



Staffordshire Police, Fire and Crime Panel

10.00 am Monday, 29 April 2019
Oak Room, County Buildings, Stafford

John Tradewell
Secretary to the Panel
Wednesday, 17 April 2019

AGENDA

1. **Apologies**
2. **Declarations of interest**
3. **Consideration of Proposed Appointment to the post of Section 151 Officer (Chief Finance Officer) in the Office of the Police, Fire and Crime Commissioner and for the Staffordshire Fire and Rescue Authority/Service** (Pages 1 - 16)

Procedure note, Background Information and Job Description/Person Specification attached.

Candidate's information circulated separately

a) To receive representations from the Police and Crime Commissioner on the criteria met by the chosen candidate.

b) To receive a presentation by, and to question, the proposed Interim Chief Financial Officer on his/her skills, experience and ability to meet the criteria for the post.

4. **Exclusion of the Public**

The Chairman to move:

'That the public be excluded from the meeting for the following item of business which involves the likely disclosure of exempt information as defined in the paragraph of Part 1 of Schedule 12A of the Local Government Act, 1972 indicated below'

5. **Panel's decision on the proposed appointment to the post of Section 151 Officer (exemption paragraph 1)**

Membership	
Carl Bennett	Cannock Chase District Council
Randolph Conteh	Stoke-on-Trent City Council
Paul Darby	Co-Optee
Stephen Doyle	Tamworth Borough Council
Ann Edgeller	Stafford Borough Council
Brian Edwards MBE	South Staffordshire District Council
Simon Gaskin	East Staffs Borough Council
Peter Jackson	Staffordshire Moorlands District Council
Stephen Sweeney (Chairman)	Staffordshire County Council
Keith Walker	Co-Optee
Jill Waring	Newcastle - under-Lyme Borough Council
Ashley Yeates	Lichfield District Council

Note for Members of the Press and Public

Filming of Meetings

The Open (public) section of this meeting may be filmed for live or later broadcasting or other use, and, if you are at the meeting, you may be filmed, and are deemed to have agreed to being filmed and to the use of the recording for broadcast and/or other purposes.

Recording by Press and Public

Recording (including by the use of social media) by the Press and Public is permitted from the public seating area provided it does not, in the opinion of the chairman, disrupt the meeting.

Contact Officer: Helen Phillips, (01785 276135),
Email: helen.phillips@staffordshire.gov.uk

PFCP PROCEDURAL RULES – PROCESS NOTE 1

CONFIRMATION HEARINGS – SENIOR APPOINTMENTS

1. Deputy Police, Fire and Crime Commissioner, Chief Executive in the OPCC, Chief Finance Officer (Police and Crime function) and Chief Finance Officer (Fire and Rescue function)

The Police, Fire and Crime Commissioner will notify the Panel of the need for a confirmatory hearing in respect of proposed senior appointment and will provide the Panel with the following information:

- The name of the proposed appointee ('The candidate)
- The criteria used to assess the suitability of the candidate
- An explanation as to why the candidate satisfies the criteria
- The terms and conditions on which the candidate is to be appointed

The Confirmation hearing will be held at the next available meeting of the panel unless the appointment timescale requires an earlier hearing, in which case an extraordinary meeting will be arranged (see below re timescale)

Confirmatory hearings will be held in public, where the preferred candidate is requested to appear for the purpose of answering questions relating to the appointment.

Questions will focus on determining the professional competence and personal independence of the candidate.

Following this hearing, the panel will meet in private to review the proposed appointment and make a report to the commissioner recommending whether or not the candidate should be appointed.

The Panel must meet and make its report to the Commissioner within three weeks of the date of receiving notification of the need for a Confirmation Hearing.

2. Chief Constable and Chief Fire Officer

The Procedure and timescale detailed at 1 above applies.

For a confirmatory hearing for the proposed appointment of the Chief Constable or the Chief Fire Officer in addition to the requirement to review and make a report to the Commissioner, the panel has the power to veto the appointment.

