



## **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 February and March 2021 by the Commissioner to select a preferred candidate.

### **Background**

An appointment process was held to recruit an Interim Chief Executive and Monitoring Officer following the resignation of the current interim CEO.

The current Interim CEO (Mark Simmonds) will leave the CEO post on 30th April 2021.

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 new Interim CEO will address the statutory requirements and will lead the OPCC team through the imminent PCC election process.

The appointment term proposed is a full time post for a 6 month fixed term contract. PCC elections will be held in May 2021 and the fixed term appointment is proposed to provide continuity of advice to the current PCC and then the new PCC and provide continuity of management of the OPCC team through this period.

The interim post will provide continuity of leadership to the OPCC and the new PCC and allow sufficient time for the PCC elected in May 2021 to appoint their own substantive Chief Executive Officer later in 2021.

The timing of this vacancy, so close to the OPCC election, means that the emphasis of the role is on providing continuity and stability and ensuring that monitoring officer duties are fulfilled, until a substantive appointment is made by the new PCC.

The PCC worked with HR advisers and the outgoing CEO to devise a recruitment process for the interim CEO post.

### **The Appointment process**

The post was advertised internally. The vacancy was advertised within the OPCC and on the ASC internal vacancy page.

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 and the OPCC mission, vision and values were included in the role profile.

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;
- Kate Watson, OPCC Office and HR Manager;
- Dan Wood, Avon & Somerset Constabulary, Chief Officer - People and Organisational Development;
- Councillor Asher Craig Asher Deputy Mayor (Communities, Equalities & Public Health) 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 as Appendix C.

### **Applicants**

The campaign attracted 2 applications.

## **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, via Teams, of all candidates and a short list was agreed.

Cllr Alistair Singleton, Police & Crime Panel member observed the shortlisting process.

## **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 provide a written response. 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.

The selection day was conducted virtually via Teams.

Cllr Alistair Singleton, Police & Crime Panel member observed the shortlisting process.

## **Proposed Candidate**

The Appointment Panel unanimously supported the PCC in her recommendation to the Police & Crime Panel that **Sally Fox** be appointed.

## **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 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  
18 March 2021

**Attached:**

- Appendix A – Interim CEO advert
- Appendix B – Interim CEO role profile
- Appendix C – Independent Member statement