

POLICE AND CRIME COMMISSIONER FOR LEICESTERSHIRE POLICE & CRIME PANEL – CONFIRMATION HEARING

PAPER MARKED

Report of	POLICE & CRIME COMMISSIONER
Date	TUESDAY 5 DECEMBER 2017 – 10.00 A.M.
Subject	APPOINTMENT OF CHIEF EXECUTIVE OFFICER FOR THE OFFICE OF THE POLICE AND CRIME COMMISSIONER
Author :	EXECUTIVE DIRECTOR

Purpose of Report

1. To provide background information to the Police and Crime Panel on the appointment process leading to the selection of Mr Paul Hindson as the preferred candidate for the role of Chief Executive Officer (CFO) for the Office of the Police and Crime Commissioner (OPCC).

Recommendation

2. The Panel are asked to endorse the appointment of Mr Paul Hindson as the Chief Executive Officer for the OPCC.

Background

3. The Police Reform and Social Responsibility Act 2011, Schedule 1, states that a Police and Crime Commissioner must appoint a person to be the head of the Commissioner's staff, referred to as the Commissioner's Chief Executive. Therefore there is a statutory requirement for this post within the Commissioner's office.
4. The Police and Crime Commissioner must notify the Police and Crime Panel of the proposed appointment of a Chief Executive and must provide the following information:-
 - The name of the person whom the Commissioner is proposing to appoint ('the candidate').
 - 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.
5. Once notified the Police and Crime Panel must hold a Confirmation Hearing to review the proposed appointment following which the Panel must make a report to the Police and Crime Commissioner on the proposed appointment.
6. The report must include a recommendation to the Police and Crime Commissioner as to whether or not the candidate should be appointed. The Police and Crime Commissioner may accept or reject the Panel's recommendation as to whether or not the candidate

should be appointed. The Commissioner must notify the panel of his decision whether or not to accept or reject the recommendation.

Recruitment Process

7. The role of Chief Executive Officer became vacant in February 2017. At that time the Police and Crime Commissioner considered the person specification and role description for the post of Chief Executive. Some minor amendments were made to the person specification which sets out the skills, knowledge and experience required. The amendments made expanded the criteria for previous work experience to attract a wider breadth of candidates from both the public and private sector. Copies of the person specification and role description are attached at APPENDIX 'A' to the report.
8. The recruitment process itself consisted of three elements to provide an in-depth assessment of each candidate. The three separate parts of the process were as follows:

On line Psychometric Test

An online psychometric test was provided by an external company procured through the Force Human Resources Department. The company specialise in talent measurement and report on each candidate in respect of their relevant competencies for the role. The tests identified each candidate's key competencies following a series of questions relating to vision and strategy, networking, people management, organisational awareness, analysis and judgement and effective communication. Assessments were also made in relation to numerical reasoning, verbal reasoning and inductive-logical thinking.

Community Panel

A community panel was convened to meet with each individual candidate to discuss with them how they would work together with partners, their knowledge and understanding of the importance of diversity and equality to the Commissioner's work and their leadership and management style. Panel members were:-

- Jane Moore, Assistant Director, Education and Early Help, (Leicestershire County Council) - (Chair of the Panel)
- Chris Traill, (Strategic Director for Neighbourhoods and Community Wellbeing, (Charnwood Borough Council)
- Iris Lightfoote, Chief Executive Officer, (The Equality Centre, Leicester)
- Chris Hanrahan, UNISON Branch Secretary
- Daxa Pancholi, Head of Community Safety, (Leicester City Council)
- Chief Superintendent Andy Lee, Leicestershire Police (replaced by Supt Jonny Starbuck for the second process undertaken).

The composite views of the Panel on each candidate were fed back to the interview Panel by the Chair following the conclusion of all the formal interviews. The views of the Panel were taken into account prior to the final decision being made.