Having considered the appointment, the panel will be asked to either:

- a) Make a report supporting the appointment without qualification or comment;
- b) Make a report supporting the appointment with associated recommendations, or

- c) veto the appointment (by the required majority of at least two thirds of the persons who are members of the panel at the time when the decision is made).

If the panel vetoes the appointment of the candidate, the report to the commissioner must include a statement that the panel has vetoed the appointment with reasons.

The Panel must publish their report in any manner they consider appropriate

Where the Panel does NOT exercise its veto

The Commissioner must accept or reject the Panel's recommendation and notify the Panel accordingly.

Where the Panel DOES exercise its veto

The Commissioner must not appoint that candidate

The Commissioner may propose a reserve candidate

The Procedure and timescale detailed at 1 above applies

Having considered the appointment, the panel is required to make a report to the commissioner including a recommendation on whether or not the reserve candidate should be appointed.

The Panel must publish their report

The Commissioner is required to have regard to the report (including the recommendation) and notify the Panel of his decision as to whether he accepts or rejects the recommendation.

The Commissioner can subsequently appoint the reserve candidate or proposed another person for appointment to the post; in the event of the Commissioner choosing the latter course of action, that candidate will become the 'reserve candidate' and the process above relating to reserve candidate will be repeated.

Police, Fire and Crime Panel – 29th April 2019

Section 151 Roles – Staffordshire Police, Staffordshire and Stoke-on-Trent Fire and Rescue Authority and the Office of the Police and Crime Commissioner

Appointment of Director of Finance

Staffordshire Commissioner for Police | Fire and Rescue | Crime

1. Purpose of Report

- 1.1 This report is to provide background information that supports the considerations of the Police, Fire and Crime Panel in confirming the appointment of the Director of Finance for both the Fire and Rescue Authority and the Office of the Police and Crime Commissioner (the Staffordshire Commissioner's Office).

2. Recommendation

- 2.1 That the Panel note the contents of the report in considering the appointment of David Greensmith in the role of Director of Finance for the Staffordshire Commissioners Office.

3. Background

- 3.1. Prior to taking on the governance of the Staffordshire and Stoke-on-Trent Fire and Rescue Authority (FRA) on 1st August 2019, the Police and Crime Commissioner (PCC) was required to complete a business case for consideration and approval by Government. The Staffordshire business case, which was approved, proposed that the three Chief Finance Officer (s151) roles could be reduced to two roles as a direct result of the change.
- 3.2. There were three posts with the s151 responsibility; one for the PCC, one for the Chief Constable and one for the FRA (and Fire and Rescue Service (FRS)). The PCC and FRA role is now combined within the Staffordshire Commissioner's Office and as such, there is no necessity for three roles.
- 3.3. However, in order to make the change from three roles to two roles and ensure that there is clarity as to how work is managed, different options were considered. The report attached, authored by the three s151 officers previously in role, is a consideration of the options available. It favoured the option of one s151 officer for Staffordshire Police and one for the PCC / FRA (and FRS) –

option 2 in the attached report (Appendix A). Appendix B is the Draft Job Description for the new Director of Finance role.

- 3.4. It should be noted that another aspect of the Fire and Rescue business case is to bring together the enabling services from Staffordshire Police and the Staffordshire and Stoke-on-Trent FRA and create a single service. The two finance functions will become one, probably in late 2019/20.

