



Leicester
City Council

**MEETING OF THE LEICESTER, LEICESTERSHIRE AND RUTLAND POLICE
AND CRIME PANEL**

DATE: MONDAY, 6 MARCH 2023

**TIME: 11:30 am or upon the conclusion of the earlier Confirmation
Hearing whichever is sooner**

**PLACE: Meeting Rooms G.01 and G.02, Ground Floor, City Hall, 115
Charles Street, Leicester, LE1 1FZ**

Members of the Panel

Councillor Taylor (Chair)

Councillor Whelband (Vice-Chair)

Councillors Clair, Clarke, Cutkelvin, Graham, Harper-Davies, Loydall, March,
Mullaney, Oxley, Phillimore and Woodman

Independent Members

Ms Parisha Chavda

Ms Salma Manzoor

Members of the Panel are invited to attend the above meeting to consider the
items of business listed overleaf.

For Monitoring Officer

Officer contacts:

Anita James, Senior Democratic Support Officer,

Tel: 0116 4546358, e-mail: committees@leicester.gov.uk

Leicester City Council, 3rd Floor Granby Wing, City Hall, 115 Charles Street

Information for members of the public

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- ✓ to ensure that the sound on any device is fully muted and intrusive lighting avoided;
- ✓ where filming, to only focus on those people actively participating in the meeting;
- ✓ where filming, to (via the Chair of the meeting) ensure that those present are aware that they may be filmed and respect any requests to not be filmed.

Further information

If you have any queries about any of the above or the business to be discussed, please contact:

Anita James, Democratic Support on 0116 4546358. Alternatively, email committees@leicester.gov.uk, or call in at City Hall.

For Press Enquiries - please phone the **Communications Unit on 0116 454 4151.**

PUBLIC SESSION

AGENDA

NOTE:

This meeting will be webcast live at this link <https://leicester.publici.tv/core/portal/home>

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1. WELCOME AND INTRODUCTIONS

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

Members will be asked to declare any interests they have in the business on the agenda.

4. CONFIRMATION HEARING FOR APPOINTMENT TO THE ROLE OF INTERIM CHIEF FINANCE OFFICER **Appendix A**

Following notification from the Police and Crime Commissioner of his intention to appoint his preferred candidate Ms Kira Hughes to the role of Interim Chief Finance Officer in accordance with Schedule 1 of the Police Reform and Social Responsibility Act 2011.

5. PRIVATE SESSION

Panel members to discuss the proposed appointment to the role of Interim Chief Finance Officer and to agree their decision and recommendations to the Police and Crime Commissioner.

To resolve that the press and public be excluded from the meeting during this item of business, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item there would be disclosure to them of exempt information as contained within Paragraphs 1, and 3 of Part 1 Schedule 12A to the Local Government Act 1972, being information relating to any individual or information relating to the financial or business affairs of any particular person (including the authority holding that information) and, further that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

While there may be a public interest in disclosing the information namely

openness in the deliberations of the Panel in determining its recommendations regarding the proposed appointment, it is felt that, on balance, this is outweighed by other factors in favour of maintaining the exemption, namely enabling full discussion regarding the merits of the proposed appointment.

6. ANY OTHER URGENT BUSINESS

Appendix A

LEICESTER, LEICESTERSHIRE AND RUTLAND

POLICE AND CRIME PANEL – 6th March 2023

REPORT OF THE CITY BARRISTER – LEICESTER CITY COUNCIL

Confirmation Hearing Process for the role of Interim Chief Finance Officer

Purpose of Report

- 1.1. This document explains the process to be followed by the Leicester, Leicestershire & Rutland Police and Crime Panel (hereafter referred to as 'the Panel') in respect of the proposed appointment of the preferred candidate to the role of Interim Chief Finance Officer.
- 1.2. By way of assistance, the Local Government Association have provided guidance for the process for holding confirmation hearings which can be accessed here, [police-and-crime-panels-on-confirmation-hearings.pdf \(cfgs.org.uk\)](https://www.cfgs.org.uk/policy-and-legal/policy-and-legal-articles/policy-and-crime-panels-on-confirmation-hearings.pdf)

Powers of the Leicester, Leicestershire & Rutland Police and Crime Panel

- 1.3. The Panel have the functions conferred by Schedule 1 of the Police Reform and Social Responsibility Act 2011 [Police Reform and Social Responsibility Act 2011 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2011/26/schedule-1) (Scrutiny of Senior Appointments). This enables them to:
 - (i) Review the proposed appointment, by holding a Confirmation Hearing within three weeks of notification being given. A 'confirmation hearing' is a meeting of the Panel, held in public, at which the candidate is requested to appear for the purpose of answering questions relating to the appointment;
 - (ii) Make a report to the Commissioner on the proposed senior appointment;
 - (iii) Include a recommendation to the Commissioner as to whether or not the candidate should be appointed,
 - (iv) Publish the report to the Commissioner made under (ii).
- 1.4 Paragraph 6(4) of the Schedule states that the Chief Finance Officer of a Police and Crime Commissioner must meet the criteria set out in section 113 of the Local Government Finance Act 1988.

