

POLICE AND CRIME COMMISSIONER FOR LEICESTERSHIRE

POLICE AND CRIME PANEL

Report of	OFFICE OF POLICE AND CRIME COMMISSIONER
Subject	OPCC STRUCTURE UPDATE
Date	WEDNESDAY 31 JANUARY 2018 – 1:00 p.m.
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Purpose of Report

1. To update the Police and Crime Panel on the revised staffing structure of the Office of the Police and Crime Commissioner (OPCC).

Recommendation

2. That the Panel notes the revised structure.

Introduction

3. A staffing structure for the OPCC was presented to the Panel on the 5 December 2016. The posts within that structure were advertised, but not all posts were successfully filled. In addition, some existing posts were vacated during the year and remained unfilled for a significant part of 2017. For instance, the post of the Chief Executive was vacated on 17 February 2017, following a lengthy period of sickness absence, which began on 18 October 2016. The post was not successfully filled until December 2017. Other posts were also vacated during the year, including the post of the Chief Finance Officer. These, and other vacancies, have meant that a stable structure was not possible to achieve during most of 2017 and the OPCC was operating on a significantly reduced staffing establishment.
4. Bearing these changes in mind, the interim Chief Executive prepared a draft staffing structure in the autumn of 2017, which has undergone consultation with staff and unions. This structure is presented at Appendix A. However, it has not been possible to appoint people to all the posts outlined in this structure and therefore a further revision has been undertaken by the new Chief Executive following his appointment in December 2017. This report describes that further revision.

Revised Structure

5. The approach adopted in the latest revision (described as January 2018 version) is as follows:

6. To create an office that is lean but fit for purpose and able to fulfil the statutory requirements of the OPCC. Bearing this in mind the posts of Assurance Officer and Communications and Engagement Manager have been deleted from the chart in Appendix A. In addition the post of Resources Manager has been downgraded. On top of this, the posts of Chief Executive and Chief Finance Officer have now been filled at lower levels of remuneration.
7. To create a project management capacity within the office to enable the achievement of the objectives in the Police and Crime Plan. To this end a post of project officer has been created at a low grade, with the intention of appointing an intern grade to fill the role.
8. To integrate the partnerships, project management and communications work into a single post to oversee change and engagement work within the office. With this in mind the role of “Partnerships and Projects Manager” described in Appendix A has been enlarged to take on communications and the post of Partnerships Officer has been created at a lower grade to support the newly created Relationships, Projects and Communications Manager.
9. To create a flexible and responsive team that is able to adapt to demand. With that in mind the team has been configured around a weekly forum, which will monitor progress in delivering all the objectives in the Police and Crime Plan.
10. The January 2018 OPCC staffing structure has been agreed with unions and has undergone consultation with existing members of the team. It is presented in Appendix B.
11. Appointments to these posts are progressing and the table below describes the current position.

<u>OPCC Post-</u>	<u>Current Position / Update-</u>
Chief Executive	<i>In Post</i>
Finance Director	Starting on the 29 th Jan
Executive Director	<i>In Post</i>
Relationship & Change Manager	<i>In Post</i>
Commissioning Manager	<i>In Post</i>
Commissioning & Contracts Officer	<i>In Post</i>
Finance & Resources Officer	New Post - with HR for Grading
Engagement Officer	Starting on the 1 st Feb
Partnership Officer	New Post - with HR for Grading
Project & Development Officer	New Post - with HR for Grading
Research Officer	Awaiting Vetting
Executive Manager	<i>In Post</i>
Casework Officer	Awaiting Vetting
Volunteer Manager	<i>In Post</i>
Performance Manager	Awaiting Vetting
Business Staff Officer x2	<i>In Post</i>

Financial Impact

12. The staffing cost of the OPCC in Appendix A is £951,299. The staffing cost of the January 2018 OPCC structure is £927,630. This represents a saving of £23,669.

Risks

13. As the above table indicates, there is still a risk that not all posts will be appointed. However, this risk has now been mitigated by the revised staffing structure outlined in Appendix B.
14. There is also a risk that the new structure will have insufficient communications capability, bearing in mind the inability to appoint to the communications post. This risk has been mitigated by maintaining the role of the external consultants who currently support the PCC and drawing on the communication resource of Leicestershire Police as a backstop arrangement. The communication capacity of the OPCC will be reviewed after three months' operation of the new structure.