4. Practical Considerations

- 4.1. There are challenges in moving from three s151 roles to two. These are mostly practical in nature and in particular, require workload and then job roles to be clarified. These issues are not confined to the two roles and there will be impact on other staff that work for the two post holders.
- 4.2. Discussions have taken place with the senior management of both Staffordshire Police and the FRS to iron out any areas of concern and practical issues leading up to the implementation of the proposal. These discussions have not raised any issues of major concern. A risk register has been developed however to assure management of the practical risks that exist.
- 4.3. The specific practical changes that are necessary to ensure that the reduction in one post has no negative impact are primarily workload related.
- 4.4. The FRA / FRS will change the role of the current Director of Finance, Assets and Resources so that it has a narrower focus than at present. Currently the role has responsibilities for the following areas of business; Finance (s151 officer), Senior Information Risk Owner (SIRO), Information Technology, Asset Management and Development (mainly Estate / PFI). In future the intention is that the role will lose responsibilities for information management and information technology, but maintain a watching brief on assets until a collaborated service is in place with Staffordshire Police. This will enable the role to be a more traditional Director of Finance, freeing up capacity to manage across the OPCC and FRA (and FRS) functions.
- 4.5. The role of the Chief Finance Officer & Section 151 Officer for Staffordshire Police will also change as a result of the proposal. Given the past challenges that have existed in the police finance function, as identified in both internal and external audits, the s151 OPCC role has had to take on a more detailed range of duties than expected, or required by the role profile. The Staffordshire Police s151 officer has restructured and recruited to his finance team strengthening capability and capacity and addressing audit issues. As a result, much of the detailed work can either transfer back to him, or be taken on by him and his team, enabling the OPCC role to adapt to the more strategic nature set out in the role profile. Specifically the Chief Finance Officer & Section 151 Officer for Staffordshire Police will take responsibility for: -

- The preparation of the Medium-Term Financial Strategy;
 - Supporting treasury management arrangements developed by the SCO s151 role;
 - Accounts closure;
 - Supporting the management of the capital programme and the Minimum Revenue Provision policy, developed by the SCO s151 role;
 - Supporting the preparation of the Reserves policy, developed by the SCO s151 role;
 - Liaison with internal and external auditors;
 - The delivery of all financial services as set out in a Memorandum of Understanding between Staffordshire Police and the OPCC.
- 4.6. The changes set out above will mean that the PCC / FRA (and FRS) s151 officer role can focus more exclusively on providing assurance, strategic management and oversight of finance on behalf of the Commissioner. In practice this means a range of key responsibilities that involve governance and assurance, compliance with best practice, strategy, policy development, oversight over the production of financial reports and statements, addressing the financial implications of major changes and advising the Commissioner on financial matters, including precept.

5. Implementation

- 5.1. Discussions took place with all three current s151 officers and their line managers, to ensure full involvement in the development of the proposals. All those consulted with were supportive of the proposal.
- 5.2. Approval for the structural change being implemented was gained from the Commissioner, the Chief Constable and the Chief Fire Officer in February 2019. The statutory Audit Panel was also consulted prior to approval and asked for their views; they were comfortable with the proposal
- 5.3. Of the three officer directly affected, one of those (the OPCC s151 officer) was an interim, agency worker and therefore, not employed by the Commissioner. Her contract came to an end on 15th March 2019 and therefore, from this date, it was intended that the change proposed, took place.
- 5.4. Role profiles have been changed accordingly and evaluation of job roles will also take place. Further to this, the change will be kept under review and any issues arising managed through existing governance arrangements.

Matthew Ellis, Staffordshire Commissioner Police | Fire and Rescue | Crime

Contact Officer: Glynn Dixon, Chief Executive

Telephone: 01785 232242 **Email:** glynn.dixon@staffordshire-pfcc.pnn.gov.uk

Police and Fire Governance Business case – options paper around the role of the Section 151 Officer

The business case around Police and Fire governance integration contained within it the proposal to streamline the number of Section 151 officers from three down to two. Currently the three Section 151 officer posts sit within three distinct legal entities (corporation sole) discharging the legal duties of the Section 151 Officer to each corporation sole. However, legally there is nothing to stop an individual being the Section 151 Officer of more than one organisation subject to adequate governance remaining in place to avoid any potential conflicts of interest, not least to protect the Section 151 Officer. This model of sharing Section 151 Officers is tried and tested on a national basis, predominantly between small district councils, however in some larger entities the sharing of Section 151 Officers does occur. For example in Durham the Police and Crime Commissioner and Chief Constable share a Section 151 Officer, or in Hampshire where the Section 151 Officer for the Police and Crime Commissioner is also the County Treasurer of Hampshire.