1.5 Under section 113, the person having responsibility for the administration of the financial affairs of a relevant authority shall fulfil the requirements in one (or the requirements in each) of the paragraphs in subsection (2)

(2) The requirements are that-

(a) They are a member of one or more of the bodies mentioned in subsection

(3) below:

(b) immediately before the commencement day they had responsibility for the administration of the financial affairs of any of the authorities mentioned in section 111(2)(a) to (k) above under section 151 of the 1972 Act or section 73 of the 1985 Act.

(3) The bodies are –

(a) the Institute of Chartered Accountants in England and Wales

(b) the Institute of Chartered Accountants of Scotland

(c) the Chartered Association of Certified Accountants

(d) the Chartered Institute of Public Finance and Accountancy

(e) the Institute of Chartered Accountants in Ireland

(f) the Chartered Institute of Management Accountants, and

(g) any other body of accountants established in the United Kingdom and for the time being approved by the Secretary of State for the purpose of this section.

Confirmation Hearing for the role of Interim Chief Finance Officer

1.4 On 22nd February 2023 the Panel received formal notification from the Police and Crime Commissioner (hereafter referred to as ‘the Commissioner’) of the proposed appointment to the role of Interim Chief Finance Officer. This appointment is an interim appointment, and it is subject to the public scrutiny that is required as part of a proposed senior appointment within the meaning of Schedule 1 of the Police Reform and Social Responsibility Act 2011. In order to assist the Panel in reviewing the suitability of the preferred candidate, the Commissioner has provided the following documentation, which has been attached as an Appendix to this report:

- Name of the preferred candidate;

- Statement/report from the Commissioner stating why the preferred candidate meets the criteria of role;
- Job description
- Candidates CV (redacted)

At the Hearing

- 1.5 The first part of the meeting will be conducted in public and structured as follows:
- a. The candidate will be welcomed to the meeting.
 - b. The Commissioner will have the opportunity to make any comments on the candidate and the proposed appointment.
 - c. The Panel will have the opportunity to ask questions of the Commissioner.
 - d. The candidate will have an opportunity to present to the Panel their understanding of the role.
 - e. The Panel will have the opportunity to ask questions of the candidate.
 - f. The candidate will be given opportunity to clarify any answers given during the hearing and ask questions of the Panel about the next stage of the process.
- 1.6 The Panel will ask questions of the candidate which relate to their professional competence and personal independence, the answers to which will enable the Members to evaluate their suitability for the role.
- 1.7 On the Close of the Hearing the Panel will hold a closed session in order to decide on its recommendations to the Commissioner regarding the appointment of the preferred candidate to the role of Interim Chief Finance Officer.

At the end of the Confirmation Hearing session the Panel will discuss the following:

- Whether the candidate has the professional competence to exercise the role.
- Whether the Panel feels that the candidate has the personal independence to exercise the role.

Where a candidate does not meet the minimum standards in the areas set out above the Panel may choose to not recommend the candidate to the role of Interim Chief Finance Officer. Where a candidate meets the standards but there is still cause for concern about their suitability, it may be appropriate to outline those concerns in the

Panel's response to the Commissioner. Where the candidate is deemed by the Panel to meet the minimum standards the Panel will recommend approval of the proposed appointment.

