



NORTHUMBRIA POLICE AND CRIME PANEL AGENDA

Tuesday, 31 July 2018 at 1.30 pm at the Gateshead Civic Centre

From the Clerk, Sheena Ramsey

Item	Business
1.	Apologies
2.	Proposed Appointment of the Police and Crime Commissioner's Chief of Staff (Pages 3 - 12) Report of the Clerk (attached).
3.	Panel Members to ask the candidate questions in relation to their proposed appointment
4.	Exclusion of the Press and Public The Panel is asked to pass a resolution to exclude the press and public from the meeting during consideration of the following item in accordance with Paragraph 1 of Schedule 12A to the Local Government Act 1972.
5.	Proposed Appointment of the Police and Crime Commissioner's Chief of Staff To consider and determine the content of the Panel's report and recommendations to the Police and Crime Commissioner in respect of the proposed appointment of Chief of Staff.

Contact: Brian Wilson, Tel: , Date: Monday, 23 July 2018

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PANEL MEETING ON 31 JULY 2018

SUBJECT: CONFIRMATION HEARING FOR THE POLICE AND CRIME COMMISSIONER'S CHIEF OF STAFF

REPORT OF THE CLERK TO THE PANEL

1. Purpose of Report

To provide information to the Panel on the process to be undertaken to hold a confirmation hearing for the Police and Crime Commissioner's Chief of Staff post.

2. Background

- 2.1 The PCC has announced her intention to appoint Ruth Durham as her Chief of Staff.
- 2.2 The Panel must be provided with the following information by the PCC:-
 - The name of the person proposed for appointment (the candidate)
 - The criteria used to assess their suitability
 - Why the candidate meets those criteria
 - The terms and conditions on which the candidate is to be appointed.
- 2.3 Under the Police Reform and Social Responsibility Act 2011 (the Act), the Panel must review the proposed appointment within three weeks of notification. This must include a public confirmation hearing which the candidate is expected to attend and answer questions relating to their appointment and a report must be made to the PCC including the Panel's recommendation as to whether the candidate should be appointed.
- 2.4 In response to the Panel's report, the PCC must notify the Panel whether she will accept or reject the recommendation.

3. Confirmation Hearing

- 3.1 The procedure for the Confirmation Hearing for the appointment of the PCC's Chief of Staff and Monitoring Officer is outlined in Appendix 1 to the report.

3.2 The report in Appendix 2 provides formal notification under the Act from the PCC to the Panel of the proposed appointment of the Chief of Staff and Monitoring Officer.

4. Recommendation

4.1 The Panel is requested to review the proposed appointment and make a report to the PCC on the proposal, including a recommendation as to whether or not the candidate should be appointed.

CONFIRMATION HEARING FOR APPOINTMENT OF THE PCC'S CHIEF OF STAFF - PROCEDURE

- 1 The Chair of the Panel will welcome the proposed appointee to the hearing and invite Panel Members and host authority officers present to introduce themselves.
- 2 The Chair will ask the Panel's Clerk to outline briefly the format of the hearing, which will have been sent to all Panel Members and the proposed appointee in advance. The Clerk will also confirm that the Police and Crime Commissioner (PCC) has supplied to the Panel the information required by the Police Reform and Social Responsibility Act and outline any additional information supplied.
- 3 The Chair will invite Panel Members to ask questions of the candidate.
- 4 When all Panel Members' questions have been asked, the Chair will invite the candidate, if they wish to do so, to clarify any responses they have provided to the Panel's questions and to ask any questions they have for the Panel.
- 5 The Panel's Clerk will then advise that the Confirmation Hearing has concluded and that the Panel will, having considered what it has heard, make its report and recommendations on the appointment to the PCC.
- 6 The candidate will then withdraw.
- 7 The Panel will pass a resolution to exclude the public and press from its meeting to enable it to consider its report and recommendations.
- 8 Following conclusion of the Panel's deliberations, the Clerk to the Panel, in consultation with the Panel's Chair, will draft the Panel's report and recommendations in line with the outcome of its discussions.
- 9 The Panel's report will be submitted to the PCC.

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VERA BAIRD^{QC}
POLICE & CRIME COMMISSIONER

REPORT TO THE POLICE AND CRIME PANEL

31st July 2018

**REPORT TO THE POLICING AND CRIME PANEL ON THE APPOINTMENT OF
THE INTERIM Chief of Staff (Chief Executive statutory duties)**

1. Purpose

- 1.1 The purpose of this report is to notify the Police and Crime Panel of the proposed appointment of the Chief of Staff for the Police and Crime Commissioner for Northumbria and to request that they review the proposed appointment and make a recommendation to the Commissioner about the appointment.

