

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

Report of	POLICE & CRIME COMMISSIONER
Date	MONDAY 26 FEBRUARY – 10.00 A.M.
Subject	APPOINTMENT OF CHIEF FINANCE OFFICER FOR THE OFFICE OF THE POLICE AND CRIME COMMISSIONER
Author :	CHIEF EXECUTIVE OFFICER

Purpose of Report

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

Recommendation

2. The Panel is asked to endorse the appointment of Mr Martin Henry as the Chief Finance 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 “responsible for the proper administration of the commissioner’s financial affairs”, referred to as the Chief Finance Officer. 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 Finance Officer 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 Finance Officer became vacant in November 2017. At that time the Police and Crime Commissioner considered the person specification and role description for the post of Chief Finance Officer. 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 commenced in October 2017 with telephone sifting taking place on 20 November, interviews being held on 6 and 11 December. The process was managed by a recruitment company called JobsGoPublic who provided a list of five suitable candidates after the initial telephone sifting process. Only four of the five were invited to interview and one candidate withdrew before attending the interview. Three candidates were therefore interviewed on the dates above. At the conclusion of the formal interviews, the Commissioner, in discussion with the interview panel, made the decision to recommend Martin Henry as the appointment to the role of Chief Finance Officer.

How the Successful Candidate Satisfied the Criteria for the Role

9. Candidates were assessed against the criteria set out in the person specification and the role description as attached at Appendix A and interview questions were designed to test competence in these areas.
10. The proposed candidate was selected as a result of successfully completing all aspects of the recruitment process.

Proposed Candidate

11. The process concluded that the candidate now recommended to the Panel, Mr Martin Henry, was the most suitable for the role of Chief Finance Officer. Mr Henry has in excess of 20 years' experience in local government finance and has worked at two county councils, three borough councils (including one London Borough) and two district councils. The last 12 years of his local government career was as Chief Finance Officer and the last five years of his local government career was served as Director of Resources (and Chief Finance Officer) with responsibility for two district councils that shared a senior management team.
12. Mr Henry left local government employment in March 2016 and set up his own company to provide financial advice to the public sector. His first contract provided advice to an outsourcing company that provided services to a London Borough and lasted for 14 months. In that time he recommended and implemented changes to a Finance Service in a London Borough.
13. Mr Henry then briefly became an employee of the company he had been providing services to before applying for the role of the Chief Finance Officer at the OPCC.

14. Mr Henry submitted an application that demonstrated the breadth of experience against the criteria in the person specification and the role description.

Terms and Conditions of Appointment

15. The Chief Finance Officer post is a 'chief officer' grade on a spot salary of £70,000 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.

Conclusion

16. The role of the Chief Finance Officer within the OPCC is a critical one. This is not only in terms of strategic financial management and statutory financial reporting but also being a part of a team to deliver the Police and Crime Plan.
17. Through a rigorous recruitment process Mr Henry has proved himself to be well qualified and experienced and has demonstrated that he would be a good fit for the OPCC team.

Implications

Financial	There are no direct financial implications of this report, which does, however, set out the financial consequences of the appointment being proposed - £70,000 per annum plus on costs.
Legal	It is a legal requirement that the OPCC has a Chief Finance Officer.
Equality Implications	Equality and diversity considerations were applied throughout the recruitment process. All candidates were able to request reasonable adjustments. The approach has allowed the OPCC to meet its equality duties, of eliminating discrimination, harassment and victimisation, advancing equality of opportunity and fostering good relations. All applicants fitted into the white English/Welsh/Scottish/Northern Irish/British category.
Risks and Impact	Not recruiting a suitably qualified Chief Finance Officer 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 financial direction, financial planning and the statutory financial responsibilities of the Police and Crime Commissioner.
Link to Police and Crime Plan	The post-holder will contribute towards the strategic direction to deliver the Police and Crime Plan.

List of Appendices

Appendix A – Role description and person specification

Background Papers

Police Reform and Social Responsibility Act 2011.