- 1.8 The recommendations relating to the outcomes of the Confirmation Hearing will be communicated to the Commissioner in writing by the next working day. The Panel's democratic support officer will, in consultation with the Chair of the Panel, send a report on the proposed appointment to the Commissioner confirming the Panel's recommendation as to whether or not the candidate should be appointed. Where the Panel is recommending refusal, a summary of the principal reasons will be included. The Panel will normally publish its decision and report five working days after the Confirmation Hearing has taken place. However, the Commissioner may request to the Chair that the Panel bring forward or delay publication of the decision.
- 1.9 In response to the Panel's report, the Commissioner must notify the Panel whether they will accept or reject the Panel's recommendation. The Panel possesses no power of veto over the eventual appointment:
- Where Panel has recommended approval, they will write to the Commissioner accordingly who will respond in accordance with the statutory process.
 - Where the Panel has recommended refusal and the PCC decides not to appoint, the Panel's report will normally be published alongside a statement by the PCC setting out a timetable and process to make a new appointment.
 - Where the PCC continues with the appointment, they will normally make a response at the same time as the publication of the Panel's report, focusing on why they felt that the candidate did in fact meet the minimum standards for the post.

Officer to Contact:

Kamal Adatia

City Barrister & Head of Standards

Monitoring Officer

Leicester City Council

E-mail: Kamal.Adatia@leicester.gov.uk

POLICE AND CRIME COMMISSIONER FOR LEICESTERSHIRE POLICE & CRIME PANEL

PAPER MARKED

Report of	OFFICE OF THE POLICE & CRIME COMMISSIONER
Date	MONDYA 6TH MARCH 2023
Subject	APPOINTMENT OF INTERIM CHIEF FINANCE OFFICER
Author	LIZZIE STARR, DIRECTOR OF GOVERNANCE AND PERFORMANCE, OFFICE OF THE POLICE AND CRIME COMMISSIONER FOR LEICESTER, LEICESTERSHIRE AND RUTLAND

Purpose of Report

1. The purpose of this report is to enable members of the Police and Crime Panel (PCP) to consider the Police and Crime Commissioner's (PCC) proposed interim appointment of an Interim Chief Finance Officer.
2. In doing so, the Panel must satisfy itself that the preferred candidate selected by the PCC has the professional competence to undertake the role and has significant personal independence to be able to act operationally independent of the PCC.

Recommendation

3. The Panel is asked to review the appointment of Kira Hughes as the Interim Chief Finance Officer in accordance with section 28(5) and schedule 1 paragraphs 9 to 11 of the Police Reform and Social Responsibility Act 2011.

Background

4. The previous Chief Finance Officer resigned from holding both PCC and Chief Constable CFO roles with effect from November 2021.
5. The Resources Manager supported the previous PCC Chief Finance Officer, as acting Chief Finance Officer in her absence from September 2019 and as Deputy s151 Officer from July 2021.
6. Experience over the last few years has shown that the PCC requires sound financial advice for all significant decisions, and these cannot always wait for a part-time post-holder to be available. Part-time post-holders in other PCC Offices have all had to work 5 days per week at least at certain times of the year to meet the demands required of the role.
7. There is the additional complexity of the Chief Constable being required in law to have a Chief Finance Officer of their own, which could be shared between

the PCC and Chief Constable. Consequently the capability could be provided by:

- a. sharing the services of an existing local authority director of finance, separate to the force's Chief Finance Officer
 - b. having a shared treasurer between the Police and Crime Commissioner and Chief Constable
 - c. having a Treasurer for the Police and Crime Commissioner, separate to the force's Chief Finance Officer
8. Each option was considered:
- a. Sharing the services of an existing local authority director of finance: this arrangement would draw in the services of a local authority s151 officer to provide the expertise required by the PCC. All local authorities require the services of their s151 officer at the same critical times of the year as the PCC (budget setting and closing of accounts in particular), therefore this option is not viable.
 - b. Sharing a Chief Finance Officer between the Police and Crime Commissioner and the Chief Constable: both the 'Chartered Institute of Public Finance & Accountancy (CIPFA) statement on the role of the Chief Finance Officer of the PCC and the Chief Finance Officer of the Chief Constable' and the 'Financial Management code of practice for Police Forces of England and Wales' requires that both the PCC and the Chief Constable should have their own CFO. The Statement requires that both the PCC and Chief Constable should appoint separate CFOs and when a joint CFO is appointed the reasons should be explained publicly in the PCC's Annual Governance Report, together with an explanation of how the arrangement will deliver the same impact. A joint Chief Finance Officer would be a full-time post, and, as such, would be available at all times. It could be argued that a joint post would improve the PCC's influence over the approach to financial management adopted within the Force. However, it wouldn't give the PCC control of this, as that legitimately sits with the Chief Constable. This would require closer integration of the Force Finance team and the PCC finance function. The PCC would lose a significant level of independence from the Force. There would be the potential for conflicts of interest and split loyalties between the two corporations sole. The PCC determined to retain a separate Chief Finance Officer from the Force to ensure independence of financial advice and scrutiny.
 - c. Having a Chief Finance Officer for the Police and Crime Commissioner, separate to the force's Chief Finance Officer: this is the current situation and remains the preferred approach.
9. The PCC must under the Police Reform and Social Responsibility Act 2011 notify the PCP of the preferred candidate for appointment as Chief Finance Officer. Schedule 8 of the Act states that the PCC must provide the following information:
- a) The name of the person whom the PCC is proposing to appoint;
 - b) The criteria used to assess the suitability of the candidate and how the candidate satisfies these criteria; and

c) The terms and conditions under which the candidate is to be appointed.