2. Background

- 2.1 The Police Reform and Social Responsibility Act 2011 (the Act) requires Police and Crime Panels to scrutinise senior appointments proposed by the Police and Crime Commissioner. Schedule 1 paragraph 9 (1) of the Act defines senior appointments as the Commissioner's Chief Executive, Chief Finance Officer and the Deputy Police and Crime Commissioner. These are referred to as Schedule 1 appointments.
- 2.2 The Commissioner must notify the Panel of the following information:
(a) The name of the person she is proposing to appoint;
(b) The criteria used to assess the suitability of the candidate for the appointment;
(c) Why the candidate satisfies the criteria; and
(d) The terms and conditions on which the candidate is to be appointed.
- 2.3 Schedule 1 paragraph 10 of the Act requires the Panel to review the proposed appointments and report back to the Commissioner which must include a recommendation as to whether or not the candidate should be appointed. This must be done within a period of three weeks beginning with the day on which the Panel receives the notification from the Commissioner of the proposed senior appointment(s).
- 2.4 Schedule 1 paragraph 11 of the Act requires the Panel to hold a confirmation hearing before making a report and recommendation under paragraph 10 to the Police and Crime Commissioner in relation to a proposed senior appointment.

- 2.5 Schedule 1 paragraph 12 allows the Police and Crime Commissioner the right to accept or reject the Panel's recommendation and she must notify the Panel of her decision.

3. Proposed Appointment

- 3.1 The PCC has determined that the post will be entitled Chief of Staff and as such the candidate will be responsible for the strategic, operational and tactical leadership of the Office of the Police and Crime Commissioner (OPCC), to enable the effective development, support and delivery of the functions and priorities of the Police and Crime Commissioner (PCC), ensuring effective engagement with the community, key partners and stakeholders.
- 3.2 The post holder is the statutory monitoring officer to the PCC and is required to ensure effective corporate governance and to support and advise the PCC in carrying out her statutory duties
- 3.3 The specific duties and responsibilities determined by the PCC for the position are:

Management and Leadership

- * Provide dynamic, strategic and operational leadership and management to the OPCC including business planning, work processes, target setting and performance management, ensuring the office is responsive to the PCC's corporate aims, objectives and requirements, providing high standards of service to the public on behalf of the PCC.
- * To present a professional and positive image for the OPCC and work proactively with the OPCC team to deliver the PCC's functions and identified priorities.
- * Responsible for the on-going training and development of the OPCC team enabling consistent and high quality performance. To work directly to the PCC in relation to personal objectives and development.
- * To ensure the effective delivery of all 'bought in' services /SLA's.

Statutory Responsibilities

- * Carry out the duties of the Chief of Staff under the Police Reform and Social Responsibility Act 2011, to enable and assist the OPCC to fulfil all its functions effectively and efficiently.
- * Carry out the statutory duties and responsibilities of the Head of Paid Service and Monitoring Officer.
- * Provide expert advice to enable the PCC to meet their statutory duties under the Police Reform and Social Responsibility Act 2011.
- * To oversee the financial planning, budgetary, resourcing and asset management of the OPCC.
- * In conjunction with the Chief Financial Officer ensure good governance and propriety in the conduct of the PCC's business including proper

arrangements for tendering procedures, the letting of contracts and commissioning.

- * To support and advise the PCC on the appointment and oversight of Chief Officers in the force.
- * Ensure that the OPCC carries out its duties and responsibilities on equality and diversity in accordance with relevant legislation, promoting commitment to equality and diversity in all its functions and activities.

Partnership and Commissioning

- * To be the strategic lead on partnership and commissioning, developing, promoting and maintaining effective working relationships with key stakeholders, the Police and Crime Panel, politicians and external partners as required to further the aims and objectives of the PCC.
- * To identify, develop and implement collaboration opportunities with partner organisations aimed at enhancing delivery of the PCC's priorities and providing value for money.
- * Ensure effective engagement with the Chief Constable and all relevant force personnel in planning and managing the work of the OPCC.
- * To ensure the OPCC contributes to the national consideration of issues in relation to policing and crime reduction.
- * To represent the OPCC at high level meetings with the Home Office, Her Majesty's Inspector of Constabulary, Association of Police and Crime Commissioners, Local Government Association and other bodies as required at regional and national level.

