# Service Police Super-Complaint Designation Application Form

**Using this form and guidance**

Please use this form if your organisation wishes to apply to be a designated body under the Service police super-complaints system. It is important that the information supplied is correct and relevant for each of the criteria and that the word count is not exceeded. The Ministry of Defence will not be able to consider any information which exceeds the word count[[1]](#footnote-1); however, this does not include any examples of previous work (additional documentation) which are provided and considered relevant to the criteria. At the end of this form there is an annex section (Annex A) where you will have the opportunity to list the additional documentation you are supplying as evidence in support of this application. **These supporting documents should be attached (documents should be scanned in where necessary) so that they can accompany the application.**

Although this application form gives some advice on how to meet the respective criteria, it is recommended that bodies wishing to apply should refer to the guidance when completing the application form. This may be found at:

<https://www.gov.uk/guidance/designation-as-a-service-police-super-complaint-body>

An acknowledgement of receipt of your organisation’s application will usually be sent within five working days.

Feedback will be provided to an organisation at the end of the application process detailing whether or not an organisation has been successful against each of the eight criteria.

Any questions about the application process or individual applications should be directed to the following email address:

[People-DPT-SPCC-supercomplaints@mod.gov.uk](mailto:People-DPT-SPCC-supercomplaints@mod.gov.uk)

Please also use this email address if you require the application form in a different format.

Note that fields marked with an asterisk symbol (\*) in the application form are mandatory.

**Where to send this application form**

Completed Applications should be sent to the Ministry of Defence by email to:

Email: [People-DPT-SPCC-supercomplaints@mod.gov.uk](mailto:People-DPT-SPCC-supercomplaints@mod.gov.uk)

**Section 1 - About** **the organisation**  
\*Name of organisation:

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Please provide at least two forms of contact below.

Address:please include street number/name, town/city, county, postcode, country.

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\*Email:

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\*Telephone (primary):

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\*Telephone (alternative):

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What is your preferred method of contact?Please put an X in the appropriate box(es)**:**

Email

Phone

Post

Please provide one person from the organisation as a contact point for any subsequent correspondence.

\*First name(s):

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\*Surname:

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\*Title:

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If we need to follow-up on something to do with your organisation’s application, are there any restrictions on when/how we can contact you?If the answer is ‘yes’, please provide us with details of the days and times when you can’t be contacted. Please be aware that if we can’t contact you, then this might affect your organisation’s application to become a designated body**:**

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**Section 2 – Criteria**

Applicants must address each of the criterion within the boxes provided in Section 2 and, where necessary Annex B. Failure to do this will result in your application being returned without further consideration of its merits.

Please note, that in the event the application is successful, and your organisation is granted designated status, the Ministry of Defence reserves the right to **withdraw designation** in the event it believes that organisation no longer meets the eight criteria. Designation can also be withdrawn at the request of the organisation. The Ministry of Defence may also periodically **review the designation** of any organisation to ensure that it continues to meet the criteria

**\*Criterion 1: That the body is competent in, and has considerable experience of, representing the interests of the public.**

The applicant should demonstrate this criterion by:

* Providing a comprehensive description of their purpose and activities, the sectors they cover, and evidence of how long the organisation has been in existence. This should be as concise as possible and is intended to ensure that the organisation has a track record demonstrating experience and competence in representing the interests of the public.
* Demonstrating experience of acting in the interests of the public, whether generally or for particular groups, and over what period of time. ‘Considerable experience’ should include a variety of high-quality work which has had a significant impact.
* Demonstrating competence within, or available to, the organisation – for example, legal advisors or case officers familiar with representing the interests of the public in the context of this criterion.

Please fill in the box below and overleaf as to why the organisation fulfils this criterion. (Note that wordcount is not to exceed 500 for each criterion, with all text in Arial 12, 1.5 spacing. In the event of running out of room in the box provided, you may continue at Annex B. This field is mandatory.)

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**\*Criterion 2: That the body would represent the interests of the public effectively in its role as a designated body and, in particular, would work to improve policing.**

The applicant should demonstrate this criterion by:

* Showing what activities they have previously engaged in that demonstrate quality work in representing the public interest.
* Producing reports or other previous examples of raising important issues through the correct channels, or simply through the everyday work of the body.

Please fill in the box below and overleaf as to why the organisation fulfils this criterion. (Note that wordcount is not to exceed 500 for each criterion, with all text in Arial 12, 1.5 spacing. In the event of running out of room in the box provided, you may continue at Annex B. This field is mandatory.)

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**\*Criterion 3: That the composition of the body and the arrangements for its governance and accountability are such that it can be relied upon to act independently and with integrity in its role as a designated body.**

The applicant should demonstrate this criterion by providing the following information:

* Details of the constitution of the body including its legal or statutory status, its board and/or management structure and affiliations to other bodies.
* The current list of directors (including non-executive directors), partners or principal officers of the organisation and any other person who could be said to exercise control of the body.
* At least two years of accounts or, where this is not possible, an explanation of why these accounts are not available.
* Details of any shareholdings in the organisation.
* Details of the sources and extent of funding of the organisation by other bodies including private enterprises.
* Relevant information about the past conduct of the individuals who manage or control the organisation.