The sharing of roles in other local areas underlines the fact that the reduction of one of the Section 151 roles is achievable, coupled with a significant number of OPCC S151 roles being part time. Indeed locally the substantive vacant role in the OPCC covers both finance and performance thus suggesting the OPCC S151 role could be covered on a part time basis if it was just focussed on finance. Local experience suggests a significant amount of ‘doubling up’ at Force meetings between OPCC S151 Officer and CC S151 Officer, representing what could be seen as a poor use of taxpayer’s resource.

In pulling together the options below we have balanced the need to ensure good governance with the need to maintain service specific knowledge (and thus advice) with the need to ensure taxpayers money is being spent in the most efficient and effective way in line with the business case around the integration of Police and Fire governance. These three options are:

- 1) No change with 3 substantive Section 151 Officers
- 2) The current Section 151 for Fire taking on the OPCC Section 151 role (horizontal integration)
- 3) The current Section 151 for the Chief Constable taking on the OPCC Section 151 role (vertical integration)

Option 1 – no change

Under this option there would be no change to the current arrangements whereby three section 151 officers are in post. This is an option given that under the new governance arrangements we still have three corporations sole (OPCC, CC and SCFRA)

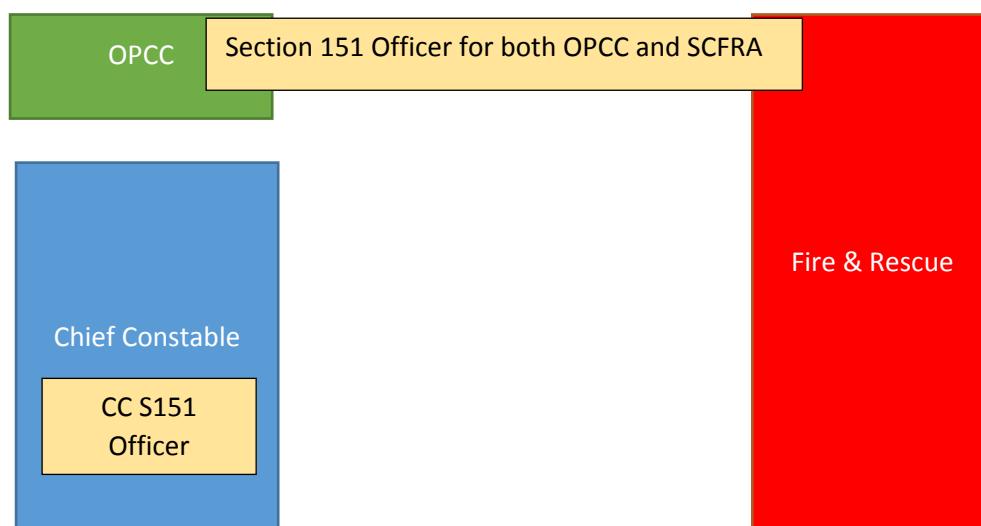
Benefits	Drawbacks
<ul style="list-style-type: none"> • Ease of governance - each corporation sole has a S151 Officer • Greater senior management capacity 	<ul style="list-style-type: none"> • Cost prohibitive – deletion of one of the posts is likely to free up c.£100k to reinvest in front line Fire and Policing services • Goes against the original business case • Does not end the current ‘doubling up’ at Force meetings

	<ul style="list-style-type: none"> • Does not streamline Policing decision making – e.g. for a decision form around capital spend to be signed both S151 Officers have to be in agreement. This arrangement does not exist in the wider local authority sector • Situation where by OPCC S151 has no staff • Situation where by CC S151 can be seen as subservient to OPCC S151 thus undermining authority within the Force
--	--

Conclusion – based upon the value for money argument in the business case coupled with ease of decision making and ‘doubling up’ at meetings this is the least favoured option. At a time of increasing front line demand the £100k saving would be better spent on front line Police and Fire activities.