Communications, Engagement and Information

- * To lead the development and management of media, communications and engagement strategies based on a good understanding of communities to ensure effective communication, consultation and engagement with the public, partners and stakeholders.
- * To provide the strategic lead for the PCC's communications and public relations activities, ensuring effective media relationships are established and maintained, leading on the development, review and management of a media and communications strategy including social media.
- * To support the OPCC in raising its profile and communicating values, strategies achievements and views.
- * To represent the PCC as required at meetings with the local community.
- * To ensure that the OPCC complies with all information governance requirements including the management of FOI requests, demonstrating transparency and openness.

Strategy and Policy Development

- * To provide strategic advice and guidance to the PCC and OPCC team in developing long term vision supported by appropriate strategies, policies and plans including the Police and Crime Plan and associated delivery plans.

Scrutiny and Performance

- * Ensure effective governance arrangements are in place for the monitoring and scrutinising of the force performance with a view to securing continuous improvement in the delivery of local policing services.
- * To oversee the effective management of complaints and complaints procedures.

General

- * To work collaboratively with secondees, interns and trainees providing support and assistance where necessary.
- * To comply with organisational policies and procedures including Code of Conduct, Health and Safety policies and arrangements and Equalities policies.
- * To undertake any other tasks, duties or projects that may arise from time to time which are commensurate with the general level of this post and as directed by the PCC.

3.4 Following the reorganisation of the Office of the Police and Crime Commissioner for Northumbria and HR advice from Northumbria Police, the role was ring fenced to the Interim Chief of Staff, the Director of Governance and Communications and the Director of Commissioning, Engagement and Policy to apply for the post. The latter two officers decided not to apply for the post. As there was only one candidate for the post, the Police and Crime Commissioner and Mr Mike Tait, Chief Finance Officer interviewed Mrs Ruth Durham.

3.5 It is proposed that Mrs Ruth Durham be appointed as Chief of Staff as she is considered to be a suitable candidate in terms of carrying out the above role. Mrs Durham is currently Interim Chief of Staff at the Office of the Police and Crime Commissioner, prior to this role she was Director of Policy and Performance. She has a wealth of experience in police governance, having been a senior member of staff at Gateshead Council, when they were responsible for police governance of Northumbria Police.

3.6 Ruth's previous role(s) required her to manage a team of staff providing strategic policy advice to the Police Authority and the Police and Crime Commissioner. Mrs Durham has over 15 years' experience of police governance, her knowledge and skills acquired over the years have ensured she has a strong background in policy development and strategic direction and I feel utilising these skills in the role of Chief of Staff will assist me further in providing the statutory duties of the Office of the Police and Crime Commissioner.

3.7 In her interview Mrs Durham demonstrated an excellent understanding of the requirements of the role of chief of Staff. As she has undertaken the role on an interim basis since November 2017, she answered questions effectively and convincingly on a broad range of questions dealing with:

- Distinguishing the respective roles of Police and Crime Commissioner and Chief Constable
- Good governance
- Police and Crime Plan
- Leadership style and building sound relationships
- Equality and Diversity
- Partnership Working
- Challenges of working in a political environment
- Community Engagement

4. Terms and Conditions

- 4.1 Mrs Durham is to be appointed to the position on a salary of circa £66,000 based on 37 hours per week although it is acknowledged that as a senior member of the PCCs staff the post holder will have a wider commitment than this.

5. Recommendations

- 5.1 In accordance with the Police Reform and Social Responsibility Act 2011, Schedule 1 paragraph 9(1) the Panel is invited to:
- (i) Review the proposed appointment of Mrs Ruth Durham as the Chief of Staff for the Police and Crime Commissioner for Northumbria.
 - (ii) To make a recommendation to the Commissioner as to whether Mrs Durham should be appointed in accordance with Schedule 1 paragraph 10 (4) of the Act.

**Appointment of Chief Executive in the Office of the Police & Crime
Commissioner for Northumbria**

Main Terms & Conditions of Employment

Job Title:	Chief of Staff and Monitoring Officer in the Office of the Police & Crime Commissioner for Northumbria
Duration of contract:	Permanent
Politically Restricted:	Yes
Salary:	£66,000 per annum
Hours:	37 hours per week, applied flexibly as required
Holidays:	29 days
Base Location:	Office of the Police & Crime Commissioner, Baliol Business Park, Benton, Newcastle or elsewhere as reasonably required
Pension:	Contributory, Local Government Pension Scheme (Tyne & Wear) (Optional)
Notice Periods:	Twelve week notice.
Pay date & Method:	Monthly by credit transfer to bank account no later than 19 th of each month
Code of Conduct:	Highest standards of behaviour in the workplace and public life as specified in Code of Conduct
Travel and Subsistence:	As applied to the Police & Crime Commissioner
General:	Unless specified otherwise, the general reference point for terms and conditions will be the NJC for Local Government Services