

Police and Crime Panel

15th June 2020

Appointment of Temporary Chief Executive

Report of the of the Police, Crime and Victims' Commissioner



Purpose

1. The purpose of this report is to notify the Police and Crime Panel of the proposed appointment of the Temporary Chief Executive for the Acting Police, Crime and Victims' Commissioner for Durham and to request that they review the proposed appointment and make a recommendation to the Acting Commissioner about the appointment. This follows the cancellation of the PCC elections due to the Covid crisis and the former Acting Chief Executive leaving the office.

Background

2. The Police Reform and Social Responsibility Act 2011 (the Act), Schedule 1, Section 6, requires the Police, Crime and Victims' Commissioner to appoint a Chief Executive.
3. The Act also requires Police and Crime Panels to scrutinise senior appointments proposed by the Police, Crime and Victims' 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.
4. The Acting Commissioner must notify the Panel of the following information:
 - (a) The name of the person he 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.
5. Schedule 1 paragraph 10 of the Act requires the Panel to review the proposed appointments and report back to the Acting 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).
6. 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 Acting Police and Crime Commissioner in relation to a proposed senior appointment.
7. Schedule 1 paragraph 12 allows the Acting Police and Crime Commissioner the right to accept or reject the Panel's recommendation and he must notify the Panel of his decision.

Job Specification

8. The post holder is the statutory monitoring officer and Chief Executive to the PCVC and is required to ensure effective corporate governance and to support and advise the PCC in carrying out his statutory duties.
9. The advert (attached), stipulates that the role is temporary for a period of up to 12 months. This is to allow the return of the Acting PCVC to his substantive position following the next election process. This is anticipated in May 2021.
10. The job description and person specification was advertised as follows:

PURPOSE

To provide dynamic and inspirational leadership and management to the OPCVC, and to be a visible and influential leader with community safety and criminal justice partners

To be the chief adviser on all matters to the PCVC

To be the statutory Head of Paid Service and Monitoring Officer to the PCVC

To enable the PCVC to carry out all of his statutory functions to an exceptionally high standard, including community engagement, planning and reporting, complaints handling, good governance and police accountability

To build and nurture partnerships at senior levels across the community safety and criminal justice landscape in order to support the achievement of the PCVC's objectives

To commission positive outcomes for victims of crime and to reduce reoffending

To ensure good governance in the conduct of PCVC business including transparency of decision-making and proper arrangements for procurement and commissioning

KEY AREAS OF RESPONSIBILITY

1. To lead and develop the OPCVC staff to maintain a high performing, cohesive, skilled and responsive team, equipped and capable of meeting the requirements of the PCVC and to assist the Chief Executive in delivering the PCVC's responsibilities and objectives.
2. To nurture a culture of high performance and continuous improvement amongst the OPCVC team
3. To provide the PCVC with an effective policy and strategy development and delivery function that enables him to produce and drive effective plans based on evidence and community views.
4. To be the strategic lead for external relations, building and managing partnerships with local, regional and national stakeholders at appropriate levels to support the delivery of the PCVC's objectives.

5. To ensure that the PCVC has effective systems in place to hold the Chief Constable to account for the delivery of the Police, Crime and Victims' Plan and other policing matters.
6. To provide the PCVC with effective media, communications and engagement functions that influence and promote his objectives
7. To lead the development of effective systems for commissioning of local services, based on local needs and harnessing the resources of partners
8. To seek out and engage with opportunities nationally to promote the work of the PCVC, influence national policy-making, and contribute actively to the work of the Association of Policing and Crime Chief Executives.
9. To ensure that all corporate policies and processes meet statutory requirements and are of a standard that enables the OPCVC to operate efficiently, effectively, and transparently.

10. To ensure that the OPCVC performs its duties and responsibilities for equalities and diversity according to relevant legislation, and to promote the commitment to equality and diversity in all that the OPCVC does.
11. To undertake any other tasks, duties or projects that may arise from time to time which are commensurate with the general level of the post and as directed by the PCVC.