10. Also provided for the PCP's consideration are:

- i) The Role profile and person specification;
- ii) The criteria used for assessment;
- iii) CV of the preferred candidate.

Process

11. The role profile is a key document in the appointment process. It sets out clearly the expectations and requirements of the role. This was drafted and approved by the PCC, and is attached at Annex A2.

Criteria used to assess the suitability of Candidate

12. No formal selection process has been undertaken. The proposal was to recruit to the role of Chief Finance Officer after a substantive Chief Executive had been successfully appointed, so that they could take part in the selection process.

13. This was not originally expected to take long, and so the Resource Manager, Kira Hughes was asked to act as Chief Finance Officer in the meantime. Because of the delays in the successful recruitment of a permanent Chief Executive she has been acting Chief Finance Officer for some considerable time.

14. She has successfully presented 2 budget proposals to this Panel and seen the Police and Crime Commissioner through an entire financial cycle. Consequently, a formal selection process is considered unnecessary – it would not add anything to the knowledge of the PCC or DPCC as to her suitability. She has amply demonstrated her competence throughout the period of acting as Chief Finance Officer, including through this Panel's approval of her budget papers on two occasions.

Candidate Proposed

15. The PCC has selected Kira Hughes as his preferred candidate based on her skills and experience.

16. The PCC is confident that Ms Hughes has demonstrated a skill set that not only fulfils the criteria outlined by the role description but also compliments his own skills and experience.

17. Key considerations for the PCC in making his selection is that Ms Hughes has the following experience and competence:

18. Ms Hughes has extensive experience as in the public sector.

19. She is ACCA qualified Accountant and a member of CCAB.

20. She has recent experience at the most senior level and has demonstrated whilst covering for the vacant Chief Finance Officer post that she is capable of fulfilling the role.

21. Ms Hughes' CV is attached in full at Annex B2.

Terms and Conditions of Appointment

22. The interim appointment will commence with immediate effect.

23. The Treasurer post salary is at £61,875 to £70,761.

24. The post holder will be eligible to enrol in the Local Government Pension Scheme. Expenses and business mileage costs incurred in connection with the role will be reimbursed.

Implications

Financial	This post is included in the OPCC staffing budget.
Legal	The legislation enables the Commissioner to appoint a Chief Finance Officer and it is a legislative requirement that the Commissioner informs the Panel of his decision to appoint. The legal requirements are being met.
Equality Impact	The Commissioner has considered equality and diversity in this appointment.
Risks and Impact	The Panel has previously highlighted the risks associated with not bringing a Chief Finance Office before the Panel to scrutinise the appointment. This issue has been reflected in the decision made by Mr Matthews in making this decision to appoint Ms Hughes.
Link to Police and Crime Plan	The Chief Finance Officer will support the Commissioner in the delivery of the whole Police and Crime Plan.

List of Appendices

Annex A2 – Job Description and Person Specification
Annex B2 – Kira Hughes CV (Exempt Document)

Background Papers

Police Reform and Social Responsibility Act 2011.

Persons to Contact

Lizzie Starr, Director of Governance and Performance
Elizabeth.starr@leics.police.uk

Leicestershire Police and Crime Commissioner

Job Title: Chief Finance Officer

Job Summary

To provide in depth expertise and strategic advice to the PCC on financial planning, management, policy, and all financial aspects of corporate governance. To develop and maintain appropriate financial management and administration systems and controls that support the service commissioning intentions of the PCC and help ensure regularity, propriety and value for money in the use of public funds and in the delivery of the Police and Crime Plan.

