

## **Police, Fire and Crime Panel – 3<sup>rd</sup> July 2023**

Appointment of Director of Finance and S151 Officer

Confirmation Hearing

Report of the Staffordshire Commissioner

### **1. Introduction**

The purpose of this report is to ask the Panel to consider the proposal to appoint a new Director of Finance and S151 officer within the Office of the Police Fire and Crime Commissioner. The report outlines the recruitment process undertaken, the selection criteria used and the terms and conditions of employment.

### **2. Background**

The Director of Finance and S151 Officer post is currently undertaken by David Greensmith, and will become vacant as a result of David returning to his substantive post at Fire fulltime. David's dual role was always considered a short-term arrangement.

### **3. The Candidate**

Following a rigorous recruitment process, Katharine Ross was successful and has been offered the role subject to clearances being obtained.

### **4. Summary of Recruitment Process**

- Advert – closed 9<sup>th</sup> May
- Shortlisting – 12<sup>th</sup> May
- Psychometric tests – w/c 22<sup>nd</sup> May
- Stakeholder Panel (Representatives from OPFCC, Fire and Police) – 1<sup>st</sup> June
- Interview Panel (CEX, Commissioner, Director of Finance, Police Deputy Director of Finance) – 1<sup>st</sup> June
- Candidates Presentation – 1<sup>st</sup> June
- Decision and offer made to preferred candidate – 1<sup>st</sup> June

### **5. Assessment Criteria**

Candidates had to demonstrate they fulfilled all essential criteria contained within the Job Description (copy attached in appendix 1) and were assessed against the criteria at each stage of the process.

## **6. Decision to appoint**

Katharine Ross is a member of Chartered Institute of Finance and Accountancy and has extensive experience of working at a senior strategic leadership level within a professional finance environment. Katharine has more than 12 years' experience working within a local authority, where she has gained extensive knowledge and understanding of public sector and local government finance and accounting practices, and is currently acting up in to the role of Deputy S151 Officer. Katharine has a wealth of experience developing and monitoring Medium Term Financial Strategies, preparing financial business cases for multi-million-pound projects and leading finance teams.

The process enabled Katharine to demonstrate her ability to build strong and effective relationships, challenge constructively, and provide sound financial management, ensuring budgets are used economically, efficiently and effectively, and that strategic objectives are met.

Katharine has a highly developed political awareness and a track record of working successfully with, and influencing, partners and stakeholders to deliver outcomes.

The interview panel were unanimous in their choice of preferred candidate, and are confident that Katharine Ross will make an excellent Director of Finance and S151 Officer for the Commissioner's Office.

## **7. Terms and Conditions of Employment**

Role: Director of Finance and S151 Officer

Type: 0.6 FTE Permanent

Salary on appointment: Grade M £92,355 (as the role is part time the salary will be pro rata to hours worked)

Annual Leave: 32 days

Notice period: 3 months

Politically Restricted: Yes

## **8. Recommendation**

The Panel is asked to consider and confirm the proposed appointment of Katharine Ross as the new Director of Finance and S151 Officer for the Commissioner's office.

**Ben Adams**

**Staffordshire Commissioner Police | Fire and Rescue | Crime**

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**Date:** 20/06/2023

**Appendix 1 – Director of Finance and S151 Officer Job Description**

## **Appendix 1 – Job Description**



**STAFFORDSHIRE COMMISSIONER**

Police | Fire and Rescue | Crime

# Director of Finance and S151 Officer

Job description



<b>Post</b>	<b>Director of Finance and S151 Officer</b>
<b>Employer</b>	Office of the Police, Fire and Crime Commissioner (OPFCC)
<b>Location</b>	Staffordshire Police Headquarters, Weston Road, Stafford, ST18 0YY
<b>Reports to</b>	Chief Executive
<b>Responsible for</b>	
<b>Grade</b>	M
<b>Hours</b>	3 days per week (0.6 FTE), flexible working hours in operation
<b>Contract</b>	Permanent, Casual Car User Allowance

### Role Purpose

- To be responsible for the proper administration of the Staffordshire Police, Fire and Crime Commissioner's (PFCC) financial management arrangements, as defined in statute and guidance (this the statutory s151 role for the Police, Fire and Crime Commissioner)

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, Fire and Crime Commissioner (OPFCC) as a key member of the Senior 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 the further two statutory roles, that being the s151 officer for Staffordshire Police and the s151 Officer for the Staffordshire Commissioner Fire and Rescue Authority

## Key Tasks and Responsibilities

### 1. Key responsibilities for the Police Fire and Crime Commissioner:

- To ensure that the financial affairs of the Police, Fire and Crime Commissioner (PFCC) 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 PFCC 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 Staffordshire Police and Staffordshire Fire and Rescue Service's s151 Officers (Chief Finance Officer) to maintain capacity and capability to meet policing and fire and rescue requirements, as defined and agreed between the PFCC and Chief Constable and Chief Fire Officer respectively.
- To provide leadership and oversight to:
  - the development of medium term financial strategies for policing, 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 PFCC'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 PFCC 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. 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 PFCC on the robustness of the budget and adequacy of financial reserves.
  - the delivery of the group statements of accounts ensuring receipt and scrutiny of the statements of accounts of the Chief Constable.
- Ensuring that the Statutory accounts for the Police Service are completed and approved by the Ethics Audit and Transparency Panel (ETAP) in line with statutory timescales 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 supporting the PFCC in holding the Chief Constable to account for efficient and effective financial management.