Formal Interview

The formal interview panel consisted of Lord Willy Bach, Police and Crime Commissioner, Kirk Master, Deputy Police and Crime Commissioner, Roger Bannister, Deputy Chief Constable, Ali Naylor, Assistant Chief Officer for Human Resources and Lynne Richards, member of the Commissioner's Ethics, Integrity and Complaints Committee.

Recruitment Process

9. A first round recruitment process commenced on 31 March 2017 with interviews being held on 27 July 2017. As no appointment was made at that time a second round process was implemented following exactly the same format at the first process. The second round

commenced on 2 August 2017 with interviews being held on 29 September 2017. A copy of the advertisement for the role is attached at APPENDIX 'B'.

First Round Process

10. The advertisement for the post was placed in the Guardian newspaper, on the Police and Crime Commissioner's website, Jobs Go Public, Indeed, social media including Facebook, Twitter and LinkedIn, through Local Authorities and via the Association of Police and Crime Commissioners for dissemination to OPCC's nationally. A copy of the advertisement is attached at APPENDIX 'B'. In total 17 applications were received and following shortlisting 5 applicants were selected for interview. At the conclusion of the formal interviews, the Commissioner, in discussion with the interview panel, made the decision not to make an appointment to the role of Chief Executive at that time.

Second Round Process

11. A second round recruitment process implemented which followed the same format as previously implemented with the exception that the advertisement was not placed in the Guardian newspaper and a change of membership of the Community Panel with Chief Superintendent Andy Lee being replaced by Supt Jonny Starbuck. Following the conclusion of the formal interviews the decision of the Commissioner, in discussion with the interview panel, was to propose to the Police and Crime Panel that Mr Paul Hindson be the preferred candidate for the role.

How the Successful Candidate Satisfied the Criteria for the Role

12. Candidates were assessed against the criteria set out in the person specification and the role description. In addition to the on-line psychometric tests and the community panel discussions formal interview questions were designed to seek evidence of:-
- political awareness
 - experience and knowledge of managing organisational change and culture
 - examples of improving performance resulting in value for money
 - skills and attributes in leading a team to successfully deliver corporate objectives
 - taking an effective lead in partnership arrangements
 - evidence of using discretion wisely and challenging the status quo
 - demonstrating integrity and transparency of working practices
 - balancing costs, risks and benefits in all decisions and thinking about the wider impact
 - Leading and testing new complex initiatives involving multiple stakeholders.
 - Evidence of inspiring others to deliver challenging goals.
 - Recognising and valuing diversity and challenging intolerance
13. The proposed candidate was selected as a result of successfully completing all aspects of the recruitment process.

Proposed Candidate

14. The process concluded that the candidate now recommended to the Panel, Mr Paul Hindson, was the most suitable for the role of Chief Executive Officer. Mr Hindson has vast previous experience of working with the Ministry of Justice, the Home Office and the Probation Service. He is a Director of a private company that supports initiatives to drive transformation, develop innovation, improve quality and enhance community engagement. This work has included liaising with Police and Crime Commissioners and the Association of Police and Crime Commissioners to assist in their influence over the Transforming Rehabilitation contract. Previous to this Mr Hindson undertook the role of Managing Director of Justice Working Links for 2 years being responsible for the delivery of all justice services nationally and for the transformation of existing justice services in Community Rehabilitation Companies across Wales and the South West of England in line with the

contractual requirement of the Ministry of Justice. Prior to this Mr Hindson held the position of Director of Community Solutions Interserve being responsible for the development of community based justice services. Other roles previously undertaken by Mr Hindson include Regional Manager for Probation Services – East Midlands, Lead for development of offender management service specifications for the Ministry of Justice, Head of Offender Management and Assistant Chief Officer for Leicestershire and Rutland Probation Area.

15. Mr Hindson submitted an application that demonstrated the breadth of experience against the criteria in the person specification and the role description. He was proposed as the preferred candidate by the Community Panel and his performance in the psychometric tests and at interview resulted in him being judged as the most suitable candidate for the role.