The duties and responsibilities outlined above cannot encompass or define all tasks which may be required of the post holder. The outline of duties and responsibilities given above therefore may vary from time to time without materially changing either the character or level of responsibility and these factors are reflected in the grade applied to the post. On occasion, there will be a requirement for out of hours working to meet business need.

SCOPE

- Direct responsibility for c.15 members of OPCVC staff plus 100+ volunteers
- Responsibility for a core budget of circa £1m per year operating costs
- Responsibility for advising the PCVC, with the Chief Finance Officer, on the distribution of c.£2.5m budget for commissioning services, as well as setting the overall budget for the Constabulary, which is currently £133m
- Direct influence on Durham Constabulary, with broader influencing role encompassing criminal justice agencies and local authorities
- Vetting required. Politically restricted.

PERSON SPECIFICATION

- Degree and / or relevant professional qualification. Full UK Driving Licence.

- Excellent leadership skills including people management and leading beyond authority. Outstanding ability to build and motivate high performing teams to develop and achieve organisational objectives
- Excellent communication and presentational skills, able to engage both internally and externally at the highest level and across the widest range of audiences and partners.
- Highly developed political understanding and experience with the interpersonal skills to negotiate, persuade and influence.
- The ability and experience to build credible effective working relationships and partnerships up to and including Chief Executive Officers / Chief Constables and equivalents.
- Proven ability to exercise outstanding judgement when faced with challenging decisions, at the same time as remaining objective and impartial.
- Demonstrable experience of policy development including evidence analysis and options development and appraisal
- Experience of influencing the development and delivery of local services, including an understanding of commissioning and procurement processes
- Experience of leading the full range of business processes including programme and project management.

Appointment process

11. It was important to recruit as soon as possible to the role as the capacity of the office and Acting PCVC was extremely tested due to the loss of senior staff (effectively the head of policy and the Ch Executive in effect), and was exacerbated by the ongoing Covid crisis. The application process was therefore open for a period of two weeks.
12. The PCVC chaired an interview panel consisting of Terry Collins (Chief Executive, Durham County Council), Paul Wildsmith (Managing Director, Darlington Borough Council), Gary Ridley ACO and CFO ODPCVC and Sarah Davies Durham Police HR. The interviews were conducted via skype but due to technical issues on the day, neither Terry Collins or Paul Wildsmith were able to take part. They had received the candidate packs and have been consulted post the interviews.
13. It is proposed that Mrs Sharon Caddell is appointed to the position. She is currently the Assistant Chief Executive for North Yorkshire OPCC and has formerly worked within the Cleveland OPCC as a project manager. She was tested on questions relating to staff management, the approach to the unique position of working with the substantive post holder as Acting PCVC and her knowledge of general policing challenges and issues. She is currently studying a Master's Degree in Criminology and police management. She also gave comprehensive answers in relation to the role of Monitoring officer and Head of Paid service. Whilst the field of 5 candidates interviewed was very strong, it was the unanimous view of the panel that Mrs Caddell be appointed.

Terms and Conditions

14. Sharon Caddell is to be appointed on the bottom pay scale for that of the Chief Executive and as a current serving Office of the PCC staff member in North Yorkshire and Cleveland, her transfer will be on a secondment basis. At the conclusion of the appointment she will return to her substantive post. The appointment will be subject to a four month probationary period with a months termination notice from either party.

Recommendations

15. In accordance with the Police Reform and Social Responsibility Act 2011, Schedule 1 9 (1) the Panel is invited to:
- (i) Review the proposed appointment on secondment of Sharon Caddell as the Temporary Chief Executive for the Acting Police Crime and Victims Commissioner for Durham;
 - (ii) Hold a confirmation hearing in order to inform a report on the proposed appointment;
 - (iii) To make a recommendation to the Commissioner as to whether Sharon Caddell should be appointed in accordance with Schedule 1 10 (4) of the Act.

Steve White

Acting Police, Crime and Victims' Commissioner