



**Staffordshire Police and Crime Panel
Confirmatory Hearing**

4.00 pm Monday, 23 April 2018
Oak Room, County Buildings, Stafford

John Tradewell
Secretary to the Panel
Friday, 13 April 2018

NB: The Confirmatory Hearing will start at 4.00pm, or at the conclusion of the Police and Crime Panel meeting, whichever is the sooner.

A G E N D A

1. **Apologies**
2. **Declarations of Interest**
3. **Consideration of the Proposed Appointment to the post of Interim Chief Finance Officer in the Office of the Police and Crime Commissioner** (Pages 1 - 6)

Briefing note, Job Description and Person Specification attached.

- a) To receive representations from the Police and Crime Commissioner on the criteria to be met by the chosen candidate;
- b) To receive a presentation and to question the proposed Interim Chief Finance Officer on 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'

PART TWO

5. **Consideration of the proposed appointment of Interim Chief Finance Officer (exemption paragraph 1)** (Pages 7 - 10)
6. **Panel decision on the proposed appointment to the post of Interim Chief Finance Officer for Staffordshire (exemption paragraph 1)**

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

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.

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STAFFORDSHIRE POLICE AND CRIME PANEL – 23 April 2018

CONFIRMATORY HEARINGS

Briefing note by the Secretary

This Panel is required to hold Confirmatory Hearings for the following key posts in the Office of the Police and Crime Commissioner

Chief Constable*

Deputy Police and Crime Commissioner

Chief Executive/Chief of Staff in the Office of the Police and Crime Commissioner

Chief Financial Officer in the Office of the Police and Crime Commissioner

*the power of veto exists for the Chief Constable appointment.

The requirement to hold a Confirmation Hearing also applies where the appointment is intended to be for an interim period (Police Reform and Social Responsibility Act 2011, Schedule 1, Paragraph 7(3))

The purpose of the Hearing is to enable the Panel to evaluate the professional competence and personal independence of the candidate chosen by the Commissioner to fill the vacancy in question.

Today's Hearing is for an Interim Chief Financial Officer.

The Panel is required to produce a report/recommendations to the Commissioner on it's views.

Legislation provides for the Hearing itself to be held in public but for the discussions on the report/recommendations to be held in private, hence this agenda is divided into 2 sections.

J Tradewell
Secretary to the Panel

Contact Officers: Julie Plant and Helen Phillips

01785 276135 and 276143

Julie.plant@staffordshire.gov.uk and helen.phillips@staffordshire.gov.uk

JOB DESCRIPTION

Chief Finance Officer

GRADE: circa £70K

Responsible and reporting to: Chief Executive

This is a critical role in the Office of the Police and Crime Commissioner (OPCC) in bringing assurance and strategic management to the PCC's oversight of finance as it relates both to the OPCC and Staffordshire Police.

Job Purpose:

To be responsible for the proper administration of the Police & Crime Commissioner's financial management arrangements, as defined in statute and guidance.

The statutory duties of this role 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.

Key Duties and Responsibilities

Finance

- To ensure that the financial affairs of the PCC are properly administered, that financial regulations are observed and kept up to date in line with best practice.
- To lead on the development of a medium term financial strategy to deliver a sustainable financial plan over a 5 year period.
- Develop financial policies and strategies to ensure that the reporting and monitoring of finance is in line with best practice, and open and transparent in line with PCC policy.
- To ensure that all financial implications, opportunities and risks are fully considered by the PCC and included in the financial strategy.
- To ensure regularity, propriety and Value for Money (VfM) in the use of public funds.

- To ensure that the resource and cash funding required to finance agreed programmes is available from Central Government funding, precept, other contributions and recharges.
- To report to the PCC and the external auditor on any unlawful, or potentially unlawful, expenditure by the PCC or officers of the PCC.
- To report to the PCC and the external auditor when it appears that expenditure is likely to exceed the resources available to meet that expenditure.
- To develop financial strategies and plans, and be able to advise the PCC on the robustness of the budget and adequacy of financial reserves.
- To oversee the production of the statements of accounts of the PCC; ensuring receipt and scrutiny of the statements of accounts of the Chief Constable and ensuring production of the group accounts.
- To liaise with the external auditor, and advise the PCC on the application of value for money principles by the Force, to support the PCC in holding the Chief Constable 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 undertake duties as required in relation to capital and other projects to which the PCC is contributing and to take part in the coordination, development and management of such projects.
- To operate as a part of the Senior Management team of the OPCC, leading on work across a range of areas to support delivery of statutory duties and the Police and Crime Plan.
- Support the PCC in the delivery of his strategy, supporting and advising in policy areas, for example in Special Police Services and football policing, through liaison and direct negotiations 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 PCC
- To work closely with the Chief Constables team, including senior officers and support functions, to deliver the PCC's 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.

Chief Finance Officer

Responsible and reporting to: Chief Executive (OPCC)

PERSON SPECIFICATION

Skills, experience, personal qualities

- Current membership of one of the 5 CCAB bodies, or CIMA in Great Britain, with an up to date record of Continuing Professional Development.
- Substantial post qualification experience, including substantial experience at a senior management level, to demonstrate ability to meet the full range of skills and abilities expected of the post
- Proven ability to work effectively with senior stakeholders at local, regional and national level. Highly developed political awareness and sensitivity and able to persuade and influence.
- Significant experience of financial strategy development with strong analytical abilities. A demonstrable track record of pro-actively translating ideas and plans into action with a high degree of flexibility and innovation as to the method of delivery.
- Ability to provide robust and challenging advice and an approach that delivers improvement as and when required.

Competencies

Leads strategic change

Thinks in the long term, establishing a compelling vision. Instigates strategic plans and policy that reflects the needs of the local population and are innovative both in design and content.

Provides proactive and expert advice

Assimilates complex information quickly, weighing up alternatives and making sound, timely decisions. Gathers and considers all relevant and available information, seeking out and listening to advice from specialists

Works effectively across organisational boundaries

Builds effective working relationships through clear communication and a collaborative approach. Maintains visibility and ensures communications processes work effectively.

Serves the public

Promotes a real belief in public service, focusing on what matters to the public and will best serve their interests. Ensures that all stakeholders understand the expectations, changing needs and concerns of different communities, and strive to address them.

Acts with professionalism and integrity

Acts with integrity, in line with the values, ethical standards and codes of corporate governance. Delivers on promises, demonstrating personal commitment, energy

and drive to get things done. Defines and reinforces standards, demonstrating these personally and fostering a culture of personal responsibility

Political restrictions

This post is politically restricted, and the post-holder will be required to complete appropriate security clearance.

Not for publication by virtue of paragraph(s) 1
of Part 1 of Schedule 12A
of the Local Government Act 1972

Document is Restricted

