

## REPORT TO SOUTH YORKSHIRE POLICE AND CRIME PANEL

1.	<b>Meeting:</b>	Police and Crime Panel
2.	<b>Date:</b>	29 October 2014
3.	<b>Title:</b>	Proposed appointment of the Chief Finance and Commissioning Officer
4.	<b>Organisation:</b>	Office of the Police and Crime Commissioner for South Yorkshire

### 5. Summary

The Police Reform and Social Responsibility Act 2011 ('the Act') provides, under Schedule 1, paragraph 6(1)(b) that the Police and Crime Commissioner for a police area must appoint a person to be responsible for the proper administration of the commissioner's financial affairs (referred to as the Commissioner's Chief Finance Officer).

The Commissioner must comply with the notification provisions set out in paragraphs 9 to 12 of Schedule 1 in appointing his Chief Finance Officer. These are detailed below:

- a) The name of the person he is proposing to appoint ('the candidate');
- b) The criteria used to assess the suitability of the candidate for the appointment;
- c) Why the candidate satisfies those criteria; and
- d) The terms and conditions on which the candidate is to be appointed.

Under paragraphs 10 and 11 of Schedule 1, the Panel must review the proposed appointment, hold a confirmation hearing and make a report to the Commissioner on the proposed appointment, including a recommendation to the Commissioner as to whether or not 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 Commissioner must notify the Panel of the decision whether to accept or reject the recommendation of the Panel.

### 6. Recommendation

**It is recommended that the Police and Crime Panel approves the proposed appointment of Mr Allan Rainford as Chief Finance and Commissioning Officer for the Office of the Police and Crime Commissioner for South Yorkshire**

## **7. Proposals and details**

### **7.1 Name of the Candidate:**

The name of the Person the Police and Crime Commissioner is proposing to appoint to the post of Chief Finance and Commissioning Officer is Mr Allan Rainford.

### **7.2 Process and Criteria used to assess the suitability of the candidate for the appointment:**

The role of Chief Finance Officer has been combined with the role of Commissioning Officer at a strategic level to provide input into the Commissioner's commissioning strategy and plans as well as to produce economies of scale and efficiency savings.

To ensure the best pool of candidates, executive search and selection consultants within the Chartered Institute of Public Finance and Accountancy ('CIPFA') were used to carry out a search for suitable candidates following advertisement on their website.

There were 18 applications for the post. Two withdrew before shortlisting but the remainder were shortlisted by CIPFA (quality assured by two of the interview panel) to 7; these candidates were those who scored a '1' using the criteria:

- 1 = Strong candidate, meets the job specification
- 2 = Good relevant experience, partly meets job specification
- 3 = Some relevant experience

The role profile and job specification for this post appears at **Appendix 1**.

All 7 shortlisted candidates were invited to attend a formal interview process which included an unseen 'Commissioning strategy' exercise provided just prior to a candidate's allocated time slot on the day of the interview. The interviews were held over two days 29 July 2014 and 15 August 2014.

The interview panel was made up of:

- The Police and Crime Commissioner;
- The Chief Executive and Solicitor, Michelle Buttery; and
- Bill Wilkinson who is the former Chief Executive and Treasurer, now PaCCTS adviser and chair of the CIPFA Police Panel.

Following the interview process, Allan Rainford was identified unanimously by the panel members as the 'preferred candidate' and reference and vetting checks were then undertaken.

Following the recruitment, interview and vetting process, the Acting Police and Crime Commissioner is satisfied that Mr Allan Rainford has suitable experience and understanding of the community of South Yorkshire and the role to which it is proposed he is appointed.

### **7.3 Terms and Conditions of Appointment:**

The Chief Finance and Commissioning Officer will be a member of staff of the Office of the Police and Crime Commissioner. The Chief Executive and Solicitor is the 'Head of paid service' and will be the Chief Finance and Commissioning Officer's line manager. A copy of the Terms and Conditions to be applied to the post, are attached at **Appendix 2** (*which is not for publication – RESTRICTED – Personal Information*).

The appointment is to a post that is full-time and is politically restricted. The employment may be terminated with three months' notice by either party.

### **8. Finance**

The starting salary for the role of Chief Finance and Commissioning Officer is £78,000. The salary and on-costs can be contained within existing budgetary provision.

### **9. Risks and Uncertainties**

#### **9.1 Equalities and Human Rights Considerations**

All equalities and human rights issues were considered during the appointment process and it is considered that a transparent and robust recruitment and interview process, involving external parties, was conducted.

#### **9.2 Risk**

There are no particular risks arising as a result of this proposal.

#### **9.3 Public Interest**

This document will be made available to the public.