Appendix A: Role description and person specification**PERSON SPECIFICATION**

Area:	Office of the Police & Crime Commissioner	Job Title:	Finance Director (Chief Finance officer and S151 Officer)	Weekly Hours:	37 hours per week minimum
Section:	PCC	Scale:	Chief Officer Grade - £70,000 p.a.	Version:	4
Post No:	PC002	Status:	Permanent	Version Date:	09/10/2017

Please describe, with example(s) in section 7 of your application form how you feel you meet each of the numbered essential criteria, and where possible the desirable criteria, below.

Criteria <i>Justifiable as necessary for safe and effective performance of the job.</i>	Essential <i>A clear definition of the necessary criteria.</i>	Desirable <i>Where available, elements that contribute to improved / immediate performance in the job.</i>
Education:	1. CCAB qualified, with significant post qualification experience and evidence of continuous professional development.	13. Educated to degree level. 14. Relevant post graduate management qualification.

<p>Work Experience:</p>	<p>2. Proven experience of operating at assistant director level or above in either the private or public sector.</p> <p>3. Demonstrate a track record of creating strategic plans, both finance and non-finance, and successfully managing delivery against them.</p> <p>4. Demonstrate a track record of managing a commissioning regime that had a proven impact on the success of an organisation.</p> <p>5. Demonstrate experience and knowledge of operating within the public sector, with a clear grasp of the challenges and opportunities of working within a publicly accountable organisation.</p> <p>6. Demonstrate a significant track record of successfully achieving outcomes against a resource-constrained background.</p>	<p>15. Demonstrate expertise in the process of setting a public authority's budget.</p> <p>16. Proven experience of operating as a Section 151 officer (or similar) or deputy</p> <p>17. Demonstrate a track record of successfully developing and implementing a performance regime</p> <p>18. Demonstrate knowledge of the role and functions of police and crime commissioners and the police service.</p> <p>19. Demonstrate successful operation in a commissioning environment.</p> <p>20. Experience of the management outsourced suppliers</p> <p>21. Demonstrate experience of successfully working in partnership with senior stakeholders at local, regional and national level.</p>
<p>Personal / Interpersonal Skills, Aptitudes:</p>	<p>7. Demonstrate strong oral and written communication skills.</p> <p>8. Demonstrate the building of effective partnership relationships with a range of stakeholders, including operating within a political environment to achieve mutually agreed outcomes.</p> <p>9. Demonstrate a disciplined approach to organising self and other resources in a changing and challenging environment.</p> <p>10. Demonstrate a track record of working flexibly in order to achieve outcomes, as part of a large and/or small team.</p>	<p>22. Demonstrate experience of successfully working through influence, rather than through direction and control, in order to achieve outcomes.</p> <p>23. Demonstrate effective presentation skills, particularly being able to relay complex information to a variety of audiences, both expert and non-expert.</p>
<p>Other Skills:</p>	<p>11. Proven ability to analyse complex data and relay it (orally and in writing) to a variety of audiences, both expert and non-expert.</p> <p>12. Proven research skills that have assisted in the development of an organisation</p>	

ROLE DESCRIPTION

Job title:	Finance Director (Chief Finance Officer and S151 Officer)
Post no:	PC002
Scale:	Chief Officer Grade
Responsible to:	Chief Executive
Responsible for:	Resources Manager (Deputy Section 151 Officer); Assurance and Compliance Officer, Commissioning Manager, . Commissioning Officer
Contacts:	Police and Crime Commissioner, Deputy Police and Crime Commissioner, Chief Constable and their Chief Officer Team, Home Office, HM Treasury, Department for Communities and Local Government, HMIC, Audit Commission, Internal and External Auditors, Police and Crime Panel, Joint Audit Risk and Assurance Panel members, senior staff and officers in Leicestershire Police, other forces, and in the counties, City and district councils of the Leicestershire Police area.
Role:	<p>To support the Police and Crime Commissioner (PCC) with strategic advice (finance, commissioning and other) in order to enable the delivery of his/her objectives, particularly as set out in the Police and Crime Plan.</p> <p>To fulfil the statutory obligations and duties set out in Sections 112 to 114 of the Local Government Finance Act 1988 and paragraph 6 of Schedule 1 to the Police Reform and Social Responsibility Act 2011, and as prescribed by the Home Office Financial Management Code of Practice and other relevant legislative provisions and guidance.</p>