Post Number: PC002
Grade /Scale: Salary £61,875 to £70,761
Weekly Hours: 37 hours per week
Responsible To: Chief Executive Officer
Responsible for: Resource Manager
Location Work base: Police Force Headquarters

Key Working Relationships

- The Police & Crime Commissioner and Deputy Commissioner
- All staff and contractors of the Police & Crime Commissioner
- Chief Constable and senior officers and managers of the Force
- Local partnerships, stakeholders, and voluntary and community sector
- Police and Crime Panel
- Senior officers and politicians across Leicester, Leicestershire, and Rutland councils
- Joint Audit Risk and Assurance Panel
- The communities of Leicester, Leicestershire, and Rutland
- The wider PCC and policing network of the East Midlands region
- External bodies such as the Association of Police and Crime Commissioners, PACCTS, Home Office, HMIC, IOPC, Ministry of Justice, and other offices of Police and Crime Commissioners

Key Functional, Management and Leadership Responsibilities.

1. To exercise the statutory responsibilities for all financial affairs and have accountability for the financial probity for the Office of the Leicestershire Police and Crime Commissioner (OPCC).
2. To exercise the statutory arrangements for proper financial administration and governance as set out within the statutory responsibilities under Section 151 of the Local Government Act, the Local Government Finance Act 1988, the Local Government Act 2003 and other relevant legislation.
3. To provide in depth expertise and strategic advice to the PCC on financial planning, management, policy and all financial aspects of corporate governance. To develop and maintain appropriate financial management and administration systems and controls that support the service commissioning intentions of the PCC and help ensure

regularity, propriety and value for money in the use of public funds and in the delivery of the Police and Crime Plan.

4. To ensure that accurate, complete, and timely financial management information is provided to the PCC. Scrutinise and oversee the Chief Constable's draft budget proposals. Arrange for the determination, issue, and transfer of the precept.
5. Report to the PCC, Chief Constable, and External Auditor any unlawful or potentially unlawful expenditure by or on behalf of the PCC.
6. To ensure the effective delivery and provision of internal and external audit services, respectively, to the PCC. In particular, to:
 - Ensure, jointly with the Force Finance Director, the delivery of an effective internal audit function which provides assurance upon the internal control and governance arrangements within the Force and the Office of the PCC;
 - Advise and support the Joint Audit Risk and Assurance Panel to deliver its agreed terms of reference, including production of its annual assurance report;
 - Liaise with the External Auditor to facilitate an effective external audit of the PCC and Chief Constable's financial affairs;
 - Maintain an effective anti-fraud, bribery and corruption policy and operational practices;
 - Work closely with the Force Director of Finance to procure adequate and appropriate insurance cover for both the Force and PCC;
 - Develop, implement and maintain an effective Risk Management Action Plan and Business Continuity Plan for the OPCC.
7. Lead responsibility on behalf of the PCC for oversight and scrutiny of the Force's resources- related plans (e.g. estates and asset management strategy and plan; Procurement Strategy; ICT Strategy, etc).
8. Formulate an effective treasury policy and strategy and to monitor treasury management performance so as to minimise external interest costs, maximise investment returns and guard against financial loss.
9. Oversee the monitoring and administration of all PCC controlled expenditure.
- ~~10. To lead strategically across the development and delivery of policy and practice, creating and implementing the content of the Commissioner's programme.~~
11. To provide strategic direction and financial advice and challenge to the Commissioner in fulfilling his functions and providing professional leadership, responsibility and management of the overall budget, strategy and operational framework for the Police and Crime Commissioner.
12. To discharge fully responsibilities delegated by the Police and Crime Commissioner in discharging his responsibilities in accordance with the provisions of the Police Reform and Social Responsibility Act 2011.
- ~~13. To represent the PCC across executive, senior stakeholder and governmental relationships. To secure effective and highly productive relationships with key partner agencies, including local government and wider public services.~~
- ~~14. To influence a range of policy makers, public bodies, partners and suppliers to ensure the Police and Crime Commissioner is well positioned to meet existing objectives and new challenges.~~
- ~~15. To be the key adviser to the Police and Crime Commissioner, on key areas of policy and practice and lead on the development and delivery of strategy and plans within scope of portfolio.~~
16. To communicate at an executive level with senior stakeholders within and beyond the County, forging high-level relationships, fostering strategic partnerships, influencing key investment and policy decisions and enhancing the reputation and influence of the Office of the Police and Crime Commissioner. Ensure that the Office of the Police and

Crime Commissioner significantly contribute to national considerations concerning policing and public safety.

