



Leicester
City Council

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

DATE: THURSDAY, 10 AUGUST 2023

TIME: 10:30 am

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

Members of the Panel

Councillor Taylor (Chair)

Councillor Russell (Vice-Chair)

Councillors Agath, Allnatt, Blackshaw, Clarke, Joannou, Loydall, Mullaney,
Phillimore, Wise, Woodiwiss and Wyatt

Independent Members

Ms Parisha Chavda

Ms Salma Manzoor

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

For Monitoring Officer

Officer contacts:

Anita James, Senior Democratic Support Officer,

Tel: 0116 4546350, 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 4546350. Alternatively, email committees@leicester.gov.uk, or call in at City Hall.

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PUBLIC SESSION

AGENDA

NOTE:

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<http://www.leicester.public-i.tv/core/portal/webcasts>

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

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

3. CONFIRMATION HEARING FOR APPOINTMENT TO THE ROLE OF CHIEF EXECUTIVE OFFICER Item 3

Following notification from the Police and Crime Commissioner of his intention to appoint his preferred candidate Mrs Claire Trewartha to the role of Chief Executive Officer in accordance with Schedule 1 of the Police Reform and Social Responsibility Act 2011

4. PRIVATE SESSION

Panel members to discuss the proposed appointment to the role of Chief Executive 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.

5. ANY OTHER URGENT BUSINESS

Item 3

LEICESTER, LEICESTERSHIRE AND RUTLAND

POLICE AND CRIME PANEL – 10th August 2023

REPORT OF THE CITY BARRISTER – LEICESTER CITY COUNCIL

Confirmation Hearing Process for the role of Chief Executive Officer in the Office of the Police and Crime Commissioner

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 Chief Executive 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-research/policy-and-research-reports/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 Part 10 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/part/10) (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).

Confirmation Hearing for the role of Interim Chief Executive Officer

1.4 On 1st August 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 Chief Executive Officer. This appointment is a permanent 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 Chief Executive 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 Chief Executive. 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 usually 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 the 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:

Pretty Patel

Head of Law

For City Barrister & Head of Standards

Leicester City Council

E-mail: Pretty.Patel@leicester.gov.uk

Item 3

CONFIRMATION OF THE CHIEF EXECUTIVE

Recommendation

1. It is recommended that the Police and Crime Panel considers the Police and Crime Commissioner's preferred candidate, Claire Trewartha, for the role of Chief Executive and Monitoring Officer to the Police and Crime Commissioner.

Executive Summary

2. 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 permanent appointment of a Chief Executive and Monitoring Officer.
3. 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 independently of the PCC.
4. The report provides an overview of the appointment process that was undertaken between February and May 2023 by the PCC to select the preferred candidate.

Introduction and background

5. This appointment is a statutory requirement arising from the former post holder leaving the organisation. The PCC must under the Police Reform and Social Responsibility Act 2011 (the Act) notify the PCP of the preferred candidate for appointment as Chief Executive Officer. Schedule 1 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;
 - c) Why the candidate satisfies these criteria; and
 - d) The terms and conditions on which the candidate is to be appointed.
6. Also provided for the PCP's consideration are:
 - i) The recruitment, application and interview process;
 - ii) The candidate recruitment pack including the role profile and person specification;
 - iii) The criteria used for assessment;
 - iv) CV / covering letter of the preferred candidate.

Issues for Consideration

Advertisement

7. The role of Chief Executive Officer was advertised between the 13th March 2023 and 11th April 2023 by Gatenby Sanderson, a well-established recruitment agency, specialising in the public and not for profit sectors. The agency conducted a robust search exercise including media and social media advertising. The vacancy was also advertised on the PCC's and Force's own websites and social media channels.

Role Profile and Person Specification

8. The role profile is a key document in the appointment process. It sets out clearly the expectations and requirements of the role. The role profile was based on national guidance and approved by the PCC. It was included as part of the candidate recruitment pack, attached at Appendix A.

Selection process

9. Prospective candidates were required to submit a tailored CV setting out their work history (paid or voluntary), responsibilities and achievements as they relate to the role, along with a written response to the following three questions (no more than 500 words per answer):
 - Describe your leadership style.
 - What particular skills, knowledge and experience will you bring to deliver the PCC's prime purposes?
 - The PCC works with a wide range of partners from many different backgrounds. How have you delivered tangible outcomes in a complex landscape

10. These had to be submitted to Gatenby Sanderson by the closing date of 11th April.

11. A total of 20 applications were received. This compares very favourably with other PCC Chief Executive recruitment searches. Gatenby Sanderson made recommendations as to which candidates were suitable for initial shortlisting. They provided advice to the Commissioner which enabled him to finalise a shortlist of candidates to progress to the final stage of the selection process.

12. The final stage of the selection process took place at the PCC's Offices on Tuesday 16th May 2023. The selection process comprised questioning by a Partnership Panel and a presentation and interview by an Appointment Panel.

