



**Avon and Somerset Police and Crime Panel
26th April 2022**

Proposed Appointment of a permanent Chief of 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 permanent Chief Finance Officer (CFO) and to report back to the Commissioner.

The report provides an overview of the appointment process that was undertaken in January to March 2022 by the Commissioner to select a preferred candidate.

Background

The current Interim CFO, Paul Butler, is in post until the end of June 2022.

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 responsible for the proper administration of the commissioner's financial affairs (referred to in this Part as the commissioner's chief finance officer).

The appointment term will be permanent.

The Appointment process

The post was advertised as follows:

- PCC website, Linked-in and social media;
- Via PCCs network of contacts;
- Via Local Authority Leaders;
- Via the Police & Crime Panel;
- Via Stepping Up and other diverse community contacts;
- Via ASC BME and Staff Support – external links including BPA and DPA;
- Via SIAG Chair;
- Guardian on-line platform;
- LA CEO's;
- Other OPCC CEOs;
- APCC and APACE;
- Via PACCTS members

The advert is included as part of the document bundle. The advertising campaign went live week commencing 31 January and closed at 12 noon on 28 February.

Candidates were required to submit applications via a 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 defined what personal qualities, experience, qualifications, skills and 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 as were the OPCC's Mission, Vision and Values.

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 Shelford, Police & Crime Commissioner;
- Alice Ripley, OPCC Chief of Staff;
- Nicola Allen, Devon & Cornwall CFO and SW regional lead.

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 part of the document bundle.

Applicants

The campaign attracted three candidates and all candidates were male.

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 blind paper-sift of all candidates and a short list was agreed. The shortlisting was conducted virtually via Teams.

Two members of the PCP 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 two 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. 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 interviews were held in person at police HQ, Portishead. Two candidates were interviewed as one candidate withdrew prior to interview for personal reasons.

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

Two members of the PCP observed the shortlisting process.

Proposed Candidate

The Appointment Panel agreed that Paul Butler displayed the appropriate levels of knowledge and skills and demonstrated strongest suitability against the selection criteria to make him an appointable candidate.

My recommendation to the Police & Crime Panel is that **Paul Butler** be appointed as Chief Finance Officer, subject to a confirmation hearing.

Confirmation Hearing

Under Schedule 1, paragraph 9, of the Act, the Police and Crime Commissioner must notify the Police and Crime Panel (“the Panel”) of his/her proposed appointment to the post of ‘Chief Finance Officer’.

The Commissioner must also notify the Panel of the following information:

- The name of the person whom the commissioner is proposing to appoint.
- The criteria used to assess the suitability of the candidate for the appointment.
- Why the candidate satisfies those criteria.
- The terms and conditions on which the candidate is to be appointed.

Under paragraph 10 of Schedule 1, the Panel must review the proposed appointment and make a report to the Commissioner on the proposed appointment, including a recommendation to the Commissioner as to whether the candidate should be appointed, within a period of three weeks beginning with the day on which the Panel receives notification from the Commissioner of the proposed appointment. The confirmation hearing is scheduled for 26 April 2022.

This information is set out in this report, to assist the PCP in considering the proposed appointment.

Fare Thee Well

A handwritten signature in black ink, appearing to read 'Mark', with a long horizontal flourish extending to the left.

Mark Shelford

Police and Crime Commissioner for Avon and Somerset