~~17. To lead on the design, development and delivery of strategies relevant to portfolio, working collaboratively with key partners across the police force and other organisations.~~

~~18. To provide strategic advice to the Police and Crime Commissioner in fields relevant to portfolio, ensuring latest developments in national and international policy and practice inform local thinking.~~

~~19. To engage with partners across policing, justice and third sector organisations to develop innovative approaches to service delivery and to seek funding to support new initiatives.~~

~~20. To deputise for the other Directors and to formally represent the Police and Crime Commissioner, as required.~~

Statutory Responsibilities:

21. To discharge fully the responsibilities of the Section 151 Officer for the Office of the Police and Crime Commissioner (OPCC) Policing Group, (including any companies, charities or joint ventures within the group) in accordance with the responsibilities under the Local Government Act s.151 and the Police, Reform and Social Responsibility Act 2011.

22. To discharge fully the responsibilities of the Section 151 Officer for the Leicestershire Commissioner in accordance with the responsibilities under the Local Government Act s.151 and the Police, Reform and Social Responsibility Act 2011

23. To discharge fully the Duty of Best Value responsibilities as set out in Section 3 of the Local Government Act 1999 (as amended by s137 of the Local Government & Public Involvement in Health Act 2007).

~~24. For Policing: to discharge the financial strategies, budget negotiations and all statutory and public financial engagement, ensuring financial legislation is complied with.~~

25. In conjunction with the CEO to ensure compliance with the requirements of all statutory, legislative and financial frameworks. Demonstrable evidence of policy judgement, political awareness and astuteness.

26. To ensure propriety in the conduct of the Commissioner's business, including making proper arrangements and governance for contracts and tendering procedures.

~~27. To discharge professional leadership of Police finance functions to ensure they have the capacity to deliver current and future priorities in accordance with relevant government legislation, professional standards and leading edge practices.~~

~~28. To ensure appropriate financial standards and processes are in place and ensure the PCC interests are represented in regard to the Leicestershire Pension Fund and the Police Pension Fund.~~

29. As the statutory officer charged with governance, to lead engagement with external and internal auditors and discharge those responsibilities at the Joint Audit Risk and Assurance Panel (JARAP).

General

30. To actively promote equality of opportunity, proactively work towards eliminating discrimination and promote good relations between all groups of people.

31. To undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

32. This role description should develop along with the changing demands of policing reflected in the PCC's objectives and priorities.

33. To be flexible in terms of working location and be prepared to, when required, work and travel nationally to fulfil the duties of the role.

Person Specification

Knowledge/ Education (including qualifications):

1. To evidence previous experience working as a Chief Officer and Section 151 Officer in large and complex organisations.
2. Qualified CCAB (Consultative Committee of Accountancy Bodies) and Membership of one or more professional bodies as set out in s.113 of the Local Government Finance Act 1988.

Experience:

3. Substantial knowledge and experience of leading financial planning, budget preparation and control, financial risk assessment, management and resolution, statutory accounting, and financial systems and control across more than one large and complex organisation
4. Proven experience of providing strategic financial and policy advice and challenge to senior and political leaders.
5. Experience and success in:
 - a. Promoting, leading, and influencing high performing, professional teams
 - b. Effective partnership working and collaboration; developing and maintaining positive and productive relationships with a range of internal and external stakeholders and strategic partners.
 - c. Driving cultural change and organisational vision and values.
 - d. Operating in a political environment, providing professional advice and guidance to, and building effective working relationships with senior managers, government officials and elected members.
 - e. Developing strategic policies and plans.

Skills:

6. Effective interpersonal, communication and presentation skills, (oral and written) with ability to engage a range of audiences, build and maintain successful, positive relationships/ networks and positively represent the PCC.
7. Sound judgement in devising and evaluating options and dealing with complex issues, commercially / financially astute and client focussed. Ability to see the big picture, interpret it and develop relevant strategies, plans and deliverables.
8. Flexible and able to meet competing demands and challenging circumstances, ability to work under pressure and work at pace to achieve priorities.
9. Personality and credibility that engages and commands the confidence of all stakeholders, building rapport and gaining trust.
10. Excellent current working knowledge and understanding of police and local government law, practice and statutory requirements with a thorough understanding of the current

issues and future challenges facing the sector and their impact across a range of policing services.

11. Proven / demonstrable leadership skills; specifically the ability to “take people” with you, engage and motivate and promote organisational vision and values. Collaborative and strategic leader – able to motivate and work across boundaries and achieve performance/results through others.

Other

This post is politically restricted under the Local Government and Housing Act 1989 as amended by the Local Democracy, Economic, Development and Construction Act 2009.