### **10. Background Papers and Consultation**

**Appendix 1** Role profile and Job specification

**Appendix 2** Summary of Terms and Conditions (*which is not for publication – RESTRICTED – Personal Information*);

**Appendix 3** Supporting statement and Curriculum Vitae of proposed candidate (*which is not for publication – RESTRICTED – Personal Information*);

### **11. Contact**


Name: Michelle Buttery

Position: Chief Executive and Solicitor

Organisation: Office of the Police & Crime Commissioner

Contact number and email address: 01226 772803;

michellebuttery@southyorkshire-pcc.gov.uk

<b>SUMMARY OF MAIN DUTIES</b>	<b>Chief Finance and Commissioning Officer OPCC, South Yorkshire Grade</b>	
<b>RESPONSIBLE TO:</b> Chief Executive and Solicitor		
<b>RESPONSIBLE FOR:</b> Finance Staff, Head of Partnerships and Commissioning		
<b>SPECIFIC CONDITIONS OF SERVICE</b>		
Ability to travel in accordance with the needs of the role. Willingness to work outside of normal office hours as the demands of the service dictate		
<b>SUMMARY OF MAIN DUTIES</b>		
<p><b>Purpose of Post:</b></p> <ul style="list-style-type: none"> <li>• To ensure that the financial affairs of the Police &amp; Crime Commissioner are properly administered and that financial regulations are observed and kept up to date.</li> <li>• To ensure regularity, propriety and Value for Money in the use of public funds.</li> <li>• To ensure that funding required to finance agreed programmes is available from Central Government, precept, other contributions and recharges.</li> <li>• To develop an over-arching commissioning framework with processes to assist in delivering the Police &amp; Crime Commissioner's plans and priorities, to meet community needs and support the securing of an efficient and effective police and crime service and successful outcomes for the people of South Yorkshire.</li> <li>• To establish and maintain links with the Force, Community Safety Partnerships, Criminal Justice agencies, voluntary and community agencies and other public and private sector partners as appropriate, to deliver the outcomes as set out in the Police &amp; Crime Commissioner's Police and Crime Plan.</li> </ul> <p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To work with the Chief Executive and Solicitor in formulating and implementing a sound, sustainable business and financial strategy, to support the Police &amp; Crime Commissioner's exercise of statutory functions and delivery of the Police and Crime Plan.</li> <li>• This will include advising on the financial implications of policy options, the optimum allocation of resources, and setting of quantifiable financial targets and performance indicators</li> <li>• As a member of the OPCC's senior management team, to influence and challenge thinking so that short, medium and long term financial implications, risks and benefits are properly considered before any business decision is made.</li> <li>• To lead the Finance Team in effective delivery of a proactive, professional and highly competent financial service.</li> <li>• To provide the strategic leadership for, and oversight of, the Partnerships and Commissioning Team in the effective delivery of the Police &amp; Crime Commissioner's Police and Crime Plan.</li> <li>• To advise the Police &amp; Crime Commissioner on the robustness of the budget and adequacy of financial reserves.</li> </ul>		

- To oversee the secure and cost effective management and investment of the Commissioner's cash resources
- To ensure production of the statements of accounts of the Police & Crime Commissioner.
- To ensure receipt and scrutiny of the Chief Constable's statement of accounts, and to ensure production of the group accounts.
- To liaise with the external auditor and, together with the Chief Constable, to ensure the provision of efficient and effective arrangements for internal audit
- To advise the Police & Crime Commissioner, in consultation with the Chief Executive and Solicitor and Assurance Officer, on the safeguarding of assets, including risk management and insurance.
- To report to the Police & Crime Commissioner, to the Police & Crime Panel and to the external auditor when it appears that expenditure by the Police & Crime Commissioner is likely to exceed the resources available to meet that expenditure.
- To champion the role of the Police & Crime Commissioner in local partnerships.
- To represent the Police & Crime Commissioner as required at various strategic meetings in South Yorkshire Police and with partners, to ensure the Police & Crime Commissioner's views and priorities are considered and built into partnership strategies and plans.
- To develop and maintain partner relationships with community safety partnership managers by way of the Community Safety Working Group.
- To work with relevant partners to ensure the OPCC is kept abreast of the various intelligence 'joint needs' assessments and local strategies.
- To work with the Force, Community Safety Partnerships, Criminal Justice agencies, voluntary and community agencies and other public and private sector partners to encourage new service providers and collaborative working so as to best meet the over-arching priorities of the Police and Crime Plan.
- To work with the Head of Governance Support in developing performance, assurance and risk management frameworks which effectively hold those receiving Police & Crime Commissioner funding to account for delivery.
- To develop processes to manage the Police & Crime Commissioner's charitable giving via the Police (Property) Act.
- To provide specialist advice to the Police & Crime Commissioner on grant funded activity to be undertaken by the Force.
- To undertake such other duties, commensurate with the nature and responsibilities of the post.