Terms and Conditions of Appointment

16. The Chief Executive post is a 'chief officer' grade on a spot salary of £75,000 per annum. The post is full time and is a permanent appointment as opposed to a contractual arrangement, as such, this appointment will attract other emoluments such as pension contributions and annual leave based on standard terms in line with any entitlements built up in previous public sector roles. Business travel costs by personal car will be reimbursed at the casual user rate. This post does not benefit from a provided vehicle. The terms and conditions for the role at attached at APPENDIX 'C'.

Conclusion

17. The role of the Chief Executive Officer within the OPCC is a critical one. This is not only in terms of strategic leadership but also of leading a team to deliver the Police and Crime Plan and to engage with key partners to achieve that aim.
18. Through a rigorous recruitment process Mr Hindson has proved himself to be exceptionally qualified and experienced and has demonstrated that he would be a good fit for the OPCC team. From a strong field of applicants, with a wide range of backgrounds, Mr Hindson stood out as being an excellent candidate whose skills and experience will be key to strategically leading the OPCC and supporting the Commissioner and delivering his aims and objectives.

Implications

- Financial There are no direct financial implications of this report, which does, however, set out the financial consequences of the appointment being proposed - £75,000 per annum plus on costs.
- Legal It is a legal requirement that the OPCC has a CEO.
- Equality Equality and diversity considerations were applied throughout the recruitment
Implications process. All candidates were able to request reasonable adjustments. The approach has allowed the OPCC to meet their equality duties, of eliminating discrimination, harassment and victimisation, advancing equality of opportunity and fostering good relations.

Equality monitoring data from both rounds

<u>First Round</u>		<u>Second Round</u>			
Male	8	Male	5	Sikh	1
Female	4	Female	4	Hindu	1
White British	10	White British	6	Christian	3
White Irish	1	Indian	2	Age:	
Indian	1	Disabled	0	30-39	1

Not Stated	5	Non religious	3	40-49	5
Christian	3			50-59	3
Sikh	1				
Non religious	4				
Age:					
30-39	1				
40-49	5				
50-59	3				

Risks and Impact Not recruiting a suitably qualified CEO would present a significant risk to the OPCC. The appointment recommended in this report will overcome that risk and will equip the OPCC to manage strategic direction, planning and performance risks.

Link to Police and Crime Plan The postholder will set the strategic direction to deliver the Police and Crime Plan.

List of Appendices

Appendix A – job description and person specification.

Appendix B – job advertisement.

Appendix C – terms and conditions.

Background Papers

Police Reform and Social Responsibility Act 2011.

PCC file PCC/13/F

APPENDIX 'A'**PERSON SPECIFICATION**

Area:	Office of Police & Crime Commissioner	Job Title:	Chief Executive Monitoring Officer	Weekly Hours:	37
Section:	OPCC	Scale:	£75,000 p.a. Spot salary	Version:	1
Post No:	PC018	Status:	Permanent	Version Date:	8/3/17

Please describe in your covering letter, with example(s) how you feel you meet each of the numbered essential criteria, and where possible the desirable criteria, below.

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
<i>Justifiable as necessary for safe and effective performance of the job.</i>	<i>A clear definition of the necessary criteria.</i>	<i>Where available, elements that contribute to improved / immediate performance in the job.</i>
Education:	1. To hold a degree or equivalent in a subject relevant to the role.	1. To hold a postgraduate qualification e.g. MBA, MSc or equivalent
Work Experience:	2. To evidence previous operational experience working at Chief Officer level. 3. Detailed understanding of legislative frameworks, corporate governance and undertaking statutory responsibilities. 4. Proven track record of managing change successfully and delivering improved performance and value for money. 5. Proven experience of building effective relationships with a wide range of individuals, stakeholders and partner agencies. 6. Record of translating long-term strategic ambitions into action plans and the implementation of those plans. 7. Evidence of leading equalities and diversity compliance.	2. To have an understanding of current issues within policing in England and Wales. 3. To have knowledge and expertise across the policy environment in which the Commissioner operates.