Option 2 – Horizontal Integration

Under this option the current Section 151 Officer for the Staffordshire Commissioner Fire and Rescue would also become the Section 151 Officer for the OPCC. In effect this would link up both corporation sole that are charged with governance. However, due to the Staffordshire Commissioner Fire and Rescue being a fully integrated employer (rather than just a governance body as the OPCC is) this would leave the Section 151 Officer responsible for governance of both Police and Fire as well as running the service financial advisory for Fire.



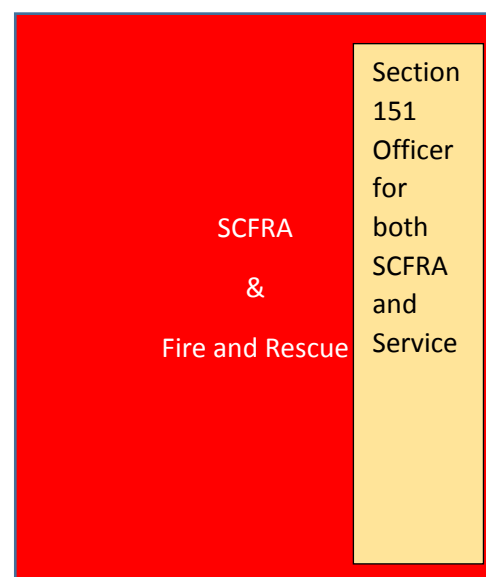
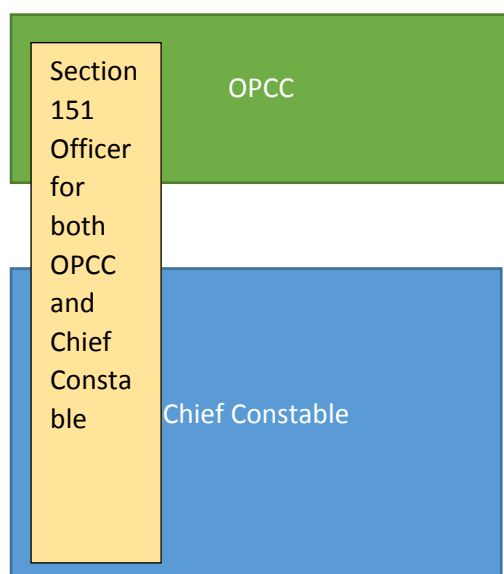
Benefits	Drawbacks
<ul style="list-style-type: none"> • Cost savings as per the business case (£100k) which can be reinvested back in frontline services • Governance bodies (OPCC and SCFRA) are aligned under same person 	<ul style="list-style-type: none"> • Whilst Fire can have integrated decision making under one S151 Officer Policing cannot • Does not end the current ‘doubling up’ at Force meetings

	<ul style="list-style-type: none"> • Does not streamline Policing decision making – e.g. for a decision form around capital spend to be signed both S151 Officers have to be in agreement. This arrangement does not exist in the wider local authority sector • Situation where by CC S151 can be seen as subservient to OPCC & SCFRA S151 thus undermining authority within the Force • Potentially viewed as a Fire takeover of Police Governance or a loss of a distinct Fire 'identity' • Requirement for S151 of OPCC and SCFRA to have detailed understanding of both Policing and Fire
--	--

Conclusion - based upon the above this option is workable, and from the purpose of achieving the savings within the business case is attractive. The drawbacks to this remain that it does not solve the current issues in Policing about having to align two S151 Officers (both whom have statutory duties) and thus speed of decision making – coupled to this from a governance point of view it could be perceived that a 'parent child' relationship exists for Policing but not for Fire (given Fire's vertical integration).

