



Police and Crime Panel

7 July 2017

Report of the Interim Chief Executive of the Office of Police and Crime Commissioner

PROPOSED APPOINTMENT OF POLICE AND CRIME COMMISSIONER'S TREASURER

1. Executive Summary

The purpose of this report is to enable members of the Police and Crime Panel (the Panel) to consider the Police and Crime Commissioner's (PCC) proposed appointment of a Treasurer following receipt of a notice to retire from the current post-holder.

In doing so, the panel must satisfy itself that the preferred candidate selected by the PCC has the professional competence to undertake the role and has significant personal independence to be able to act operationally independent of the PCC.

The report provides an overview of the appointment process that was undertaken during in the Spring of 2017 by the PCC to select a preferred candidate.

Unfortunately the proposed candidate Nicola Allen will be in America on 7th July – as a result of a longstanding previous commitment. Ms Allen is available to take questions from the Police and Crime Panel via telephone during the 7th July Panel meeting. Alternatively if the Panel prefers we can seek to arrange a date following Ms Allen's return for her to attend in person.

2. Introduction and Background

In February 2017, Duncan Walton gave notice that he would retire in June 2017. The Treasurer post is a full-time position which also carries the responsibility for the police estate. The PCC and Chief Executive discussed the current and anticipated future requirements from this position, and considered a number of options which included the need for a full-time commitment, and the feasibility of a shared resource under the Strategic Alliance. Having given all options due consideration it was agreed that there was a clear business need to re-appoint a full-time Treasurer for the PCC in Devon and Cornwall.

The PCC must under the Police Reform and Social Responsibility Act 2011 (Act) notify the Panel of the preferred candidate for appointment as Treasurer. Schedule 1 paragraph 9 of the Act states that the PCC must provide the following information:

- a) The name of the person whom the PCC is proposing to appoint;
- b) The criteria used to assess the suitability of the candidate
- c) How the candidate satisfies these criteria; and
- d) The terms and conditions under which the candidate is to be appointed.

These matters are all addressed within this report.

Also provided for the Panel's consideration is an overview of:

- i) The recruitment, application and interview process;
- ii) Advert, job description and person specification;
- iii) The criteria used for assessment by the selection panel;

3. The recruitment process

3.1 Advertisement

The advertisement for the role of Treasurer was placed with Public Finance Jobs, where it was given a priority placement on-line for 4 weeks. The role was also advertised on the OPCCs website, the Police Intranet, and it was circulated to OPCC Treasurers via the Police and Crime Commissioners Treasurers Society (PACCTS) network. The closing date was Thursday 13th April 2017.

Prospective applicants were asked to complete an application form, evidencing the essential experience, specialist skills and knowledge as per the role profile, and a CV, personal statement and proof of relevant qualifications. The advert is appended at Appendix A.

3.2 Job Description and Person Specification

The job description and person specification are key documents in the appointment process. They set out clearly the expectations and requirements of the role. The job description and person specification were both reviewed and updated for this recruitment. (Appendix B)

3.3 Shortlisting

Nine applications were received. The shortlisting panel comprised the PCC, Treasurer and Police Force Human Resourcing Manager. Five candidates were short-listed for interview through a structured shortlisting process that assessed candidates against the essential knowledge, skills and experience in the role profile. One candidate withdrew prior to the interviews.

3.4 Selection Process

Shortlisted candidates were asked to pre-prepare a 20 minute presentation briefing for the PCC based on a case study provided at the invite to interview stage.

Candidates were also given the opportunity of an informal briefing with the Force Director of Finance and Resources prior to the formal interview.

The interviews took place at Middlemoor on the 3rd and 8th May, and comprised a 20 minute presentation followed by an interview of approximately 1 hour duration.

The Interview panel consisted of:

- Alison Hernandez, PCC
- Duncan Walton, Treasurer
- Mike Saltern, Independent Advisor to the PCC
- Mark Seymour, Alliance Audit Committee Member
- Teresa Cook, Police Force Human Resourcing Manager

4. Criteria, candidate and terms

4.1 Criteria for selection

Each candidate gave a presentation briefing to the panel based on a pre-read case study. The presentation was assessed against the following criteria:

- Communication and presentation skills
- Decision making
- Strategic financial management
- Use of resources
- Problem solving

The panel was given an opportunity to question the candidates on their presentation.