<p>Personal / Interpersonal Skills, Aptitudes:</p>	<ol style="list-style-type: none"> 8. Strong leadership and interpersonal skills gained in a senior management role. 9. Ability to think independently, strategically and flexibly, taking a long-term perspective. 10. Ability to assimilate complex information quickly, weigh up alternatives and make sound, timely decisions. 11. Proactive commitment to fairness and diversity and to high standards of professional conduct. 12. High standards of ethical behaviour, probity, integrity, honesty and responsibility 13. Highly developed and proven political awareness and sensitivity. 14. Highly developed skills in persuasion, influence, negotiation, management and communication. 	
<p>Special Skills:</p>	<ol style="list-style-type: none"> 15. Understanding of managing a department within a strict legislative framework. 16. Demonstrate experience of managing reputational risk within a political environment. 17. Have a proven track record of taking collaborative approach to achieving priorities and objectives to a successful conclusion. 	



**POLICE & CRIME
COMMISSIONER
for Leicestershire**

Prevention | Partnership | Protection

ROLE DESCRIPTION

Job title:	Chief Executive & Monitoring Officer
Post no:	PC018
Scale:	£75,000 (spot salary) Chief Officer Grade
Hours	37 per week Due to the nature of the role, the post holder will be required to be flexible in the hours worked and their availability. It is expected that a small proportion of duties will take place during evenings and at weekends for which no additional recompense is provided.
Location	Leicestershire Police Headquarters, Enderby, Leicestershire
Reports to:	Police & Crime Commissioner (PCC)
Responsible for:	Executive Director, Finance Director, Communications and Partnerships Manager
Contacts:	<p>Internal: Police and Crime Commissioner, Deputy Police and Crime Commissioner, Advisers to the Commissioner, Finance Director to the PCC, all staff of the Office of PCC, Senior staff members and officers of the Leicestershire Police</p> <p>External: Members of the Police and Crime Panel, Senior officers of Leicester City Council, Leicestershire County Council and Rutland County Council. Senior politicians and officers of District and Borough Councils within the Force area. Members of Parliament, Senior officers of other Police Forces, Senior officers of Police and Crime Commissioners both regionally and locally, APCC, NPCC, College of Policing, Home Office, CPS, Ministry of Justice, HMIC, IPCC, Local Government Association, Health bodies, Probation Service, Voluntary Sector, News media, Members of the public, Stakeholders/partners/service providers.</p>
Purpose of the role	To discharge the statutory defined duties of the Chief Executive Officer of the Police and Crime Commissioner as set out by the Police Reform and Social Responsibility Act 2011; including being the head of paid service and exercising the role of Monitoring Officer and ensuring an efficient and effective office of the PCC.

Key Accountabilities	<ol style="list-style-type: none"> 1. Carry out duties of Chief Executive Officer and Monitoring Officer and act as Head of Paid Staff appointed under the Police and Social Reform Act 2011. 2. To undertake the role of Monitoring Officer and notify designated officers/bodies of any illegality or maladministration in relation to the business of the Police and crime Commissioner. 3. In conjunction with the OPCC's Section 151 officer ensure propriety in the conduct of the PCC's business including appropriate governance arrangements for contracts and tendering processes, the management of strategic risk and information management. 4. Ensure PCC's compliance with the Code of Conduct and maintenance of appropriate standards 5. Ensure provision of appropriate and timely advice and briefings to the PCC. 6. To provide leadership, strategic direction, and support to the Police and Crime Commissioner in his/her statutory duty to secure an efficient and effective police service for Leicester, Leicestershire and Rutland. 7. Provide clear and visible leadership to the Office of PCC including staff development and training and work directly to the Commissioner in relation to personal objectives and development. 8. Develop and maintain external relationships at a senior executive and political level with partners, organisations and stakeholders. 9. To oversee arrangements for the appointment of Chief Constable including terms and conditions and matters relating to complaints and discipline. 10. Be the Data Controller for the OPCC. 11. Ensure the organisation fully meets its statutory and other obligations including the maintenance of formal records and processes.
Strategic Accountabilities	<ol style="list-style-type: none"> 12. Develop and maintain effective relationships with the Chief Constable, other members of the Command Team and the Force in general, to ensure that the PCC's statutory duties are met. 13. To engage with a wide range of stakeholders to ensure the delivery of the Police and Crime Plan and community safety programmes that meet the objectives of all partners. 14. To distill and disseminate relevant information and advice to the PCC to enable him/her to challenge, where appropriate, the Force's strategic performance. 15. To be the strategic lead for partnership working. 16. To support the PCC in ensuring that policing in Leicestershire is accountable to local people through the development and implementation of effective communication, consultation and community engagement strategies and plans. 17. Ensure the provision of an effective, co-ordinated public relations service to enhance public understanding and awareness of the role and responsibilities of the PCC. 18. To support the PCC to increase his/her influence and profile locally, regionally and nationally. 19. To establish effective working relationships at a local, regional and national level.