<u>Duties</u>	<u>Responsibilities</u>
<u>Operational:</u>	<ol style="list-style-type: none"> 1. Be the statutory Chief Finance Officer to the Police and Crime Commissioner for the proper administration of its financial affairs (Section 151 Local Government Act 1972, and Section 112 to 114 of the Local Government Finance Act 1988, the Localism Act, and paragraph 6 of Schedule 1 to the Police Reform and Social Responsibility Act 2011. 2. Contribute proactively to the strategic leadership of the Office of the Police and Crime Commissioner to enable the delivery of the objectives of the Office as primarily set out in the Police and Crime Plan. 3. Ensure the provision of a sound finance function, which delivers well researched and evidenced advice to the Police and Crime Commissioner, in conjunction with Chief Constable's finance function when appropriate 4. Advise the PCC and Chief Executive on the robustness of the PCC and Force budget and the adequacy of financial reserves as well as reporting when expenditure is likely to exceed resources available. 5. Represent the Police and Crime Commissioner in dealing with the Force and outside agencies in respect of financial and other strategic matters. 6. Assess the implications of future funding projections for the delivery of the objectives of the Police and Crime Commissioner, and put in place arrangements for the creation of a balanced medium term financial strategy 7. Proactively investigate, with the Chief Constable's finance function where appropriate, opportunities to develop and deliver improved productivity and efficiency across the Force, and to identify new funding opportunities from Government and other sources. 8. Support in the development and maintenance of the Police and Crime Plan, including research and engagement as appropriate. 9. Develop and deliver appropriate mechanisms and resources to monitor and challenge the financial performance of Leicestershire Police in order to support the Police and Crime Commissioner in his/her duty of holding the Chief Constable to account for financial performance and the Police and Crime Plan.

<p>Operational:</p>	<ol style="list-style-type: none"> 10. In conjunction with relevant experts, develop commissioning arrangements, processes and monitoring regimes for evaluating and implementing alternative approaches to service delivery that meet the Police and Crime Commissioner's aims and objectives as primarily set out in the Police and Crime Plan. 11. Work with the Police and Crime Commissioner and, where applicable, other local policing bodies, forces and partner organisations, to improve delivery through collaboration. 12. Ensure the development, implementation and monitoring of an effective audit, risk and assurance framework, including the Joint Audit Risk and Assurance Panel, in conjunction with the Office of the Chief Constable where appropriate. 13. Oversee the preparation of statutory and other accounts to meet all applicable accounting standards and codes of practice. 14. Oversee the Treasury Management and banking function undertaken by the Force including the preparation of annual treasury management strategies and policies and the reporting of treasury management performance to the Police and Crime Commissioner. 15. Provide advice in relation to the safeguarding of assets, including insurance and risk management. 16. Arrange for the issue of the precept, completion of associated government returns and the receipt of precept from billing authorities.
<p>General</p>	<ol style="list-style-type: none"> 17. Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people 18. Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job. 19. This role description should develop along with the changing demands of policing reflected in the PCC's objectives and priorities. 20. Be flexible in terms of working location and hours, being prepared to, when required, work and travel locally and nationally to fulfil the duties of this role.

Additional Information:

Contract Type: Permanent

Date of last Job Evaluation Exercise: 18/7/2012

Training Requirements:

PDR Activities and Behaviours:

Car User:

Yes / No	Yes	Allowance {per mile / day etc}:	45p per mile
Yes / No	Yes	Authority to £ Value:	Per Corporate Governance Framework
Yes / No	Yes	Total Number & Level:	4 staff ranging from P043 to S01

Post Funding Method:

Owner/source of Funding:

IT Systems Required:

Skills Required:

Health tests required:

Risk Assessment:

Job Evaluation:

Yes / No	
Yes / No	Yes

Security Check Level:

(strikethrough checks NOT required)

RV, SC, EV1, DV, NPPV1, NPPV2, NPPV3

Additional Information:

This page is intentionally left blank