



**Devon and Cornwall Police and
Crime Panel**

c/o Plymouth City Council
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DEVON AND CORNWALL POLICE AND CRIME PANEL EXTRAORDINARY MEETING TO FOLLOW

Friday 18 August 2017
10.30 am
Council House (Next to the Civic Centre), Plymouth

Members:

Councillor Croad (Devon County Council), Chair
Councillor Batters (Cornwall Council), Vice Chair
Councillors Atherfold (Cornwall Council), Barker (Teignbridge District Council), Philippa Davey (Plymouth City Council), Downie (Plymouth City Council), Excell (Torbay Council), Hackett (Torridge District Council), James (Cornwall Council), Mathews (North Devon District Council), Nelhams (Isles of Scilly), Rule (Cornwall Council), Sanders (West Devon District Council), Mrs Squires (Mid Devon District Council), Sutton (Exeter City Council), Towill (Cornwall Council), Wingate (South Hams District Council) and Wright (East Devon District Council).

Independent Members:

Vacant (Devon) and Sarah Wakfer (Cornwall and Isles of Scilly).

Please find attached additional information in respect of agenda item number 4 (Treasurer).

Tracey Lee
Chief Executive

Devon and Cornwall Police and Crime Panel

4. Confirmation Hearings

(Pages 1 - 4)

The Panel will conduct confirmation hearings in respect of the proposed appointment of the Police and Crime Commissioner's selection of –

- Chief Executive and Monitoring Officer
- Treasurer

CURRICULUM VITAE**Nicola Allen****EMPLOYMENT HISTORY**

| Dates | Employer and Role | Key Duties and Responsibilities |
|------------------------------|--|--|
| Feb 2009 – to date | Devon County Council | |
| | <p>Original role as Principal Finance Manager for Children and Young People Services – a team of 70 FTE with a gross budget of approx. £700m.</p> <p>Following a restructure promoted to Assistant County Treasurer (Place) – a team of 40 FTE with a gross budget of £130m.</p> <p>Following a further restructure promoted to Senior Assistant County Treasurer (Accounting Service) – a team of 98 FTE with a gross budget of approximately £1.1 billion.</p> | <ul style="list-style-type: none"> • Manage and Lead a team providing financial advice and guidance to a service area. These functions include preparation, interpretation, reporting and presenting to various stakeholders, relevant committees and boards. To include:- <ul style="list-style-type: none"> ○ Medium Term Financial Strategy ○ In year budget monitoring ○ Budget Preparation ○ Closure of accounts ○ Statement of Accounts ○ Ad hoc advice and guidance ○ Performance monitoring ○ Lead on External Funding • Project based tasks. <ul style="list-style-type: none"> ○ Change and transformational projects across the Council. ○ Corporate representation/lead on cross cutting themes. ○ Assessment and evaluation of alternative delivery models. Including outsourcing. ○ Writing and evaluation of business cases for change. • Developing and leading on strategies to ensure budget reduction targets are achieved. • Value for Money projects. • Liaising with External Auditors and partners • Lead on efficiency work with contractors/partners across the service. • Risk Management and mitigation. • DCC Member Representative for the Exeter Science Park Company Limited. • Director on the Board of the Skypark Development Partnership. • Co-lead on corporate negotiating team. • Member of the corporate assurance team. • Finance Service lead for training and development. • Member of the Finance Leadership Group and service related Leadership Teams. • Financial modelling and sensitivity analysis. • Attendance at Cabinet, Scrutiny Committees and any other committee or board as required. • Contract tender evaluation. |
| June 2006 to Feb 2009 | Connexions Somerset Ltd | |

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| | Head of Corporate Services – a team of 20 FTE with a gross budget of £7m. | <ul style="list-style-type: none"> Services under this remit were: <ul style="list-style-type: none"> Finance Human Resources Legal ICT Premises Internal Audit Company Secretary Management information and Data Analysis (MIS) Support and advice to the Board of Directors on all corporate matters. Liaising with External Audit Medium term financial strategy. Cashflow and investment management. Member of the Corporate Leadership Team setting the direction and vision for the company. Negotiation and on-going monitoring of contracts with clients. Contract tender completion and submission. Day to Day management of all corporate services including the rationalisation of premises across the company. ICT development to enable agile working with sensitive data. MIS development to inform the needs of the business and overall strategy. |
| Oct 1999 to June 2006 | Mid Devon District Council | |
| | Finance Manager – a team of 15 FTE with a gross budget of £50m. | <ul style="list-style-type: none"> Finance management of all aspects of finance for the District Council. This function includes preparation, interpretation and presentation to various stakeholders e.g. External Auditor, Councillors and Senior Managers. Including: <ul style="list-style-type: none"> Medium Term Financial Strategy Budget Monitoring Budget Preparation Closure of Accounts Statement of Accounts Capital Programme Treasury Management Housing Revenue Account Legislation and regulation Council Tax setting Performance monitoring Project based tasks. <ul style="list-style-type: none"> Change and transformational projects across the Council. Corporate representation on cross cutting themes. Assessment and evaluation of alternative delivery models. Including outsourcing. Financial modelling. |
| June 1988 to Oct 1999 | Exeter City Council | |
| | Original role as Accountancy Assistant but | <ul style="list-style-type: none"> Financial support and advice to a service area. Systems reconciliation and administration. |

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| | during my period of employment promoted on various occasions to Assistant Accountant, Accountant and then finally to Senior Accountant | <ul style="list-style-type: none"> • Attendance at senior leadership meetings. • Project based task including: <ul style="list-style-type: none"> ○ Transformation ○ Changes to service delivery ○ Strategies for budget reductions |
| Aug 1983 to June 1988 | Higginson & Moore Chartered Accountants | |
| | Accountancy Assistant | <ul style="list-style-type: none"> • All aspects of accounts preparation for sole traders and limited companies. • VAT returns • Tax computations • Completion of tax returns |

QUALIFICATIONS

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| 2016 | Institute of Leadership and Management (ILM) | Leadership through Engagement - Level 7 Pass |
| 1999 | CIPFA | Full Membership |
| 1989 | AAT | Full Membership |

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