	<p>20. To advise the PCC and be the strategic lead for regional collaboration ensuring appropriate governance is applied.</p> <p>21. To continue to strive for continuous improvement regarding efficiency and effectiveness of the Office of Police and Crime Commissioner.</p> <p>22. Support the efficient and effective delivery of the Police and Crime Plan together with any associated delivery plans, including the business plans for the work of the office.</p> <p>23. To develop a strong and effective relationship with the Police and Crime Panel and service its requirements to enable it to properly discharge its statutory functions.</p> <p>24. Develop and maintain mechanisms for commissioning services from external organisations to meet emerging needs.</p> <p>25. Ensure proper and adequate independent legal advice is obtained where appropriate.</p> <p>26. Ensure that the Office of Police and Crime Commissioner performs its equalities and diversity duties and responsibilities.</p>
Administration:	<p>27. Ensure that the PCC operates effective corporate governance and business arrangements, regularly reviewing systems and structures to deliver continuous improvement.</p> <p>28. Ensure that the OPCC staffing structure, processes and procedures are reviewed and designed to facilitate the provision of effective and high quality administration services.</p>
General	<p>29. Actively promote equality of opportunity, proactively work towards eliminating discrimination and promote good relations between all groups of people.</p> <p>30. Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.</p> <p>31. This role description should develop along with the changing demands of policing reflected in the PCC's objectives and priorities.</p> <p>32. Be flexible in terms of working location and be prepared to, when required, work and travel nationally to fulfil the duties of this role.</p>
Political Restrictions	<ul style="list-style-type: none"> • This post has been identified as being politically restricted under the Local Government and Housing Act 1989 as amended by the Local Democracy, Economic, Development and Construction Act 2009. Further guidance regarding these restrictions is contained in the Police Staff Council Terms and Conditions of Service, Section 3, 8.1, Politically Restricted Posts, accessible on the intranet, HR Website. • The post holder's freedom to act is prescribed by the appropriate statutes and regulations by which the Office of Police and Crime Commissioner is bound.

Contract Type:	Permanent		
Date of last Job Evaluation Exercise:	N/A		
Training Requirements:	To be discussed with successful applicant on appointment.		
PDR Activities and Behaviours:			
Car User:	Yes / No	Allowance {per mile / day etc}:	45p per mile
Budgetary Management:	Yes / No	Authority to £ Value:	
People Management:	Yes / No	Total Number & Level:	17
Post Funding Method:			
Owner/source of Funding:			
IT Systems Required:			
Skills Required:			
Health tests required:			
Risk Assessment:	Yes / No		
Job Evaluation:	Yes / No		
Security Check Level: (strikethrough checks NOT required)	RV, SC, EV1, DV, NPPV1, NPPV2, NPPV3		
Additional Information:			

ADVERTISEMENT

Chief Executive and Monitoring Officer

£75,000 p.a.

Leicestershire's Police and Crime Commissioner, Lord Willy Bach, is seeking to recruit a Chief Executive to work with him to ensure delivery of his vision, strategies and identified priorities. The Chief Executive is also the Monitoring Officer with responsibilities for the legal decisions of the Commissioner.

