

**Police and Crime Panel**

**4<sup>th</sup> November 2022**

**Appointment of Chief of Staff**

**Report of the Durham Police and Crime Commissioner**

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**Purpose**

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 Durham and to request that they review the proposed appointment and make a recommendation to the Commissioner about the appointment.

**Background**

1. The Police Reform and Social Responsibility Act 2011 (the Act), Schedule 1, Section 6, requires the Police and Crime Commissioner to appoint a Chief Executive.
2. The Act also 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.
3. 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.
4. 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 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).
5. 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.
6. 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.

**Job Specification**

7. The post holder is the statutory monitoring officer and Chief Executive to the PCC and is required to ensure effective corporate governance and to support and advise the PCC in carrying out her statutory duties.
8. The job description as advertised is as follows:

## **PURPOSE**

To provide visible leadership, managerial support and direction, and policy advice to the PCC in all its existing and future duties, to ensure the successful delivery of the PCC's Police and Crime Plan, and national, regional and local responsibilities. The post will fulfil the statutory Chief Executive role as per relevant legislation.

## **KEY AREAS OF RESPONSIBILITY**

1. To lead and develop the OPCC staff to maintain a high performing, cohesive, skilled, and responsive team, equipped and capable of meeting the responsibilities and objectives of the PCC.
2. To nurture a culture of high performance and continuous improvement amongst the OPCC team.
3. To provide the PCC with an effective policy and strategy development and delivery function that enables her 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 PCC's objectives.
5. To ensure that the PCC has effective systems in place to hold the Chief Constable to account for the delivery of the Police and Crime Plan and other policing matters.
6. To provide the PCC with effective media, communications and engagement functions that influence and promote their 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 PCC, influence national policymaking, and contribute actively to the work of the Association of Policing and Crime Chief Executives and other bodies.
9. To ensure that all corporate policies and processes meet statutory requirements (e.g. equality and diversity, and data protection) and are of a standard that enables the OPCC to operate efficiently, effectively, and transparently.

*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 and performance management of the OPCC staff, including volunteers

Effective discharge of the PCC budget

Oversight of the strategic and financial performance of the Constabulary and estates budgets

Direct influence on Durham Constabulary, with broader influencing role encompassing criminal justice agencies and local authorities

Vetting required. This is a Politically restricted post.

## **PERSON SPECIFICATION**

- Proven track record of achievement at senior management level within a complex organisation.
- Degree or relevant professional qualification or equivalent level of experience.
- Ability to work under pressure, work on own initiative, and have a flexible approach to meet the demands of the role.
- 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.
- Possess a commitment to equality and diversity, and excellent public service.
- Full UK Driving Licence and ability to travel"

## **Appointment process**

9. The post was advertised internally and externally and a total of 13 applications were received. A further 2 applications were received late. All applications were assessed against the above job description. The PCC then chaired an interview panel, on Tuesday 11th October 2022, consisting of:

- a. The Leader of Darlington Borough Council
  - b. The Corporate Director for Adult Care at Durham County Council
  - c. The Deputy Police and Crime Commissioner
  - d. The PCC Chief Finance Officer
  - e. Durham Constabulary HR Manager
10. It is proposed that Ms Andrea Petty be appointed as Chief of Staff as she is the most suitable candidate in terms of carrying out the above role. This proposal is made subject to the receipt of satisfactory references and all relevant clearances.

Ms Petty has worked for Durham County Council for approx. 32 years, in a variety of roles and is currently Strategic Manager for Partnerships which she has held since July 2017. She has significant experience of partnership working, policy development, working with elected members, staff management and budget management. She has also been involved in peer review work in Local Government and has experience of regional working.

In her interview, Ms Petty demonstrated a very good understanding of the requirements of the role of Chief of Staff. She was able to effectively answer a broad range of questions dealing with:

- Staff leadership and Management
- Accountability issues and processes
- Commissioning and Partnership working
- The challenges facing the Office of the PCC.
- Regional and national working and influence

The Panel considered Ms Andrea Petty to be suitable for the role of Chief of Staff.

### **Terms and Conditions**

11. Ms Petty is to be appointed to the position on a salary of circa £73,300 based on 37 hours per week although it is acknowledged that as a senior member of the PCC's staff the post holder will have a wider commitment than this. The appointment will be subject to a 6 month probationary period.

### **Recommendations**

12. In accordance with the Police Reform and Social Responsibility Act 2011, Schedule 19 (1) the Panel is invited to:
- (i) Review the proposed appointment of Ms Petty as the Chief of Staff for the Police and Crime Commissioner for Durham.
  - (ii) Hold a confirmation hearing to inform a report on the proposed appointment.

- (iii) To make a recommendation to the Commissioner as to whether Ms Petty should be appointed in accordance with Schedule 1 10 (4) of the Act.