Security Check Levels refer to vetting for the specific levels that relate to this job role:

Management Vetting (MV)

Security Check (SC)

Residency vetting requirements: 5 years continuous UK residency.

Car User: Yes – Casual User Allowance

Additional Information: Must hold a full driving licence and be prepared to use own car for business purposes.

** Reasonable adjustments will be considered under the Equalities Act 2010.*



Job Description

Chief Finance Officer

Version - 1.0 Date - 23 July 2021

Post Number:	PC002
Grade /Scale:	Senior Manager – Salary £61,875 to £70,761
Weekly Hours:	37 hours per week
Department:	Office of the PCC
Status:	Established
Responsible To:	Chief Executive Officer
Responsible for:	Resources Manager
Location Work base:	Police Force Headquarters
Job Role /Purpose:	<p>To exercise the statutorily defined responsibilities for all financial affairs and have accountability for the financial probity for the Office of the Leicestershire Police and Crime Commissioner (OPCC).</p> <p>To exercise the statutory arrangements for proper financial administration and governance as set out within the statutory responsibilities under Section 151 of the Local Government Act, the Local Government Finance Act 1988, the Local Government Act 2003 and other relevant legislation.</p> <p>To deliver the Police and Crime Commissioner's key corporate and partnership priorities. To be the principal policy adviser to the PCC on matters relevant to portfolio.</p> <p>To ensure effective use of resources through the Corporate management Team and wider workforce. Ensure the Office of the Police and Crime Commissioner have appropriate and effective decision-making processes in line with the principles of good governance.</p> <p>Ensure effective risk and performance management to provide assurance that the OPCC is meeting its aims and complies with financial and legislative requirements in line with core values.</p> <p>To be supportive of the Police and Crime Plan. To act as an advocate for the PCC at a local, regional and national level.</p> <p>Residency vetting requirements: 5 years continuous UK residency.</p>
Contacts:	<p>Internal: PCC, advisors to the PCC, Finance Director to the PCC, OPCC senior management and staff, senior staff members and officers of the Leicestershire Police</p> <p>External: Members of the Police and Crime panel, senior officers of Leicester City Council, Leicestershire County Council, and Rutland County Council. Senior politicians and officers of District and Borough Councils within the force area. Members of Parliament, Senior officers of other Police Forces, Senior officers of PCCs regionally and locally, APCC, NPCC, College of Policing, Home Office, CPS, Ministry of Justice, HMIC, IPCC, Local Government Association, Health bodies, Probation Service, Voluntary Sector, News media, members of the public. Stakeholders/partners/service providers.</p>

Equality and Diversity Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

1. To hold a Management qualification or degree and significant experience in organisational leadership.
2. To evidence previous experience working as a Chief Officer and Section 151 Officer in large and complex organisations.
3. Qualified CCAB (Consultative Committee of Accountancy Bodies) and Membership of one or more professional bodies as set out in s.113 of the Local Government Finance Act 1988.

Work Experience:

4. Substantial knowledge and experience of leading financial planning, budget preparation and control, financial risk assessment, management and resolution, statutory accounting, and financial systems and control across more than one large and complex organisation
5. Proven experience of providing strategic financial and policy advice and challenge to senior and political leaders.
6. Experience and success in:
 - a. Promoting, leading, and influencing high performing, professional teams
 - b. Effective partnership working and collaboration; developing and maintaining positive and productive relationships with a range of internal and external stakeholders and strategic partners.
 - c. Driving cultural change and organisational vision and values.
 - d. Operating in a political environment, providing professional advice and guidance to and building effective working relationships with senior managers, government officials and elected members.
 - e. Developing strategic policies and plans.

Personal / Interpersonal Skills, Aptitudes:

7. Effective interpersonal, communication and presentation skills, (oral and written) with ability to engage a range of audiences, build and maintain successful, positive relationships/networks and positively represent the PCC.
8. Sound judgement in devising and evaluating options and dealing with complex issues, commercially / financially astute and client focussed. Ability to see the big picture, interpret it and develop relevant strategies, plans and deliverables.
9. Flexible and able to meet competing demands and challenging circumstances, ability to work under pressure and work at pace to achieve priorities.
10. Personality and credibility that engages and commands the confidence of all stakeholders, building rapport and gaining trust.