- To report to the Chief Executive, PFCC and the external auditor on any known instances of unlawful, or potentially unlawful, expenditure by the PFCC or officers of the office.
- To report to the Chief Executive, PFCC 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 PFCC on the application of value for money principles to support him 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 operate as a part of the OPFCC's Senior Leadership Team leading on work across a range of areas to support delivery of statutory duties.
- Support the PFCC in the delivery of their 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 PFCC.
- To work closely with the Chief Constable's and Chief Fire Officer's 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 as appropriate to implement any recommendations received.
- To carry out such other duties as may be reasonably be required.

## **2. Key Responsibility for the OPFCC Budget**

- Development of the Annual Budget, Budget Priorities and Medium Term Financial Strategy for the OPFCC.
- Development of Headcount and Pay Budget for the OPFCC in order to deliver the key priorities for the Office.
- To work with the Commissioning Team to ensure that budget priorities are captured within the annual budget setting and medium-term financial pressures are understood.
- To work with the Finance Team and the allocated Business Partner from the Shared Services Finance Team to ensure accurate monthly reporting to the Chief Executive and PFCC.
- To report the financial position for the OPFCC and Police through to Management Meetings as required.
- To manage effectively and report the Earmarked Reserves held by the OPFCC.



## Behaviours

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels:

### **Resolute, compassionate and committed**

We are emotionally aware	Valuing Diversity	5
	Managing Sensitivities/Political Savvy	5
We take ownership	Customer Service	5
	Maintaining Accuracy/Sustainable Working	5

### **Inclusive, enabling and visionary leadership**

We are collaborative	Partner Working	5
	Managing Complexity/Strategic Planning	5
We deliver, support and inspire	(self) Leadership	5
	Supporting Colleagues/Coaching & Mentoring	5

### **Intelligent, creative and informed policing**

We analyse critically	Problem Solving	5
	Situational Judgement	5
We are innovative and open-minded	Continuous Improvement	5
	Futurology	5

## Education, Qualifications and Experience

### **Essential:**

- Member of one of the accountancy institutes listed in Section 113 of the Local Government Act 1988.
- Significant and relevant experience of working at a senior manager level, in public and/or private sector organisations.
- Proven ability to work effectively with senior stakeholders and leadership team members and influence decision making.
- Highly developed political awareness and sensitivity, able to persuade and influence.
- Experienced at setting and monitoring meaningful performance measures.
- Experience of linking overall corporate objectives and strategy with medium term financial plans.
- Provide impartial and professional advice at all times.
- Take ownership of relevant financial and business risks.
- Place stewardship and probity as the bedrock for management of the organisations finances.
- Ability to deploy effective facilitation and excellent meeting skills.

- Demonstrate and promote high standards of ethical behaviour, probity, integrity and honesty.
- To understand and ensure when necessary that outside expertise is called upon for specialist advice that may not be available with the Office.

**Desirable:**

- Experience of Local Authority Accounting Principles.
- Leadership Qualifications, equivalent to an MBA.

**Skills**

**Essential:**

- Proven ability to build effective working relationships at all levels of the organisation, through clear communication and a collaborative approach
- Ability to interpret and extrapolate financial data and present in a clear, well-structured way that can be easily understood by non-financial users.
- Ability to assess and understand and respond to the macro environmental factors on the organisation.
- Ability to assimilate complex information quickly, weighing up alternatives and making sound, timely decisions.
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- Excellent and effective interpersonal skills.
- High level of communication, negotiation and influencing skills
- 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

\* Indicates that training will be provided as part of the role in this skill

**CPD Requirements**

Keeps up to date with relevant legislation

Attends relevant courses and events, as identified and agreed, to deliver post effectively

## Professional Registration/Licences

The post holder must be a member of one of the accountancy institutes listed in Section 113 of the Local Government Act 1988.

## Special Conditions

Own car for business use	Yes
Higher level vetting required	Yes
Requirement to wear Uniform	No
Requirement for post entry training	No
Fixed Hours	No
Weekend working expected	No
Shift allowance	No
Fixed term or temporary role	No
Politically Restricted	Yes
On call/standby rota	No
Flexitime Role	Yes
Notice Period	3 months