## SOUTH YORKSHIRE POLICE PERSON SPECIFICATION

<b>DEPT/DISTRICT:</b> Office of the Police and Crime Commissioner	<b>POST TITLE:</b> Chief Finance and Commissioning Officer
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<b>GRADE:</b> Executive Scale	<b>LOCATION:</b> South Yorkshire, based at Barnsley
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The behaviours used for shortlisting can also be tested as interview questions. Interview questions will also be drawn from the behaviours not previously used for shortlisting purposes.

**Key:**

<b>AF</b>	<b>Application Form</b>
<b>R</b>	<b>References</b>
<b>OT</b>	<b>Occupational Testing</b>
<b>I</b>	<b>Interview</b>
<b>CQ</b>	<b>Certificate of Qualification</b>

\* In the event of a large number of applicants who meet the essential criteria, desirable criteria will be used as a further shortlisting tool.

Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview.

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>	<u>SHORT LISTING CRITERIA</u>
<b>SPECIALIST KNOWLEDGE REQUIRED FOR THE ROLE</b> <i>(LIST ALL ASPECTS AND DECIDE WHICH ARE TO BE USED AS ESSENTIAL SHORTLISTING CRITERIA)</i>				
Membership of an accountancy body recognised by the International Federation of Accountants (IFAC); qualified through examination and subject to oversight by a professional body, that upholds standards and exercises disciplinary powers.	✓		AF, R, CQ	✓
Extensive, applied experience of financial management with specialist expertise in public sector finance	✓		AF, R, I	✓
Prior experience of managing change, working within a multi-stakeholder environment and of managing a finance function	✓		AF, R, I	✓
Ability to achieve proven and measurably successful outcomes through a combination of professional, technical and management skills and competencies	✓		AF, R, I	✓
Demonstrable understanding of public service finance and its regulatory environment	✓		OT, I	
Successful practical application of the principles of corporate finance, economics, risk management and accounting	✓		OT, I	
Proven negotiation and influencing skills at a senior level and within complex stakeholder relationships	✓		AF, I	✓
Demonstrable high level written and verbal communication skills	✓		AF, OT, I	✓
Ability to identify ways of delivering Value for Money services and commissioning appropriate outcomes	✓		AF,OT, I	✓
<b>BEHAVIOUR 1</b>				
<b>Respect for Race and Diversity (A)</b>				
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance.				
<b><i>Acknowledges and respects a broad range of social and cultural customs, beliefs and values within the law.</i></b>	✓		AF, I	✓
<b><i>Listens to and values other's views and opinions.</i></b>	✓		AF, I	✓

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>	<u>SHORT LISTING CRITERIA</u>
<b>BEHAVIOUR 2</b> <b>Strategic Perspective (A)</b> Looks at issues with a broad view to achieve the organisation's goals. Thinks ahead and prepares for the future.				
<b><i>Creates effective strategies, vision and values, and establishes them within the organisation.</i></b>	✓		AF, I	✓
<b><i>Understands broad political, economic and legislative trends, and predicts what effect they will have on the police service.</i></b>	✓		AF, I	✓
<b>BEHAVIOUR 3</b> <b>Openness to Change) (A)</b> Recognises and responds to the need for change, and uses it to improve organisational performance.				
<b><i>Strives to continually improve organisational performance.</i></b>	✓		AF, I	✓
<b><i>Challenges the way that things are normally done</i></b>	✓		AF, I	✓
<b>BEHAVIOUR 4</b> <b>Problem Solving (A)</b> Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions.				
<b><i>Clearly identifies the main issues in complex problems and focuses on them</i></b>	✓		AF, I	✓
<b><i>Uses an analytical approach to solve problems</i></b>	✓		AF, I	✓



**BEHAVIOUR 5*****Maximising Potential (A)***

Actively encourages and supports the development of people. Motivates others to achieve organisational goals.

<b><i>Sets an example to others by showing they are committed to maintaining and developing own skills.</i></b>	✓		AF, I	✓
<b><i>Introduces systems and structures that support decision-making at the most appropriate level.</i></b>	✓		AF, I	✓

**BEHAVIOUR 6*****Personal Responsibility (A)***

Takes personal responsibility for making things happen and achieving results. Displays motivation, commitment, perseverance and conscientiousness. Acts with a high degree of integrity.

**BEHAVIOUR 7*****Resilience (A)***

Shows resilience, even in difficult circumstances. Prepared to make difficult decisions and has the confidence to see them through