Candidates were then asked a set of agreed questions which comprised a mix of questions testing behavioural competencies as per the person specification, and technical financial questions.

Answers were assessed against the following criteria:

- Perspective of the role
- Strategic perspective
- Negotiating and influencing
- Respect for race and diversity
- Resilience
- Role related technical questions

4.2 Proposed Candidate

The proposed candidate, who also achieved the highest overall score, is Nicola Allen.

Nicola has extensive experience in finance having worked in this field since leaving full-time education. She has held a number of senior roles within public sector finance, and is currently the Senior Assistant County Treasurer for Devon County Council. Nicola is a qualified Accountant and member of CIPFA.

Given the requirement to work as the single financial advisor to the PCC Nicola has had experience at a wide ranging finance role in a district council which is complemented by experience gained in a more complex larger organisation. Her current role involves the management of over ninety staff and also brings her into contact with senior managers across the County Council as well as elected representatives.

Nicola has extensive experience of capital programme management and financing and she is currently engaged on work with the Exeter Science Park Company and Skypark, thus giving her familiarity with the strategic skills needed to oversee the PCCs estates function.

Other experience has been gained with Clinical Commissioning Groups and Children's Services which will assist with this aspect of the Treasurer's role.

4.3 Terms and Conditions of appointment

The appointment is offered on a permanent basis.

The salary range for the OPCC Treasurer was determined following a job evaluation exercise carried out by Hays in June 2013. The current salary range is £82,927 rising to £93,624 per annum. It is proposed that the appointment will commence at a starting salary of £82,927 per annum.

The annual leave entitlement is 38 days inclusive of bank holidays.

This role will require the post holder to travel to alternative locations on an ad hoc basis to undertake the role, travel expenses will be reimbursed and published in accordance with OPCC policy and statutory requirements.

Annual membership fees to CIPFA will be reimbursed.

The post holder will be eligible to enrol in the Local Government Pension Scheme.

There is continuous service with Devon County Council from 2009.

Further information can be found in the OPCC's HR policies which are published on the website at <http://www.devonandcornwall-pcc.gov.uk/information-hub/opcc-policies/>

5. Supplementary Information

Appendix A – Advertisement

Appendix B - Job description and person specification

6. Recommendation

It is recommended that the Police and Crime Panel considers the proposed appointment of Nicola Allen for the role of Treasurer to the PCC on the terms and conditions provided.

Contact for further information

Duncan Walton

Interim Chief Executive

Office of the Police and Crime Commissioner for Devon and Cornwall

nicola.long@devonandcornwall.pnn.police.uk

26 June 2017

Appendix A

Job Advertisement

Treasurer (Full-time, Exeter based)

Starting Salary £82,927 rising to £93,624 per annum

Alison Hernandez, the Police and Crime Commissioner for Devon and Cornwall, is seeking to recruit a Chief Financial Officer to ensure the proper financial administration of the OPCC, and to act as her principal financial advisor. The Treasurer is also the Section 151 Officer to the PCC.

You will be a strategic thinker and guide the PCC in determining a clear and effective long-term financial vision and strategy. Engaging with both internal and external partners and stakeholders, you will develop and implement the medium and long term financial plans for revenue and capital.

Reporting to the CEO, you will contribute to the effective delivery of the Police and Crime Plan through effective corporate management including strategy implementation, business and resource planning, risk management, performance management and value for money. You will also work closely with Estates professionals who are directly responsible to the PCC.

You will have a track record of operating at a senior level and making a positive contribution to the overall vision, values and financial strategies of a large and complex organisation, with proven ability of handling multi-million pound budgets. You will also have evidence of working within a legislative or compliance framework.

The ability to drive, or to travel around Devon, Cornwall and Dorset, to fulfil the duties of the post is essential.