Option 3 – Vertical Integration

Under this option the current Section 151 Officer for the Chief Constable would also become the Section 151 Officer for the OPCC. In effect this would link up both corporation sole that are charged with Policing and Crime. This would mean having a Section 151 Officer for Police and Crime and one for Fire and Rescue.



Benefits	Drawbacks
<ul style="list-style-type: none"> • Cost savings as per the business case (£100k) which can be reinvested back in frontline services • Creates a finance lead for Police & Crime and one for Fire and Rescue • Perceived parity of Chief constable and Chief Fire Officer in terms of Fire CFO also 'holding the chief to account' • Ends 'doubling up' at Force meetings • Allows for more integrated & streamlined decision making in the Policing sphere • Creates two S151 Officers of equal status • Finance restructure supports this model of delivery with greater capacity in Force for day to day advisory, allowing S151 to become more strategic in focus • Model in use in other areas (e.g. Durham) • Is a simple extension of the existing SLA to provide finance and commercial services into the OPCC – in essence the only missing element of the current SLA is the provision of a S151 Officer 	<ul style="list-style-type: none"> • Need to ensure clear governance if a disagreement occurs between OPCC and Force on financial issues – honest broker role • Maintains two distinct governance organisations

Conclusion – based on the above analysis this would deliver the savings as per the business case as well as maintaining a sector specific CFO and as such would be the preferred option. This is dependent upon sorting out the governance between Force and OPCC in relation to the S151 role, however for example Durham would prove a useful example of how to make this work. The role of the SCFRA S151 would be enhanced to ensure that any governance arrangements between OPCC and Force for a shared S151 officer were being adhered to. If this governance proved unworkable option 2 would become the preferred option. It would allow for more streamlined decision making in the Policing sphere and also reduce the risk of the S151 Officer of the SCFRA not being able to provide the existing high level of service to the Fire and Rescue service from being spread thinner. This option does not cause disruption in the Fire and Rescue service thus being in line with the concept of a 'soft landing' on the back of governance changes

Appendix B

Post:	Director of Finance (Staffordshire Commissioner's Office)
Locations:	Police HQ, Weston Road, Stafford, ST18 0YY and Fire Service HQ, Pirehill, Stone, Staffs, ST15 0BS
Responsible to:	Staffordshire Commissioner and Chief Fire Officer / Head of Paid Service
Responsible for:	s151 Officer for the Office of the Police and Crime Commissioner and the Fire and Rescue Authority (FRA) and Fire and Rescue Service (Combined Role)
Salary:	£85,000 per annum (2015) – Subject to Evaluation
Hours:	37 hours per week, flexible working hours in operation
Contract Type:	Permanent

Overall Function (Purpose)

- To be responsible for the proper administration of the Staffordshire Commissioner's financial management arrangements, as defined in statute and guidance (this reflects two statutory s151 roles (and two corporations' sole) as from 1st August 2018, the Commissioner is both the Police and Crime Commissioner and the Fire and Rescue Authority for Staffordshire and Stoke-on-Trent).

NB: As at the time of writing, the statutory duties of these roles are set out in Section 151 of the Local Government Act 1972, in Sections 112 and 114 of the Local Government Act 1988, Schedule 1 of the Police Reform and Social Responsibility Act 2011. The post holder must be a member of one of the accountancy institutes listed in Section 113 of the Local Government Act 1988.

- To contribute to the strategic leadership and management of the Office of the Police and Crime Commissioner, the Fire and Rescue Authority and the Fire and Rescue Service as a member of the Staffordshire Commissioner's Office Leadership Team (covering both statutory business areas) and the Fire and Rescue Service's Executive Leadership Team.
- To develop and implement strategy and deliver strategic objectives and in particular, good financial management so that public money is safeguarded at all times and through working with executive leadership teams, used economically, efficiently and effectively.
- The post holder will work closely with a second statutory role, that being the s151 officer for Staffordshire Police.