You will be a strategic thinker and guide the Office of the Police and Crime Commissioner in developing a clear and effective long-term vision and strategy. Engaging with both internal and external partners and stakeholders, you will develop and implement effective engagement with all sections of the community.

Reporting to the Commissioner, you will contribute to the effective delivery of the Police and Crime Plan and be accountable for service delivery at local, regional and national level. You will have a track record of success at a strategic level in one or more organisations and have evidence of working within a legislative or compliance framework.

The ability to travel around the county, to fulfil the duties of the post, is essential.

If you are an excellent staff leader and have a desire to succeed in challenging times, with the ability to form good working relationships please view the attached link for details of how to apply.

Closing Date for applications:




Interview Date:

Application pack: <http://www.leics.pcc.police.uk/Home.aspx>

**OFFICE OF THE POLICE AND CRIME COMMISSIONER
FOR LEICESTERSHIRE**

CONTRACT OF EMPLOYMENT

KEY TO SYMBOLS:

-  Full Policy Documents/information available for inspection on the Force Intranet or via Area/Departmental HR Officer.
-  Documents to sign and return
-  Reference literature enclosed.

HOURS OF DUTY

Your hours of work will be 37 per week. The normal core hours of duty are 8.30 am to 5.00 pm Monday to Thursday, 8.30 am to 4.30 pm Friday, with one hour for lunch. These standard hours may be varied in agreement with your line manager.

Due to the nature of the post some additional and out of hours working may be necessary to satisfactorily accomplish the requirements of the role, for which you will receive no additional remuneration.

CONFIRMATION HEARING

You will need to attend the Police and Crime Panel for a confirmation hearing, to confirm your appointment to the post.

SALARY

Your salary on appointment will be a spot salary of £75,000 per annum.

METHOD OF PAYMENT

Your salary will be paid monthly by credit transfer to a Bank or Building Society. Payment will usually be made on the penultimate working day of each month.

INCREMENTAL PROGRESSION

If applicable, annual increments will normally be payable on the 1st of April each year until the maximum of the salary scale is reached. Where employment commences between 1 October and 31 March (inclusive), the first salary increment is normally payable following six months service. Thereafter the 1st April will apply. Therefore you may be awarded your first increment on (date).

Progression through your salary scale may be delayed as a result of unsatisfactory performance.

MOBILITY & FLEXIBILITY CLAUSE

Your principal place of work is notified in your offer of employment letter. The organisation's mobility and flexibility clause may require you to move location, change duties or hours of work if reasonable to do so, either at your place of work or to / at any other establishment.




PERFORMANCE REVIEW

The organisation operates a Performance Review system, which you will be required to participate in.


STANDARDS OF PROFESSIONAL BEHAVIOUR (encompassing Conduct)

Public confidence in the police service depends on police staff demonstrating the highest level of personal and professional standards of behaviour at all times. The standards of professional behaviour are as set out in the enclosed document and these reflect the expectations that the police service and the public have of you.

A breach of these standards may damage confidence in the police service and could lead to disciplinary action, which in serious cases may result in dismissal.

Copies of the Police Staff Council Standards of Professional Behaviour and Disciplinary procedure are enclosed with this contract and you are asked to read these documents carefully and sign to acknowledge receipt.   

DISCIPLINARY PROCEDURE



Leicestershire Police has a formal procedure for dealing with matters of discipline, which the OPCC has adopted. Should employees be dissatisfied with the outcome of any disciplinary action, there is an internal appeals procedure, details of which are available within the "Disciplinary Policy" on the Force Intranet. 

SECURITY / CONFIDENTIALITY OF INFORMATION / USE OF FORCE IT SYSTEMS

You should not share any information relating to your work unless required by law or expressly authorised to do so.

All information on police computers is only to be used when it is required for police work. If information is used for any other reason, this is a criminal offence under the Data Protection Act 1998, and the Computer Misuse Act 1990.