Applicants must evidence the following essential experience, specialist skills and knowledge as per the role specification as the shortlisting process will be assessed against these criteria:

- Experience of operating at a senior level as a finance professional and making a positive contribution to the overall vision, values and financial strategies of a large and complex organisation.
- Experience of handling multi-million pound budgets with an ability to provide assistance to the PCC to set the budget, policing precept and capital programme.
- Experience of corporate risk management including the safeguarding of assets, risk avoidance and insurance.

- Experience of strategic financial planning and up to date knowledge of all aspects of financial management, standards and practices.
- Experience of authorising statutory accounts and associated grant funding.
- Experience of treasury management and internal audit

If you are a CCAB qualified accountant, with up to date knowledge of all aspects of financial management, an understanding of sound public authority financial practice and a desire to succeed in challenging times of financial and operational change, we welcome your application.

For further information about the requirements of the role, please contact Andrew White, Chief Executive on 01392 225547.

RECRUITMENT INFORMATION

The closing date for completed applications is close of business on Thursday 13th April 2017.

Interview and presentations are expected to take place in week commencing 1 May 2017 and will be held at the Office of the Police and Crime Commissioner, Andy Hocking House, Alderson Drive, Exeter, EX2 7RP.

To apply please complete an application form, evidencing the essential experience, specialist skills and knowledge as per the role specification, and return along with a CV, personal statement and proof of relevant qualifications to:

Resourcing@devonandcornwall.pnn.police.uk

Or by post to: People Services Department - Resourcing, Homer House, Devon and Cornwall Police, Middlemoor, Exeter, EX2 7HQ.

Further information can be found on our website at <http://www.devonandcornwall-pcc.gov.uk/About-Us/Recruitment.aspx> or by contacting Eleanor Tanner on 01392 225555.

This post is subject to a Confirmation Hearing by the Devon and Cornwall Police and Crime Panel.

Due to the nature of this role, it will be a condition of any appointment that the preferred candidate will be vetted to an enhanced level. In completing the application form, you are consenting for the OPCC to conduct such a check during the selection process.

Equality Commitment

The PCC is committed to equality and welcomes applications from suitably qualified people from all sections of the community. The PCC is keen to ensure that her office reflects the diversity of the communities we serve, but she also wishes to promote an office culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the office and enhance the way we work.

Political Restrictions

The Treasurer is a politically restricted post. The Local Government and Housing Act 1989 places an obligation on staff of the PCC to prepare a list of all posts which are regarded as politically restricted. The Act imposes restrictions on public political activity by the holders of such posts. All staff of the PCC, except for the Commissioner and the Deputy PCC are politically restricted. In summary, the restrictions imposed on post holders include:

- Becoming (whether by election or otherwise) or remaining a member of a Local Authority, of the National Assembly for Wales, of the European Parliament, or of the House of Commons, or a PCC.
- Announcing, or allowing others to announce, ones candidature for one of the aforementioned offices
- Holding office in a political party
- Canvassing at elections and
- Speaking or writing publically on matters of party political controversy.

A relocation package may be available. Details can be found here:

<http://www.devonandcornwall-pcc.gov.uk/Key-Documents/Policies-of-the-OPCC.aspx>

Appendix B

JOB PROFILE

Job title:-	Treasurer
Reporting to:-	Police and Crime Commissioner
Job purpose:-	This is a statutory role and the statutory responsibilities are set out in the Police Reform and Social Responsibility Act 2011 and sections 112 and 114 of the Local Government Act 1988.
	This role is the Section 151 Officer for the Police and Crime Commissioner for Devon and Cornwall.

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Principal Accountabilities

1. Act as the Chief Financial Officer to the PCC to ensure the proper financial administration of the OPCC, giving assistance in providing safe and efficient financial arrangements and to act as the principal financial adviser to the PCC.
2. Provide financial advice to the Police and Crime Commissioner on all aspects of activity including the strategic planning and policy making process.

