners please go to:

<http://www.local.gov.uk/pcc> (Local Government Association website)

<http://www.legislation.gov.uk/ukpga/2011/13/contents/enacted> (Home Office website)

The Police and Crime Panel

Police and Crime Panels (PCP) support and scrutinise, and maintain a regular check and balance on the performance and activities of the Commissioner. A

PCP will have the power to request reports and call the PCC to attend its meetings.

PCP activities will include:

- Scrutinising the PCC's proposed council tax precept for policing, with the power to veto if the Panel considers necessary. Scrutinising the PCC's proposed appointment of a Chief Constable, with the power to veto if the Panel considers necessary.
- Reviewing the police and crime plan and annual report;

The Panel will **not** have the same role as the previous Police Authority. It will scrutinise the actions and decisions of the PCC, not the performance of the police force.

The South Wales Police and Crime Panel - who is on the Panel?

The South Wales Police and Crime Panel is composed of Councillors from all local authorities in the South Wales police area, plus 2 independent co-opted members.

The Local Authorities are:

Bridgend County Borough Council	(1) Member
Cardiff Council;	(2) Members
Merthyr Tydfil County Borough Council	(1) Member
Neath Port Talbot County Borough Council	(1) Member
Rhondda Cynon Taf County Borough Council	(2) Members
City and County of Swansea	(2) Members
Vale of Glamorgan Council	(1) Member

Police and Crime Panels are geographically and politically proportionate to the area as a whole, as far as is practicable.

For more information about Police and Crime Panels please go to:

http://www.local.gov.uk/c/document_library/get_file?uuid=8f16dd65-7fde-4792-8578-fa955263931e&groupId=10180

(Local Government Association)

The South Wales Police and Crime Panel – how long has the Panel be in place?

The South Wales Police and Crime Panel (as with other Police and Crime Panels) became fully operational in November 2012.

The South Wales Police and Crime Panel is administratively supported and serviced by Merthyr Tydfil County Borough Council, as the “host local authority”.

Eligibility criteria for independent co-opted panel members

The following cannot be considered for a position on the Panel:

- Anyone under 18 years old.
- The Police and Crime Commissioner or a member of their staff.
- MPs.
- Members of the National Assembly for Wales or the Scottish Parliament.
- Members of the European Parliament.
- Police officers¹
- A member of the civilian staff of the South Wales Police force
- Persons who do not live in the police force area.
- Civil servants engaged in political activity.

Please also note:

Independent non-councillor co-optees (either those required and any optional independent co-optees added later) must not be local authority councillors.

Person specification for independent co-opted panel members

The assessors will consider applicants against the following criteria when shortlisting / interviewing:

Abilities/skills

As well as being of good character, candidates will need to possess most, if not all, of the following competencies:

The ability to think strategically	To have breadth of vision, to rise above detail, and to see problems and issues from an area-wide, forward-looking perspective and to make appropriate linkages
The ability to make good judgements:	To take a balanced, open-minded and objective approach, for example, in evaluating the priorities of the Police and Crime Commissioner, assessing candidates for top-level appointments or

¹ Police officers are not covered by the restrictions on membership of the panel in Section 22 in Schedule 6. Also police officers do not fall within Section 22 (a) as members of staff of the PCC as this category covers people appointed under Section 6 of Schedule 1. However, under section 1(2)(a) of Schedule 1 to the Police Regulations 2003 (S.I. 2003/527) a member of a police force may not "take any active part in politics". The Home Office would regard co-option to a panel, for the purpose of scrutinising an elected PCC, as taking an active part in politics, and accordingly as being prohibited for police officers.

	considering complaints against the Police and Crime Commissioner.
The ability to be open to change	To be able to challenge accepted views constructively without becoming confrontational, and to recognise and respond positively to the need for change
The ability to scrutinise and challenge	To be able to rigorously scrutinise and challenge constructively without becoming confrontational, using appropriate data, evidence and resources
The ability to be analytical	To interpret and question complex written material, including financial and statistical information and other data such as performance measures and identify the salient points
The ability to be supportive	To be able to build and maintain a supportive and co-operative working relationship the PCC and the other members of the panel in delivering their duties
The ability to communicate effectively	To be able to communicate effectively both verbally and in writing – and to interact positively with other members of the panel, the PCC and the public