Please fill in the box below and overleaf as to why the organisation fulfils this criterion. (Note that wordcount is not to exceed 500 for each criterion, with all text in Arial 12, 1.5 spacing. In the event of running out of room in the box provided, you may continue at Annex B. This field is mandatory.)

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**\*Criterion 4: That the body has the capability necessary to carry out its role as a designated body effectively.**

The applicant should demonstrate this criterion by:

* Showing that they have a body of staff (paid or unpaid) capable of producing high quality, evidence-based reports, as well as adequate provision for research.
* Providing examples of previous papers and research, which could be across a number of different areas or in relation to a particular issue.

Please fill in the box below and overleaf as to why the organisation fulfils this criterion. (Note that wordcount is not to exceed 500 for each criterion, with all text in Arial 12, 1.5 spacing. In the event of running out of room in the box provided, you may continue at Annex B. This field is mandatory.)

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**\*Criterion 5: That the body has made arrangements for the appropriate storage and handling of data that it may obtain in its role as a designated body.**

Applicants should demonstrate this criterion by:

* Providing a copy of their data handling policy.
* Showing that they have secure IT systems.
* Providing examples of when they have successfully shared sensitive data in the past.
* Applicants may also wish to provide details of any relevant training provided to staff within the organisation.

Please fill in the box below and overleaf as to why the organisation fulfils this criterion. (Note that wordcount is not to exceed 500 for each criterion, with all text in Arial 12, 1.5 spacing. In the event of running out of room in the box provided, you may continue at Annex B. This field is mandatory.)

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**\*Criterion 6: That the body can be relied upon to have regard to any guidance about the making of super-complaints which is given to designated bodies by His Majesty’s Chief Inspector of Constabulary, Fire and Rescue Services.**

Applicants should demonstrate this criterion by:

* Confirming a readiness and willingness to have regard to any guidance issued by HMICFRS on the making of super-complaints.

Please fill in the box below and overleaf as to why the organisation fulfils this criterion. (Note that wordcount is not to exceed 500 for each criterion, with all text in Arial 12, 1.5 spacing. In the event of running out of room in the box provided, you may continue at Annex B. This field is mandatory.)

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**\*Criterion 7: That the body is not a trade union or an association which represents the interests of members of a Service Police force.**

Applicants should demonstrate this criterion by:

* Confirming that they are not a Service Police association or trade union.

Please fill in the box below and overleaf as to why the organisation fulfils this criterion. (Note that wordcount is not to exceed 500 for each criterion, with all text in Arial 12, 1.5 spacing. In the event of running out of room in the box provided, you may continue at Annex B. This field is mandatory.)

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**\*Criterion 8: That the body would collaborate effectively with bodies which are not designated bodies but which are, or may be, aware of matters which could form the basis of a super-complaint and, where appropriate, make a super-complaint on the basis of matters raised with it by such bodies**.

Applicants should demonstrate this criterion by:

* Confirming that they are willing and able to act as a co-ordinating body for those who have collated evidence from the public – such as smaller charities, organisations or, in some cases, individuals.
* Providing previous examples of collaboration with other organisations and any existing networks with other bodies.

Please fill in the box below and overleaf as to why the organisation fulfils this criterion. (Note that wordcount is not to exceed 500 for each criterion, with all text in Arial 12, 1.5 spacing. In the event of running out of room in the box provided, you may continue at Annex B. This field is mandatory.)

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Section 3 – Confirmation by the organisation’s representative that the information provided is correct

I confirm the information that has been provided is truthful and accurate to the best of my knowledge.

\*Name:

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\*Role within the organisation:

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\*Signature:

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\*Date:

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Annex A – Documentation in support of the application

We want to make sure that your organisation has provided all the necessary information, in support of its application, to meet the criteria to become a designated body for the purpose of Service Police super-complaints. This annex enables you to list that documentation, stating which criteria it refers to. Supporting documents are to accompany the application in an electronic format. If the supporting documents are in hard copy, these are to be scanned, and the scanned version sent with the application form. We kindly ask that to assist us in processing your organisation’s application as carefully and quickly as possible, the supporting documents are given the correct number references as they appear in this Annex.

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| **Doc No**  **(to be used on supporting doc)** | **Document title and relevance** | **Criterion**  **1,2,3,4,5,6,7,8** |
| Example:  5 | Annual Report and Accounts 2014-15 | 3 |
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Annex B – Criterion (overspill)

Please use this section in the event there is insufficient space in the boxes provided in Section 2 of this application form. State clearly in the below box which criterion the given text refers back to. (All text in Arial 12, 1.5 spacing.)

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**End of form.**

1. Please note that the wordcount is 500 words per criteria, this excludes the additional documentation you may list at Annex A. [↑](#footnote-ref-1)