To make sure that the Force computer systems are not infected by a computer virus, you are not allowed to load software onto Force computers or use a Force disk on any other computer outside the Force, this includes home computers, school/college computers etc.


In addition to criminal charges being brought, failure to comply with the above may result in disciplinary action and potential dismissal.  

WHAT TO DO IF YOU ARE ILL OR INJURED & OCCUPATIONAL SICK PAY


You have a responsibility to attend work during the times of duty (as advised by your Line Manager/Departmental Head). Sickness absence has a major impact on the organisation's ability to deliver public services efficiently and effectively and is therefore monitored closely. However, the OPCC recognises that individuals may, from time to time, have reasonable and legitimate reasons for being absent from work.

During sickness absence, you may be eligible to receive occupational sick pay based on length of service and in accordance with the sickness scheme contained within the Police Staff Council Pay and Conditions of Service Handbook.

To qualify, you must have complied with the requirements on notification of sickness absence and the provision of medical certificates as per the Forces procedures.

Information regarding how to report sick and your entitlement to sick pay is contained in your joiners pack. 

MATERNITY/PATERNITY & ADOPTION RIGHTS

You may be entitled to receive paid leave in relation to maternity, paternity and adoption. The provisions relating to any entitlement are contained in the documents referred to in the General Conditions Paragraph below and in relevant employment legislation. 

MEDICAL EXAMINATION & SUBSTANCE MISUSE TESTING

You shall at the expense of the Force submit on request to a medical examination by a medical practitioner nominated by the Force (usually the Force Medical Officer), and where the medical practitioner is not the Force Medical Officer, shall authorise the medical practitioner to disclose the results of your examination to a professional member of the Police's Occupational Health Department. The qualified members of the Occupational Health Department can notify the relevant management within the Police of any health issue(s) professionally brought to their attention which might impair your ability in fulfilling your duties.

In addition to the above, the organisation reserves the right to ask you to participate in substance misuse testing. Refusal to comply with such a request may result in action being taken in accordance with relevant procedure.

CHANGE IN PERSONAL CIRCUMSTANCES

You should be aware that Leicestershire Police, on behalf of the OPCC, carries out security checks on all personnel prior to appointments being offered. In addition to this, you **MUST** inform of any changes in your personal circumstances, i.e. marriage, birth of children, change of name, address or co-habitee. Such changes may result in a further security check being completed.

Leicestershire Police reserves the right to periodically review all personnel for security purposes and may therefore carry out further checks without written consent.

Where the result of a security check is not compatible with working for the Force or the OPCC, further action will be taken which may result in employment being terminated.

PERSONAL DATA



Personal data supplied by you to the organisation will be managed in accordance with the data protection act and used to compile your personnel record.

USE OF MOBILE PHONES

The use of mobile phones for personal purposes is discouraged other than in emergency situations.


PENSION

For pensionable posts the provisions of the Local Government Pension Scheme Regulations apply. If you wish to join the Occupational Pension Scheme, please complete and return the enclosed form. (You have been given a booklet that outlines your Pension Options). If you do not wish to join the Occupational Pension Scheme it is important that you complete the form indicating this, and return it immediately to ensure that contributions do not commence.

Contributions will be automatically deducted from salary effective from date of appointment unless you opt out of the scheme.  

PERIOD OF CONTINUOUS EMPLOYMENT

Your continuous service will be from the date of commencement of employment with the OPCC for Leicestershire. However;

- a) For the purposes of entitlements regarding annual leave, occupational sickness pay, paternity leave, parental leave, adoption leave and the occupational maternity scheme, continuous service will include continuous previous employment with a Police Authority, Scottish Joint Board or NCS, NCIS, SOCA, CENTREX (or predecessor), PSNI (or predecessor), a non-home office force, also the metropolitan police.
- b) For the purposes of calculating redundancy pay, previous continuous employment with an organisation (s) covered by the Redundancy Payment (Local Government) (Modification) Orders will be included in calculating entitlement to redundancy pay. 