Personal skills and qualities

Team working	The ability to play an effective role in meetings through listening, persuading and showing respect for the views of others
Self-confidence	The skill to challenge accepted views constructively without becoming confrontational
Enthusiasm and drive	The ability to be proactive in seeking out learning and developmental opportunities to enhance knowledge and understanding (for example, on financial matters and statutory requirements).
Respect for others	The capacity to treat all people fairly and with respect, to value diversity and respond sensitively to difference
Integrity	The necessity to embrace high standards of conduct and ethics and be committed to upholding human rights and equality of opportunity for all
Decisiveness	The ability to show resilience even in challenging circumstances, remaining calm and confident and able to make difficult decisions

It is also important that candidates are able to commit to good practice in equalities and diversity:

Has knowledge and demonstrates understanding of equality and diversity issues (across the areas covered in the Equality Act 2010 i.e. gender, race, disability, age, sexual orientation, religion/belief, transgender, pregnancy and maternity and marriage/civil partnership).

- Equipped to consider and assess the impact of the Police Commissioner's policies, decisions and budgets on equalities groups and diverse communities.
- Able to contribute to policy-making and scrutiny activity that takes account of equalities issues and is in line with the requirements of the Equality Act 2010.
- Equipped to engage with and understand the perspectives and experiences of people from diverse communities, particularly those disproportionately affected by crime and policing.

It would be desirable for candidates to have an interest in or experience of

- Policing issues and current affairs, in respect of the ways in which they affect people locally.
- Challenging and combating institutional discrimination.
- Engaging with and representing local people and / or specialists within their field of expertise.
- Working with other people on issues of mutual interest over a period of time (for example voluntary work or campaigning).
- Situations requiring collaboration and compromise to achieve positive shared outcomes.

Other requirements and considerations

Candidates must be able to attend weekday daytime meetings (Monday to Friday any time between 9am to 5pm) at the Host Local Authority (Merthyr Tydfil County Borough Council) approximately 4 to 6 times a year, as well as attend any appropriate training sessions.

Candidates should have the time, energy and commitment to prepare for and attend regular meetings.

Candidates should have a willingness to learn and to proactively inform themselves about issues under discussion.

Note: Candidates must be eligible for the role (see eligibility criteria separately listed in this job information pack).

Any of the following may provide the skills and experience Panel members will need:

- Voluntary or paid work and experience with **victim support groups**.
- Involvement in and experience of **restorative justice**.
- **Work with the police** and resultant awareness of policing issues from both a strategic and delivery perspective.
- **Community involvement** with for example neighbourhood watch parish and town council involvement.
- Work with the **criminal justice system**.
- **Youth work** and youth justice work.
- Work as a **magistrate**.
- Managing a **business**.
- **Community leadership or activism** in the area of **community safety**.
- Experience with the **voluntary and community sector** generally.
- **Fire and rescue** services.
- Experience in the **education** sector.
- Experience of **drug and alcohol** issues.
- Experience of **domestic violence and abuse** work.
- Relevant current **academic experience** in policing and crime and anti social behaviour issues.
- Work with the **probation service** and links to the Probation Association, or other relevant knowledge or experience in this area.
- **Personal experience** of the criminal justice system, ex offenders.
- Experience of **challenge and scrutiny** from other fields, including participation in local authority scrutiny.

Roles and responsibilities of independent co-optees on the panel

Independent co-optees are full voting members of the Panel. They will be treated equally with the elected members (Councillors) and have the same responsibilities and duties. Co-optees will have access to the same level of support and information as elected members on the panel.

The core role of both elected members and independent co-optees on the panel is to:

- Support and to scrutinise the work of the Police and Crime Commissioner to ensure that they are discharging their functions effectively
- ensure that there is an effective independent challenge to the Police and Crime Commissioner and that this challenge is constructive to support the Commissioner in carrying out their role
- act as a non-party-political voice for those who live and/or work in the South Wales Police force area
- contribute any specialist knowledge, skills, experience and expertise they may have to the work of the panel.

A co-opted member of the police and crime panel is expected to:

- attend all formal meetings of the panel (approximately 4 to 6 per year)
- attend any necessary training and development sessions
- establish good relations with other Panel members, officers supporting or attending the Panel
- attend additional meetings for example sub committees, working groups or evidence gathering sessions, as required
- prepare for each meeting by reading the agenda, papers and additional information to familiarise yourself with the issues to be covered during the meeting.
- prior to the meeting consider the questions you may wish to put to the police and crime commissioner and other expert witnesses
- listen carefully at the meetings, ask questions in a way which is non-judgmental, and help the panel to make practical suggestions for improvements in services
- observe confidentiality
- assist in the preparation of reports and the formulation of recommendations; this may involve volunteering to participate in a task group to conduct a scrutiny review.
- abide by the panel arrangements and rules of procedure which set out how the police and crime panel will operate in the South Wales Police force area.
- keep abreast of the key issues in relation to the responsibilities of the police and crime commissioner and the priorities within the police and crime plan.