Key responsibilities:

1. Staffordshire Commissioner's Office

- To ensure that the financial affairs of the Staffordshire Commissioner across policing and fire and rescue are properly administered, that financial regulations are observed and kept up to date in line with best practice.
- To ensure that the Commissioner is provided with appropriate and robust strategic advice in the management of his financial affairs across policing and fire and rescue.
- To work closely with the s151 Officer (Chief Finance Officer) for Staffordshire Police to maintain capacity and capability to meet policing requirements, as defined and agreed between the Chief Constable and the Commissioner.
- To provide leadership and oversight to: -
 - the development of medium term financial strategies for policing and fire and rescue, ensuring the delivery of sustainable financial plans over a 3-5 year period.
 - the development of financial policies and strategies to ensure that the reporting and monitoring of finance across policing and fire and rescue is in line with best practice, and open and transparent in line with the Commissioner's policy.
 - the resource and cash funding required to finance agreed programmes being available from Central Government funding, precept, other contributions and recharges.
 - capital schemes and other projects to which the Commissioner is contributing, taking part in the coordination, development and management of such projects.
 - the effective management of cash flows, borrowings and investments of the Police Service and Fire and Rescue Authority funds, and pension funds. To monitor performance against prudential indicators. Management of Treasury Function and setting the annual Treasury Management Strategy.
 - the development of financial strategies and plans, advising the Commissioner on the robustness of the budget and adequacy of financial reserves.
 - the production of the statements of accounts for both policing and fire and rescue.
- Ensuring that the Statutory accounts for the Police Service and the Fire and Rescue Authority are completed and approved by the Audit Committee by 31 July each year and to work effectively with the external auditors to ensure issues are resolved both timely and professionally.
- To ensure propriety and Value for Money (VfM) in the use of public funds.
- To report to the Staffordshire Commissioner and the external auditor on any known instances of unlawful, or potentially unlawful, expenditure by the Commissioner or officers of the office.

- To report to the Staffordshire Commissioner and the external auditor when it appears that expenditure is likely to exceed the resources available to meet that expenditure.
- To liaise with the external auditor and advise the Commissioner on the application of value for money principles to support him in holding the Chief Constable and Chief Fire Officer to account for efficient and effective financial management.
- To advise, in consultation with the Chief Executive, on the safeguarding of assets, including risk management and insurance.
- To operate as a part of the Senior Management team of the Staffordshire Commissioner's Office leading on work across a range of areas to support delivery of statutory duties.
- Support the Commissioner in the delivery of his strategies, supporting and advising in policy areas and liaising with partners and stakeholders.
- To undertake advisory work in connection with any relevant legislation or common law or direction or guidance from external bodies which require action or a response from the commissioner.
- To work closely with the Chief Constables and Chief Fire Officers teams, including senior officers and support functions, to deliver strategic goals.
- To ensure there is an effective internal audit function in place and that action is taken appropriate to the recommendations received.
- To carry out such other duties as may be reasonably be required.

2. Staffordshire Fire and Rescue Service

- As a member of the leadership team and the s151 officer of the FRA, to develop and implement strategy and to resource and deliver the organisation's strategic objectives sustainably and in the public interest. In practice this means: -
 - To assist the Chief Fire Officer / Head of Paid Service in the discharge of their executive duties.
 - Overseeing the development of the Medium Term Financial Strategy.
 - Overseeing a robust annual budgeting process, that provides financial balance and ensures adequate reserves are in place.
 - Overseeing capital projects and overall programme monitoring and control. Chair of the Capital Review Group.
 - Ensuring insurance policies are adequate.
 - Promoting and supporting the business transformation process, by:
 - Ensure saving plans are robust, realistic and in place particularly during times of austerity
 - Ensuring saving plans are delivered in line with agreed timescales

