

**Report to Police & Crime Panel**

**12 March 2021**

**Office of the PCVC Restructure**

**Report of Interim Chief Executive**

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**Purpose**

1. To appraise the Police & Crime Panel of the outcome of the staff restructure and job evaluation process that was undertaken with the Durham Office of Police, Crime & Victims Commissioner (OPCVC).

**Background**

2. The request to review and restructure the OPCVC was requested by the late PCVC, Ron Hogg, of then Chief Executive, Mr, Steve White, in order to ensure that the Office functions were organised and tasked in such a way as to be able to maximise its efficiency and effectiveness.
3. A primary aim of the restructure was to ensure that the office staff were properly assigned within the delivery functions, and that individuals performing job roles were assured of receiving appropriate support and supervision within the hierarchy of responsibility.
4. An additional aim of the restructure was to develop a job evaluation policy, and an associated pay scheme, that would reflect the requirements of the contemporary Office business delivery needs. The pay scheme was designed with the objective of providing fair and competitive pay for each of the individual Office roles, and the duties and responsibilities that post holders were asked to carry out.
5. The intention to review and restructure the OPCVC was announced to those staff included within its scope, and work on the restructure commenced in August 2019.
6. The budget envelope for the commission was not exceeding £10,000. In line with standing orders requirements, a single quotation procurement exercise was conducted.
7. A company named We Do HR were directly awarded the commission to provide consultancy assist with the restructure process; the agreed cost of the service was £9,988. The remit included the development of the job evaluation scheme, development of an OPCVC specific salary scheme, and revised individual job descriptions that aligned with the functions of the Office.
8. Fifteen posts within the paid service, below the grade of chief/ statutory officer, were scoped into the review process; affected post holders were informed and consulted accordingly. Representative body, Unison, were also informed and formally requested to participate in the job evaluation process.
9. The review resulted in a result and recommendation of:

## NOT PROTECTIVELY MARKED

- a) deletion of one vacant head of function post (Head of Policy & Communications);
  - b) deletion of a vacant senior officer posts (Criminal Justice Policy Officer);
  - c) creation of two administrative posts (Policy & Commissioning Assistant and Administrative Support Assistant)
  - d) mainstreaming of two former intern roles to build office resilience; and,
  - e) role re-profiling of all affected posts.
10. The review did not result in any redundancies, or reduction in pay to any individuals. The review did recommend uplifting the salaries of all posts.
  11. In 2020/21, prior to the restructure, the OPCVC basic salaries budget was £679,000. This figure included an unbudgeted administration post. Without that post, the basic salaries budget was £655,000. Following the completion of the job evaluation process, using the new OPCVC pay scales, the equivalent annual basic salary cost would be £672,000.
  12. In 2020/21, prior to the restructure, the OPCVC gross employee budget (with employer on costs) was £826,000 less a vacancy factor of (£33,000), giving a net employee budget of £793,000. Following the completion of the job evaluation process, using the new OPCVC pay scales, the annual OPCVC gross employee budget (with employer on costs) would be £855,000 less a vacancy factor of (£34,000), giving a net employee budget of £821,000.
  13. Assuming the new OPCVC structure remains constant, the top of scale basic salary cost will be £711,000, the gross employee cost will be £906,000 and the net employee cost after deducting the vacancy factor will be £870,000.
  14. Prior to the restructure, there was a post shared with the OPCC Cleveland that was deleted from the structure and incorporated into the new OPCVC team structure. The OPCC Cleveland contributed £25,000 towards the gross cost in 2020/21, which was budgeted for. There will be no recharge for the deleted post included in future year estimates, thus this represents a loss of income.
  15. The OPCVC gross employee cost estimates (including employer national insurance and superannuation contributions) for 2021/22 are £877,000; for 2022/23 are £903,000; and for 2023/24 are £934,000.
  16. The OPCVC net total employee cost estimates (which include a vacancy factor of 4%) for 2021/22 are £843,000; for 2022/23 are £868,000; and for 2023/24 are £898,000.
  17. The restructure is considered to have ensured that the Office paid service is now fit for purpose, with a revised and refreshed structure that provides clarity to all staff members.
  18. A diagram of the revised organogram of the Office of the PCVC paid service structure is attached at Appendix 2 for information.

### Recommendation

19. The Police & Crime Panel is recommended to note the report.

**Sharon Caddell**  
Chief Executive

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**Appendix 1: Risks and Implications**

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**Finance**

N/A

**Staffing**

N/A

**Equality and Diversity**

N/A

**Accommodation**

N/A

**Crime and Disorder**

N/A

**Children's Act 2004**

N/A

**Stakeholder/Community Engagement**

N/A

**Environment**

N/A

**Collaboration and Partnerships**

N/A

**Value for Money and Productivity**

N/A

**Potential Impact on Police and Crime Plan Priorities**

N/A

**Commissioning**

N/A

**Other risks**

N/A

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