- contribute to achieving an open, accountable and transparent decision-making process in relation to policing and community safety issues in the South Wales Police force area.

Note:

All panel members are also expected to adhere to the 'seven principles of public life' which are listed below:

Nolan principles

Selflessness: Holders of public office should act solely in terms of the public interest.

Integrity: Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity: Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability: Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness: Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty: Holders of public office should be truthful

Leadership: Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

* <https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2#selflessness>



CONFIDENTIAL

APPLICATION FORM

INDEPENDENT CO-OPTED MEMBER

Please write in black ink. Do not include a CV or other information.

Please return this completed application form to the:-

South Wales Police and Crime Panel,
c/o Democratic Services Department,
Merthyr Tydfil County Borough Council,
Civic Centre,
Merthyr Tydfil,
CF47 8AN

By 5pm on Friday 16th September 2016

GUIDANCE NOTES FOR THE COMPLETION OF THE APPLICATION FORM

The guidance notes below aim to help you complete the application form. The Selection Panel is not looking for pages of response, but relevant information about you and your interest in this position. You may use additional sheets if necessary. These must be securely attached to your submission.

Section 1

All parts of this section are self-explanatory. You are reminded that applicants for the independent co-opted member roles must not be:

- An Elected Member of a local authority within the South Wales Police force area.
- Anyone under 18 years old.
- The South Wales Police and Crime Commissioner or a member of their staff.
- MPs.
- Members of the National Assembly for Wales or the Scottish Parliament.
- Members of the European Parliament.
- Police officers
- A member of the civilian staff of the South Wales Police force
- Persons who do not live in the police force area.
- Civil servants engaged in political activity.

Section 2

In completing Section 2, please provide details of your current and previous employment to provide the Selection Panel with information of your background. Details of any involvement in local community activities should also be included, stating the length of time you have been involved with these.

Section 3

This is a very important section as it outlines the key competencies required. In completing each of the questions, it is important to include examples to demonstrate how you meet the competencies. These can relate to experience gained through work, involvement in the community, voluntary work, or with family and friends.

Section 4

In completing Section 4, you should ensure that the following issues are addressed and where possible you should use examples to demonstrate your commitment.

- Explain why you want to become a Co-opted Member of the South Wales Police and Crime Panel.
- What differences you could make if appointed as a Co-opted Member.

Section 5

The information contained within this section will ensure that any reasonable adjustments you may require as a result of any disability are made during the appointment process or in your role as a co-opted member of the South Wales Police and Crime Panel.

Section 6 – 7

These sections are self-explanatory.

Equality monitoring questions

Attached is also a form asking equality monitoring questions. The information in the form will not form part of the recruitment process and will be separated from your application form upon receipt. The information provided will be used for monitoring purposes and to help us to develop any policies and practice. The information provided will be treated confidentially and be subject to the provisions under current equality and data protection legislation. By answering the questions you will help us to make sure that our recruitment is fair and accessible to everyone.

SECTION 1

PERSONAL DETAILS

Title (Mr, Mrs, Dr, etc):	
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Name in Full:	
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Please give any other names by which you have been known:	
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Permanent / Main Home Address:

How long have you lived at this address?

If less than five years at the above address, please provide details of your previous address(es):

Daytime Telephone no.	
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Evening Telephone no.	
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Mobile no.	
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Email address:	
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Date of Birth:	
-----------------------	--

Place of Birth:	
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SECTION 2

PERSONAL HISTORY

Current Occupation (if any) and start date:	
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Please provide details of part-time and full-time employment as well as any voluntary work, career breaks or work you do, or have done, in the local community.

Name of employer/appointing body*	Dates position held (from/to)	Positions held and nature of responsibility

Continue on a separate sheet if necessary.

Please provide details of any involvement in voluntary or local community activities not mentioned previously.

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Please provide details of your academic, professional and/or vocational qualifications.

Qualification	Date obtained

SECTION 3

KEY COMPETENCIES

Please provide examples to demonstrate how you meet the following competencies, which will be considered by the Panel when reviewing your application. (Candidates will need to possess most, if not all, of the following competencies).

1. The ability to think strategically To have breadth of vision – to rise above detail, and to see problems and issues from a wider, forward-looking perspective – and to make appropriate linkages.

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2. The ability to make good judgements To take a balanced, open-minded and objective approach – for example, in evaluating the priorities of the police and crime commissioner, assessing candidates for top level appointments or considering complaints against the police and crime commissioner.

--

3. The ability to be open to change To be able to challenge accepted views constructively without becoming confrontational, and to recognise and respond positively to the need for change.

--

4. The ability to scrutinise and challenge To be able to rigorously scrutinise and challenge constructively, using appropriate data, evidence and resources.

5. The ability to be analytical To interpret and question complex written material – including financial and statistical information and other data such as performance measures – and identify the salient points.

6. The ability to be supportive. To be able to build and maintain a supportive and co-operative working relationship the PCC and the other members of the panel in delivering their duties

7. The ability to communicate effectively To be able to communicate effectively both verbally and in writing – and to interact positively with other members of the Panel, the police and crime commissioner, and the public.

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Please provide examples to demonstrate the extent to which you possess the following personal skills and qualities, which will be considered by the Panel when reviewing your application:

1. Team working The ability to play an effective role in meetings through listening, persuading and showing respect for the views of others.

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2. Self-confidence The skill to challenge accepted views constructively without becoming confrontational.

--

3. Enthusiasm and drive The ability to be proactive in seeking out learning and developmental opportunities to enhance knowledge and understanding (for example, on financial matters and statutory requirements).

4. Respect for others The capacity to treat all people fairly and with respect, to value diversity and respond sensitively to difference.

5. Integrity The necessity to embrace high standards of conduct and ethics and be committed to upholding human rights and equality of opportunity for all.

6. Decisiveness The ability to show resilience even in challenging circumstances, remaining calm and confident and able to make difficult decisions.

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SECTION 4

WHY DO YOU WANT TO BE A CO-OPTED MEMBER OF THE SOUTH WALES POLICE AND CRIME PANEL?

Please state why you are interested in becoming a Co-opted Member of South Wales Police and Crime Panel.

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SECTION 5

DISABILITY

If you consider yourself to be disabled and/or feel you would benefit from reasonable adjustments being made to help you in the interview process or in your role, please outline these below. For example, materials provided in large print, hearing loop system at meetings, etc.

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SECTION 6

REFERENCES

Please provide details of two people, not related to you, who have agreed to be contacted by us about your application. It would be helpful your referees were familiar with either your work and/or voluntary/community activities.

REFEREE 1

Name:		Telephone no:	
Address:		Position:	
		Time Known:	
Email:			

REFEREE 2

Name:		Telephone no:	
Address:		Position:	
		Time Known:	
Email:			

SECTION 7

Is there anything in your private or working life, or in your past, or to your knowledge in that of any member of your family or close friends, which, if it became generally known, might bring you or the South Wales Police and Crime Panel into disrepute, or call into question your integrity, authority or standing as an Independent Person? If yes, please give details.

Please tick either Yes or No below

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If yes, please give details (this may not affect the success of your application).
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PLEASE SIGN AND DATE THIS FORM

I declare that the information I have provided is true and complete.

Signed		Date	
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Please note that the successful candidates will be subject to a Disclosure and Barring Service (DBS) check. *(Previously a Criminal Records Bureau (CRB) check.*

WHAT TO DO NOW

Please return this completed application form to the:-

South Wales Police and Crime Panel,
c/o Democratic Services Department,
Merthyr Tydfil County Borough Council,
Civic Centre,
Castle Street,
Merthyr Tydfil,
CF47 8AN

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Equality Monitoring Questions

Name.....

The information in this section will not form part of the recruitment process and will be separated from your application form upon receipt. The information provided will be used for monitoring purposes and to help us to develop our policies and practice. The information provided will be treated confidentially and be subject to the provisions under current equality and data protection legislation. By answering the questions you will help us to make sure that our recruitment is fair and accessible to everyone.

Gender What is your gender?		<input type="checkbox"/> Male	<input type="checkbox"/> Female
Age Which age category are you in?			
<input type="checkbox"/> 18-19	<input type="checkbox"/> 20-29	<input type="checkbox"/> 30-39	<input type="checkbox"/> 40-49
<input type="checkbox"/> 50-64	<input type="checkbox"/> 65-74	<input type="checkbox"/> 75-84	<input type="checkbox"/> 85 +
Disability. Do you consider yourself to be a disabled person or to have a long-term, limiting condition? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Ethnicity. What is your ethnic group? Please choose one section from A – E, and then tick one box to best describe your ethnic group or background.			
A White <input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background (please write in)		B Mixed/multiple ethnic groups <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed/multiple ethnic background (please write in)	
C Asian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background, (please write in)		D Black / African/ Caribbean / Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black/African/Caribbean background (please write in)	
E Other ethnic group <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group (please write in)			