ANNUAL LEAVE

Your entitlement to annual leave will be in accordance with the scheme of conditions in accordance with the National Police Staff Council. It is a requirement to obtain consent from your line manager prior to booking annual leave.

The annual leave year begins on 1 April and finishes on 31 March. The number of day's paid annual leave per annum is dependent upon the salary grade (pro-rata for part-time employees or job share).


On commencement of appointment your entitlement is 27 days rising to 32 days on the fifth anniversary of your appointment.

All annual leave entitlements will be calculated on a pro rata basis for those appointed mid way through an annual leave year or attaining 5 years service mid way through an annual leave year.

In addition you have 8 statutory public holidays (pro rata for part-time employees/job share).


You will be paid for normal working hours on public holidays providing your contract is in existence the day before the holiday.

When a person resigns from the service, all holiday entitlements should be taken prior to the last day of service.

If a member of staff has already taken paid holiday to which they are not entitled on the basis of service during the holiday year, any excess holiday paid for will be deducted from the final salary. If this is insufficient to cover the full amount, they will be asked to make other arrangements to pay. 


REPRESENTATION

You have the right to join (or not join) a Trade Union and to take part in its activities. Leicestershire Police recognises the Trade Unions UNISON and GMB. Literature about both UNISON and GMB is enclosed and full details of the Trade Union(s) representing the appropriate negotiating body are available on the Force Intranet.


The Management and Trade Union have formal mechanisms in place to negotiate collective agreements which once achieved affect the working arrangements / contractual rights of all police staff. Details of all relevant collective agreements can be found on the Force Intranet. 

HEALTH AND SAFETY


Your attention is drawn to Leicestershire Police and OPCC's policy on Health and Safety at Work. Copies of this policy statement are on display on the notice boards at work places and if you wish to report any matter connected with health or safety, you should raise it with your Manager.

The Health and Safety at Work Act 1974 makes provisions for securing the health, safety and welfare of persons at work and protecting others against risks to health and safety in connection with the activities of persons at work. All staff have a duty, under Section 7 of the Act, to comply with all Health and Safety provisions and to comply with all Force Health and Safety policies and procedures. 


NO SMOKING POLICY

The OPCC and Leicestershire Police prohibits smoking either on OPCC property or in vehicles during working hours. 

GRIEVANCE PROCEDURE

Leicestershire Police has a formal Grievance procedure. Full details may be obtained on the Force Intranet. 


EQUAL OPPORTUNITIES

Leicestershire Police is an Equal Opportunities Employer. Should you have issue(s) relating to this, details of Equal Opportunities Advisers are published on the Force Intranet, offering a confidential advice service. 


OTHER EMPLOYMENT

You must seek authority prior to undertaking a business interest or any secondary employment.

You must also notify your line manager in writing where a member of your family either possesses a pecuniary interest or makes an application relating to licenced premises within the counties of Leicestershire and Rutland.

Where approval is granted for you to undertake a business interest or secondary employment, the Force reserves the right to withdraw this at any time. 

GENERAL CONDITIONS

Your entitlement to enhanced payment for working unsocial or irregular hours, shift working and allied pay arrangements, holidays, holiday pay, sickness and injury pay and all other details of the appointment will be in accordance with the National Conditions of Service for Police Staff and as supplemented by the Leicestershire Police's Police Staff Local Conditions of Service Handbook. Any future changes will be entered in these documents or otherwise recorded for reference. Copies of these documents will be available for inspection. 

PERIODS OF NOTICE

Whilst a notice period of one week applies during any probationary period, the Local Conditions of appointment state that the following minimum periods of notice shall apply on both sides, in your case this is **three months**.

The period of notice to be given to an employee by the employer increases with length of service, in accordance with the Employment Rights' Act 1996.

The OPCC for Leicestershire reserves the right to pay an employee in lieu of notice.

I understand and accept the terms and conditions contained herein.

Signed..... Date.....

(Signature must be in black ink)

This page is intentionally left blank