- Supporting and challenging corporate governance arrangements
- To be involved in key business decisions to ensure immediate and longer term implications, opportunities and risks are fully considered, and aligned with the Service's financial strategy
 - Supporting the Service and decision making, provision of professional financial advice.
 - Providing financial information as required to the Service, Commissioner (FRA) and community
- To promote the delivery of good financial management so that public money is safeguarded at all times and used, economically, efficiently and effectively
 - Ensuring that there is clear, well presented, timely, complete and accurate information provided to the Service and budget managers on budgetary and financial performance.
 - Promoting financial literacy throughout the Service.
 - Ensuring effective internal audit arrangements in place.
 - Developing and maintaining asset management and procurement strategies.
 - Implementing appropriate measures to prevent fraud.
 - Overseeing arrangements for the Administration of the Firefighters Pension Scheme, ensuring good governance and delegations are in place.
 - Responsibility for Service Payroll and Pension Payroll.
 - Directing the Finance Function so that it makes a full contribution to and meets the needs of the Service.

Person Specification – Knowledge and Experience

Essential

- To be a fully qualified member of a recognised Accounting Body (e.g. CIMA, CIFPA, ACCA etc)
- To have significant experience of working at a senior level in public and/or private sector organisations
- To be able to work effectively with other leadership team members with political awareness and sensitivity
- To adopt a flexible leadership style, to be able to move through visioning to implementation and collaboration/consultation to challenge as appropriate
- To have knowledge and experience of managing non-finance departments i.e. manage a broad portfolio of services to meet the needs of diverse employees and communities.
- To comply with ethics and standards and be a role model for the organisations cultural framework
- To be able to link overall corporate objectives and strategy with medium term financial plans
- To be able to give impartial and professional advice at all times
- To take ownership of relevant financial and business risks
- To place stewardship and probity as the bedrock for management of the Authorities finances
- To be able to deploy effective facilitation and good meeting skills
- To be able to set and monitor meaningful performance measures
- To promote high standards of ethical behaviour, probity, integrity and honesty
- To ensure and understand when necessary that outside expertise is called upon for specialist advice that may not be available with the Service

Desirable

- Excellent IT Skills

Health & Safety

Personnel should familiarise themselves with their Health and Safety responsibilities as detailed in the Organising and Responsibilities section of the Health and Safety Policy. These responsibilities support the legal duties imposed on employees by Section 7 and Section 8 of the Health and Safety at Work etc. Act 1974 and are aligned to your position and influence within the Service.-

Ensure individual participation to satisfy minimum requirements of the Health and Safety at Work Act 1974. Main responsibilities:-

- Actively promote safe working practices with self and others
- Co-operate with employer and others
- Use equipment, etc in accordance with training and instruction
- Inform employer work situations which present a serious and immediate danger
- Inform employer of any shortcoming in the arrangements for health and safety
- Not to interfere with or miss use anything provided in the interests of health and safety

Data Protection

Any employee processing personal data on behalf of the Service must comply with the 8 enforceable principles of the Data Protection act.

1. Fairly and lawfully processed
2. Processed for limited purposes
3. Adequate, relevant and not excessive
4. Accurate and regularly updated
5. Kept no longer than necessary
6. Processed in accordance with the data subject rights
7. Secure
8. Transferred only to Countries with adequate data protection

All employees are responsible to ensure compliance with the rules and regulations of the Services Data Protection Policy,

Freedom of Information Act 2000 (FOIA) & Environmental Information Regulations (EIR)
The FOIA gives people the right to request information from Public Authorities. For the purpose of FOIA public information means any record held by the Authority or Fire and Rescue Service in any form, this includes e-mails, plans and all other types of recorded, manual and electronic information.

All employees are responsible for processing information in accordance with the FOIA and the policy, procedures and guidance that are laid down by the Service Policy

Information Security

To demonstrate continuous compliance to Service Policy in relation to Information Security.

Signed:

Line Manager:

Date: