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22 April 2014

Report to the Police and Crime Panel on the Appointment of Chief Executive (Chief of Staff)**1. Purpose**

- 1.1 The purpose of this report is to notify the Police and Crime Panel of the proposed appointment of the Chief Executive 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.

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 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.
- 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 he must notify the Panel of his 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

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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.

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 his statutory duties

3,2 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 Constabulary.
- 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.

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- 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.

3.3 The PCC together with a Panel comprising Anna Lynch, Director of Public Health, Durham County Council, Miriam Davidson, Director of Public Health Darlington Borough Council, Mrs E Davies and Mr B A Thompson (independent members) and Mr G Ridley, Chief Finance Officer interviewed candidates on 7 April 2014.

3.4 It is proposed that Alan Reiss be appointed as Chief of Staff as he is considered to be 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.

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Mr Reiss is currently a Deputy Director in the Department for Education and has previously held a number of posts within the Department of increasing seniority. His role requires him to manage a team of staff providing strategic policy advice to Government Ministers and provide advice to the Secretary of State and Ministers on the allocation of budgets. He is also required to undertake negotiations across Government departments including the Treasury and the Prime Minister's Office on behalf of the Secretary of State. Mr Riess has 6 years of senior management experience within the Civil Service having completed the Cabinet Office High Potential Development Scheme and preparing for Top Management Scheme. Mr Riess is also academically strong with both an honours degree and masters degree. He has a strong background in policy development and strategic direction which I feel will assist me in the future development of my Office.

In his interview Mr Reiss demonstrated a very good and in some cases excellent understanding of the requirements of the role of chief of Staff. He was able to answer effectively and convincingly 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 apolitical environment
- Community Engagement

4. Terms and Conditions

- 4.1 Mr Reiss is to be appointed to the position on a salary of circa £70,000 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. The appointment will be subject to a twelve month probationary period.

6. Recommendations

- 6.1.1 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 of Mr Alan Reiss as the Chief of Staff for the Police and Crime Commissioner for Durham.
 - (ii) To make a recommendation to the Commissioner as to whether Mr Reiss should be appointed in accordance with Schedule 1 10 (4) of the Act.

Ron Hogg
Police and Crime Commissioner