



Proposed Appointment of Police & Crime Commissioner's Interim Chief Finance 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 Finance Officer (CFO) and to report back to the Commissioner.

The report provides an overview of the appointment process that was undertaken in April and May 2020 by the Commissioner to select a preferred candidate.

Background

The previous CFO, Mark Simmonds, is currently the interim CEO and Nick Adams, the Constabulary's Chief Officer - Finance, Resources and Innovation, has been covering the role of Interim Section 151 Officer for the Police & Crime Commissioner.

Schedule 1, paragraph 6, of the Police Reform and Social Responsibility Act 2011 (PR&SRA) states that "the Police & Crime Commissioner (PCC) must comply with paragraphs 9 to 12 in appointing the commissioner's chief finance officer.

The appointment term will be part-time on an 18 month fixed term contract. PCC elections will be held in May 2021 and the fixed term appointment is required to provide continuity of advice to the PCC and undertake the statutory role of the chief financial officer to the PCC for the purpose of section 151 of the Local Government Act 1972, sections 112 & 114 of the Local Government Finance Act 1988 and Accounts and Audit Regulations. The interim post will allow the elected PCC in May 2021 to appoint their own substantive Chief Officers.

The PCC worked with HR advisers and the interim CEO to devise a recruitment process for the interim CFO post. The vacancy was advertised via Hays Recruitment specialists.

The Appointment process

The post was promoted via a range of Hays recruitment sites including LinkedIn, database searches and candidates relationships.

Candidates were required to submit CV's and covering letters.

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

The role profile is attached.

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:

- Mark Simmonds, OPCC Chief Finance Officer and Chair of the panel;
- Nick Adams, Avon and Somerset Constabulary Chief Officer - Finance, Resources and Innovation
- Jude Ferguson, Chair of the Joint Audit Committee and Independent Member

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.

Applicants

The campaign attracted eight candidates seven male and one female.

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 4 (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 invitation to interview. The candidates were asked to give a 10 minute presentation to the Appointment Panel.
2. 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.

Proposed Candidate

The Appointment Panel unanimously supported the Chair in his recommendation to the Police & Crime Commissioner that Paul Butler was appointable following the appointment process.

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 Finance 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 sets out additional information to assist the PCP:

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



Sue Mountstevens
Police and Crime Commissioner for Avon and Somerset

Attached:

Interim CFO advert

Interim CEO role profile

Independent Member statement