3. Assist the Police and Crime Commissioner in seeking to obtain the best value for money.
4. Advise the Police and Crime Commissioner on financial probity.
5. Ensure that accurate, complete and timely financial management information is provided to the Police and Crime Commissioner and the Chief Constable.
6. Advise in consultation with the Chief Executive and the Chief Constable's Chief Financial Officer and the Director of Legal Services on the safeguarding of assets, including risk management and insurance.
7. Advise on budgetary matters including any consequent long term implications.
8. Ensure production of the group accounts.
9. Act as Interim Head of Estates and long term estates programme and funding advisor.

Dimension

- Ensuring adequate control of the OPCC's gross revenue budget of £283m (2016/17), and reserves and provisions of £71m. Strategy and management of overall lending and borrowings representing an average daily cash balance of £45m.
- Purchasing and directing financial support services from the Strategic Alliance Audit, Risk and Insurance service in the area of internal audit.
- Key liaison with the PCC, Chief Executive, Audit Committee, Chief Officer Group, external alliances, partners and agencies.
- The post has no direct line management of staff, a key dimension of the role is the need to work effectively with the Constabulary, and particularly the Constabulary's Director of Finance and Resources and her team.

Other

The post is based in Exeter. Travel within the Devon and Cornwall area of responsibility, Dorset and occasional wider meetings is a feature.

TREASURER

PERSON SPECIFICATION

CATEGORY	REQUIREMENTS	ESSENTIAL/ DESIRABLE
1. Education/ Training	1.1 Recognised CCAB qualification (the qualifications for the Chief Finance Officer are set out in section 113 of the Local Government Finance Act 1988).	E
	1.2 Higher education to degree level or equivalent, with evidence of continuous professional development.	D
2. Experience/ Knowledge	2.1 Experience of operating at a senior level as a finance professional and making a positive contribution to the overall vision, values and financial strategies of a large and complex organisation.	E
	2.2 Experience of handling multi-million pound budgets with an ability to provide assistance to the PCC to set the budget, policing precept and capital programme.	E
	2.3 Experience of corporate risk management including the safeguarding of assets, risk avoidance and insurance.	E
	2.4 Experience of strategic financial planning and up to date knowledge of all aspects of financial management, standards and practices.	E
	2.5 Experience of authorising statutory accounts and associated grant funding.	E
	2.6 Experience of treasury management and internal audit	E
	2.7 Experience operating as Chief Financial Officer with Section 151 responsibilities.	D
	2.8 Demonstrable ability to provide innovative approaches to financial management with specific emphasis on value for money.	D

CATEGORY	REQUIREMENTS	ESSENTIAL/ DESIRABLE
	2.9 Experience of commissioning and ensuring grants are effectively managed.	D
	2.10 A good understanding and appreciation of the challenges facing policing and the associated environment.	D
3. Skills/ Attributes (to be tested at interview)	3.1 Interpersonal skills and ability to work in partnership, able to command the respect of and manage effective professional relationships with the PCC, Chief Constable, Senior officers, colleagues and stakeholders at all levels.	E
	3.2 Excellent communication, advocacy, presentation and negotiating skills, both oral and written.	E
	3.3 A high level of literacy, numeracy, analytical and IT skills.	E
	3.4 An ability to analyse and synthesise complex information quickly, weigh up alternatives and make sound, timely decisions.	E
	3.5 Ability to embrace at a strategic level the concepts and principles of financial management and convert these into effective actions.	E
	3.6 Management skills necessary to define performance requirements, set clear, ambitious and achievable outcomes, monitor progress, and address under performance.	E
	3.7 A demonstrable ability to maximise the use of scarce resources, scrutinise, monitor and challenge the effectiveness of the use of resources.	E
	3.8 Highly developed and proven political awareness and sensitivity, persuasiveness and diplomatic skills, with an awareness of and sensitivity to the political implications of professional and managerial decisions.	E
	3.9 Outstanding organisational skills, with an ability to work to deadlines.	E
	3.10 A creative approach to problem solving, with a focus on achieving effective and pragmatic outcomes.	E
	3.11 Proactive commitment to the highest levels of professional conduct, integrity, equality, fairness and diversity.	E