Implications

Financial :	The OPCC budget for 2017/18 is being managed within budget and transition reserve levels. The office structure outlined in Appendix B maintains the staff spending below the level proposed in the interim structure (Appendix A).
Legal :	None.
Equality Impact Assessment :	None.
Risks and Impact :	The key risk is not filling posts which are designed to deliver the work required for the Police and Crime Plan.
Link to Police and Crime Plan :	Discussed within report.

List of Appendices

Appendix A: Proposed Structure of the OPCC as at December 2017

Appendix B: Revised Structure of the OPCC as at January 2018

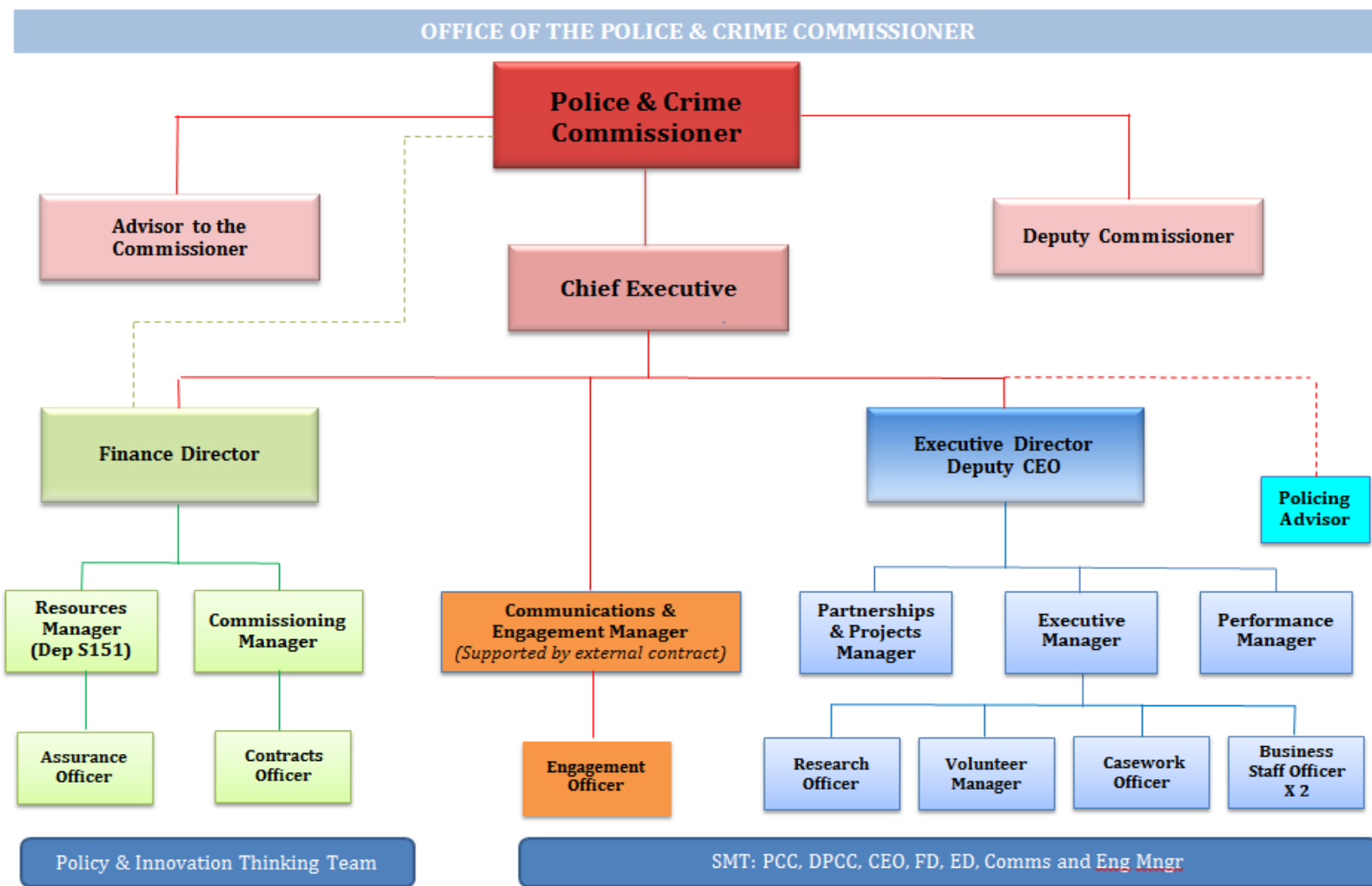
Background Papers

Police and Crime Panel Report – 5 December 2016

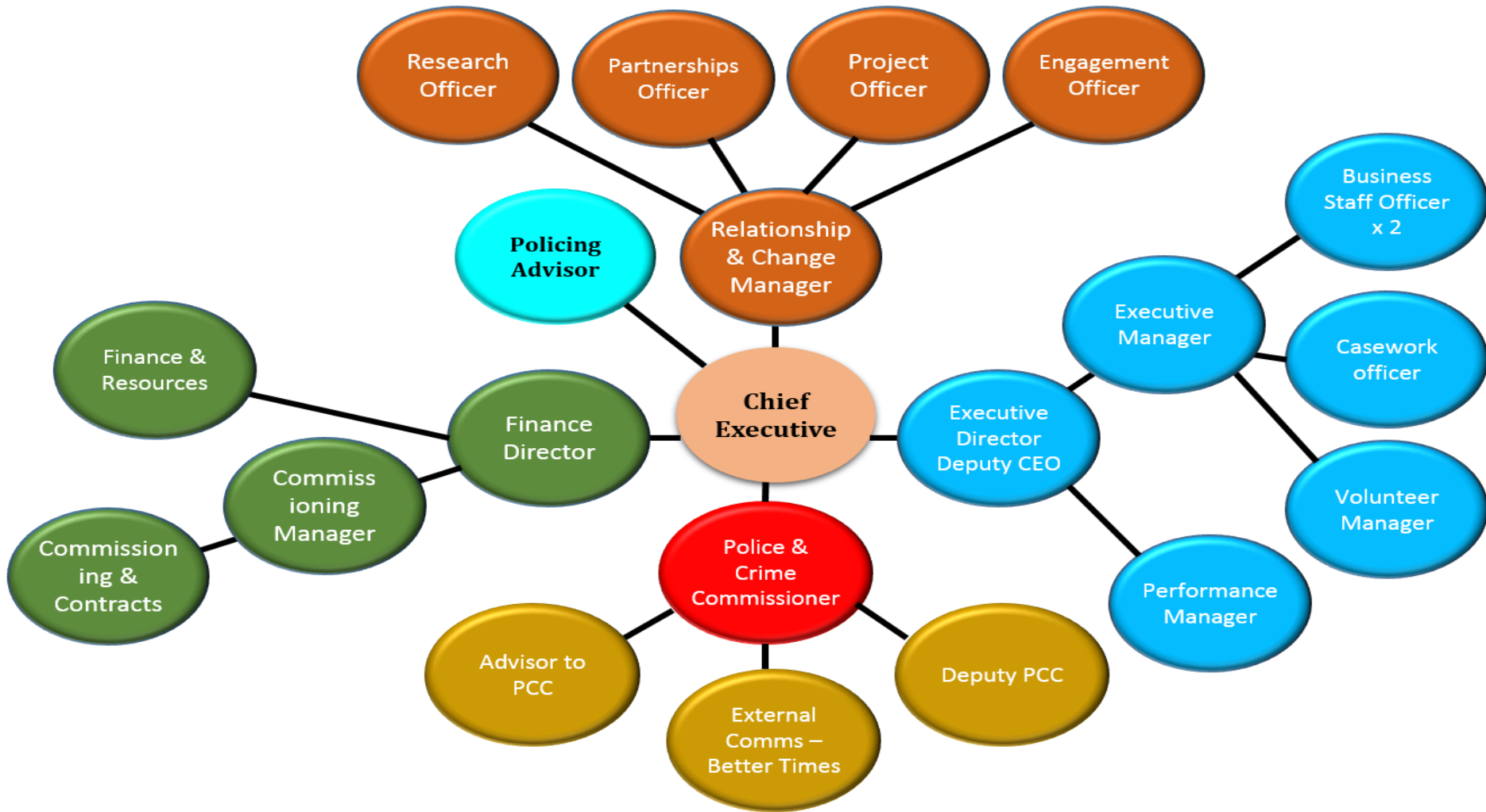
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Appendix B



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