Special Skills:

11. Excellent current working knowledge and understanding of police and local government law, practice and statutory requirements with a thorough understanding of the current issues and future challenges facing the sector and their impact across a range of policing services.
12. Proven / demonstrable leadership skills; specifically the ability to “take people” with you, engage and motivate and promote organisational vision and values. Collaborative and strategic leader – able to motivate and work across boundaries and achieve performance/results through others.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Core Responsibilities/ Accountabilities

Chief Finance Officer Responsibilities

- To lead strategically across the development and delivery of policy and practice, creating and implementing the content of the Commissioner’s programme.
- To provide strategic direction and financial advice and challenge to the Commissioner in fulfilling his functions and providing professional leadership, responsibility and management of the overall budget, strategy and operational framework for the Police and Crime Commissioner.
- Discharge fully responsibilities delegated by the Police and Crime Commissioner in discharging his responsibilities in accordance with the provisions of the Police Reform and Social Responsibility Act 2011.
- To represent the PCC across executive, senior stakeholder and governmental relationships. To secure effective and highly productive relationships with key partner agencies, including local government and wider public services.
- Influence a range of policy makers, public bodies, partners and suppliers to ensure the Police and Crime Commissioner is well positioned to meet existing objectives and new challenges.
- To be the key adviser to the Police and Crime Commissioner, on key areas of policy and practice and lead on the development and delivery of strategy and plans within scope of portfolio.
- To communicate at an executive level with senior stakeholders within and beyond the County, forging high-level relationships, fostering strategic partnerships, influencing key investment and policy decisions and enhancing the reputation and influence of the Office of the Police and Crime Commissioner. Ensure that the Office of the Police and Crime Commissioner significantly contribute to national considerations concerning policing and public safety;
- Lead on the design, development and delivery of strategies relevant to portfolio, working collaboratively with key partners across the police force and other organisations;
- Provide strategic advice to the Police and Crime Commissioner in fields relevant to portfolio, ensuring latest developments in national and international policy and practice inform local thinking.
- Engage with partners across policing, justice and third sector organisations to develop innovative approaches to service delivery and to seek funding to support new initiatives.
- To deputise for the other Directors and to formally represent the Police and Crime Commissioner, as required.

Statutory Responsibilities:

- Discharge fully the responsibilities of the Section 151 Officer for the Office of the Police and Crime Commissioner (OPCC) Policing Group, (including any companies, charities or joint ventures within the group) in accordance with the responsibilities under the Local Government Act s.151 and the Police, Reform and Social Responsibility Act 2011.
- Discharge fully the responsibilities of the Section 151 Officer for the Leicestershire Commissioner in accordance with the responsibilities under the Local Government Act s.151 and the Police, Reform and Social Responsibility Act 2011
- Discharge fully the Duty of Best Value responsibilities as set out in Section 3 of the Local Government Act 1999 (as amended by s137 of the Local Government & Public Involvement in Health Act 2007).
- For Policing: discharge the financial strategies, budget negotiations and all statutory and public financial engagement, ensuring financial legislation is complied with.
- In conjunction with the CEO to ensure compliance with the requirements of all statutory, legislative and financial frameworks. Demonstrable evidence of policy judgement, political awareness and astuteness.
- Ensure propriety in the conduct of the Commissioner's business, including making proper arrangements and governance for contracts and tendering procedures.
- Discharge professional leadership of Police finance functions to ensure they have the capacity to deliver current and future priorities in accordance with relevant government legislation, professional standards and leading-edge practices.
- Ensure appropriate financial standards and processes are in place and ensure the PCC interests are represented in regard to the Leicestershire Pension Fund and the Police Pension Fund.
- As the statutory officer charged with governance, lead the Policing and public sector companies' engagement with external and internal auditors and discharge those responsibilities at the Joint Independent Audit Committee (JIAC).

This post has been identified as being politically restricted under the Local Government and Housing Act 1989 as amended by the Local Democracy, Economic, Development and Construction Act 2009.

General

- Actively promote equality of opportunity, proactively work towards eliminating discrimination and promote good relations between all groups of people.
- Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.
- This role description should develop along with the changing demands of policing reflected in the PCC's objectives and priorities.
- Be flexible in terms of working location and be prepared to, when required, work and travel nationally to fulfil the duties of the role.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non policing roles see here : [Competency and Values framework](#)

- We analyse critically
- We are innovative and open-minded
- We are emotionally aware
- We take ownership
- We are collaborative
- We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

- Integrity
- Impartiality
- Transparency
- Public Service

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

Management Vetting (MV)

Security Check (SC)

Car User: Yes - Essential Allowance

Additional Information: Must hold a full driving licence and be prepared to use own car for business purposes. *

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Appendix A

By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

