

20<sup>th</sup> December 2019

Mark Simmonds

Dear Mark

As discussed and agreed on 19<sup>th</sup> December 2019, thank you for stepping forward to be the Interim CEO of the Office of Police & Crime Commissioner. Subject to the outcome of the Police and Crime Panel confirmation hearing, this new responsibility will start on the 9<sup>th</sup> January 2020.

I am confident that you have all the required attributes and experience to lead the team through the PCC Election period and to continue the key initiatives and priorities set out in my Police and Crime Plan.

This letter sets out the terms and conditions for this interim CEO appointment and is a contractual variation to your existing terms of employment.

**CEO role**

You will be the CEO and Monitoring Officer for the PCC and will lead the OPCC team to deliver my priorities.

**Term**

The interim CEO appointment is for a period of 9 months commencing 9<sup>th</sup> January 2020. At the end of the interim period you will return to your role as CFO to the PCC of Avon & Somerset

**Salary**

Your salary will increase to £84,679 for the period of your appointments as interim CEO and you will return to your current salary at the end of the interim period when you return to your current role of CFO to the PCC.

**Other contract terms**

Your other existing contractual terms are unchanged.

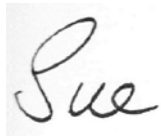
**S151 duties and workload**

You will continue to be my S151 officer during this interim period. We will agree increased support for you from the Constabulary Finance team.

I recognise the workload of acting as CEO and S151 and we have agreed that you will be supported by the wider OPCC team during this interim period. You will review the work of the previous CEO and we will agree an allocation of tasks between you and the senior OPCC team. In addition we will seek to secure an advisory service to be available for you on a call off basis from an experienced former PCC CEO should you need more expert legal/constitutional advice with respect to your Monitoring Officer responsibilities.

Thank you for your continued commitment to the work of the PCC and the OPCC team and I look forward to working with you over the coming months.

Yours sincerely



**Sue Mountstevens**

Police and Crime Commissioner  
for Avon and Somerset