



Proposed Appointment of Police & Crime Commissioner's Interim Chief Executive and Monitoring Officer

Summary

The purpose of this report is to enable members of the Police and Crime Panel (PCP) to consider the Police and Crime Commissioner's (PCCs) proposed appointment of a Chief Executive and Monitoring Officer (CEO) and to report back to the Commissioner.

The report provides an overview of the appointment process that was undertaken in November and December 2019 by the Commissioner to select a preferred candidate.

Background

The previous CEO, John Smith, resigned on 9 October 2019.

Schedule 1, paragraph 6, of the Police Reform and Social Responsibility Act 2011 (PR&SRA) states that "the Police & Crime Commissioner (PCC) must appoint a person to be the head of the commissioner's staff (referred to in this Part as the commissioner's chief executive)".

In addition, Schedule 1, paragraph 7 of the Act states that the PCC must appoint a person to act as Chief Executive, if and for as long as "that post is vacant".

The appointment term will be part-time on a 9 month fixed term contract. Secondments were also considered with written support of the employer. PCC elections will be held in May 2020 and the fixed term appointment is required to provide continuity of advice to the PCC and management of the OPCC team. The interim post will allow the elected PCC in May 2020 to appoint their own substantive Chief Executive Officer.

The PCC worked with HR advisers, the outgoing CEO and the Chief Finance Officer (CFO) to devise a recruitment process for the interim CEO post.

The Appointment process

The post was advertised as follows:

- A&S PCC website;
- PCC social media networks including Twitter, Facebook and LinkedIn;
- Guardian on-line listing;
- APCC website;
- APACE website;
- Via Business West contacts.

The advert is attached as Appendix A. The advertising campaign went live on 18 November 2019 and closed at 12 noon on 9 December.

Candidates were required to submit applications via a Competency-based Self-Assessment application form. Candidates were also asked to complete an Equality Monitoring form (in compliance with the Equality Act 2010).

Role Profile

The role profile defines what experience activities, skills and behavioural qualities or competencies are required to meet the demands of the role and for effective performance.

The role profile reflects the PCC's priorities and local requirements.

The APACE statement on the role of the Chief Executive and Monitoring Office of the PCC and the Police Reform and Social Responsibility Act 2011 were included in the application pack as reference material.

The seven Principles of Standards in Public life were included in the role profile.

The previous CEO job description was reviewed and other OPCC CEO job descriptions were also considered. The role profile is attached as Appendix B.

Appointment Panel

The Appointment Panel was convened by the PCC before any stage of the selection process took place. The panel members were as detailed:

- PCC Sue Mountstevens;
- Mark Simmonds, OPCC Chief Finance Officer;
- Independent Member – Councillor David Fothergill Leader of Somerset County Council

The Appointment Panel were asked to declare prior knowledge of any of the candidates.

Independent Member

Public appointments must be made on **merit, fairness and openness** in addition to the eligibility and legal requirements of the posts. An independent member was appointed by the PCC to ensure the selection and appointment process was conducted fairly. The independent member was asked to produce an endorsement of the appointment process. The statement is attached as Appendix C.

Applicants

The campaign attracted five candidates three male and two females.

Shortlisting

The applicants were assessed against an agreed appointment criteria and scored against a rating scale. The Avon and Somerset OPCC have a policy to interview all applicants declaring a disability who meet the minimum essential criteria and consider them on their abilities (in compliance with the Equality Act 2010).

The panel undertook a paper-sift of all candidates and a short list was agreed.

Selection

Each element of the selection process was related to evaluating the role profile and core competencies. The Bramshill rating scale was used to score the selection process. This is a 1-7 (+3 to -3) rating scale developed by the Police College to assess candidates for the Senior Police Staff Assessment Process for Strategic Command where a score of zero represents, “ a sound and acceptable performance. Candidates are required to score 0 or above in all areas to progress at selection stage.

There were three elements to the selection day:

1. Presentation. The brief was issued to the candidates in advance with the application pack. The candidates were asked to give a 10 minute presentation to the Appointment Panel.
2. Written test. The brief was issued to candidates on the day. Candidates were asked to prepare advice and a written response to a complaint letter (redacted). They were given 30 minutes to prepare their response.
3. Interview. A 45-minute interview where candidates were asked questions related to the essential experience and competencies identified for the role and their responses were evaluated against the relevant core competencies.

Stakeholder Panel meeting

Each candidate met with a Stakeholder panel directly after their interview. The meeting was 30 minutes in duration and the same set of questions were asked of each candidates. The Stakeholder panel members were:

- Two members of COG
- One member of OPCC SLT
- Two members of Police & Crime Panel

The Chair of the Stakeholder panel fed back any issues raised to the Appointment Panel.

Proposed Candidate

The Appointment Panel unanimously supported the PCC in her recommendation to the Police & Crime Panel that none of the candidates were appointable following the appointment process.

Therefore, the PCC is proposing to appoint Mark Simmonds as interim CEO and Monitoring Officer. Mark will continue to act as the 151 Officer.

Mark has been the CFO and 151 officer for over 9 years and he is more than capable of fulfilling this role. He will be provided with support by OPCC SLT to manage the additional workload and we are also exploring additional support on the monitoring and finance aspects of the role on a call off basis.

Confirmation Hearing

The Police Reform and Social Responsibility Act 2011 requires Police & Crime Panels to scrutinise senior appointments proposed by the PCC. Schedule 1 paragraph 9 defines senior appointments as the PCCs Chief Executive & Monitoring Officer, Chief Finance Officer and the Deputy PCC (if appointed). These are referred to as Schedule 1 appointments.

Under the Act, the PCC must notify the Police & Crime Panel of their preferred candidate for appointment as Interim Chief Executive and Monitoring Officer. The Police & Crime Panel must hold a confirmation hearing and provide a report to the PCC regarding the proposed appointment.

Schedule 8 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 and how the candidate satisfies these criteria; and
- c) The terms and conditions under which the candidate is to be appointed.

This information is set out in this report, to assist the PCP in considering the proposed appointment. In addition, this report provides the following information:-

1. A summary of the appointment, application and selection process;
2. Role profile.



Sue Mountstevens
Police and Crime Commissioner for Avon and Somerset

Attached:

- Appendix A – Interim CEO advert
- Appendix B – Interim CEO role profile
- Appendix C – Independent Member statement
- Appendix D – Terms and Conditions of Appointment