13. The Appointment Panel comprised:

- Rupert Matthews, PCC
- Rani Mahal, DPCC
- Callum Faint, Chief Fire Officer

The Panel was observed by Cllr Elly Cutkelvin (on behalf of the Police and Crime Panel) and supported by the PCC's Director of Governance and Performance, Lizzie Starr.

14. The Partnership Panel comprised:

- Martin Samuels (Leicester City Council)
- Zafar Saleem (Leicestershire County Council)
- Andrea Knowles (Turning Point)
- DCC David Sandall (Leicestershire Police)

Rutland County Council were invited to participate but not able to support the process because of a clash with an Ofsted inspection.

15. The views and scores of the Partnership Panel were fed back to the Appointment Panel prior to the Appointment Panel's deliberations.

Criteria used for selection

16. Each candidate was asked to provide a 10-minute presentation on "Using good governance to deliver the Commissioner's policies and Police and Crime Plan". All candidates were then asked a consistent set of agreed questions which probed the candidates' suitability against the criteria set out in the person specification. Attached at Appendix B is a copy of the questions asked of the candidates by the Appointment Panel. A copy of the questions asked by the Partnership Panel is attached at Appendix C.

17. For both Panels each question was scored against the standard five-point scale used across policing. The candidate had to meet or exceed an acceptable standard (at least 3 out of 5 on that standard scale on each question).

18. At the end of the process Claire Trewartha was selected as the preferred candidate. Please refer to Appendix D for their CV and supporting statement. Please note that Appendix D is an exempt item and not for publication.

Preferred Candidate – Claire Trewartha

19. The Person Specification in the Candidate Pack sets out the criteria required for the role. Claire's supporting statement and CV is attached, and a summary of how Claire meets these criteria is set out below

19.1. Claire has held senior roles within the Civil Service, most recently as Deputy Director, Regional School Commissioners Office in the Department for Education. Within that context she has been responsible for:

- Ensuring appropriate advice/guidance for commissioner decision making.
- Providing visible leadership to a large operational delivery team
- Ensuring that the Office is run in line with relevant legislation
- Leading Strategic Planning.
- Leading scrutiny of performance of providers
- Ensuring strong governance processes and financial oversight.

19.2. During the interview process Claire articulated a clear focus on achieving outcomes through effective processes and structures, whilst inspiring and motivating the OPCC staff to help deliver them.

19.3. Claire has a variety of Graduate and post-graduate qualifications including a 2:1 BSc (Hons) Environmental Biology, a Post-Graduate Certificate in Education and Teaching, a Post Graduate Diploma in Sustainable Development, plus qualifications in Strategic Decision Making (from the Institute of Directors) and Project Management.

19.4. Claire has a proven track record of working in a political environment and showed in both interview and her application a high level of political awareness.

- 19.5. Claire demonstrated in interview a substantial commitment to partnership working, effectively articulating her approach to working with partners to deliver the outcomes set out in the Police and Crime Plan.
- 19.6. Claire demonstrated in her application and at interview a clear and personal commitment to inclusion.
- 19.7. Claire has a track record of working collaboratively, influencing others and system level thinking.
- 19.8. Claire has shown a commitment to continuous personal development, both in interview and by her postgraduate and professional qualifications.
- 19.9. In Claire's current role she has shown she is committed to working flexibly and travelling as required.

Terms and Conditions of appointment

20. The Chief Executive Officer post salary is £90,000 per annum.
21. 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.

Supplementary Information

22. The following supplementary information is included as part of the report:
 - Appendix A – Candidate Pack including the Job description and Person specification
 - Appendix B – Appointment Panel Questions
 - Appendix C – Partnership Panel Questions
 - Appendix D – Claire Trewartha CV / covering letter EXEMPT

CHIEF EXECUTIVE OFFICER RECRUITMENT INFORMATION





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A MESSAGE FROM THE POLICE & CRIME COMMISSIONER RUPERT MATTHEWS

Thank you for your interest in the role of Chief Executive Officer for the Office of the Leicestershire Police and Crime Commissioner.

I hope that you find the information in this application pack useful and that, having read it, you feel that you have the right skills and values to become the next Chief Executive to the Police and Crime Commissioner for Leicester, Leicestershire and Rutland.

In my Police and Crime Plan I have made my ambitions for policing and community safety clear. I am looking for a highly motivated Chief Executive who shares my ambitions and who will relish delivering my Plan. This will involve working closely with the Chief Constable and his team, partners, local authorities, charities and third sector, as well as leading the team of 23 and overseeing the Office budget of just over £6mn and holding the CC to account for use of his budget of c.£236mn.

I am looking for a Chief Executive who will be a safe pair of hands and ensure stability within the Office. Someone who can establish and build strong team spirit within the OPCC. Someone who will nurture our team members, allowing them to maximise their potential. Someone who will deliver on the implementation of the Police and Crime Plan.

To find the right person I am willing to look beyond the conventional.

You will find a wealth of information on my own [website](#) and that of [Leicestershire Police](#) to assist you. There is also further information at our recruitment partner's site [here](#). If there is something specific you require, please contact our recruitment partner, Peter Buffoni at GatenbySanderson on 07964 877 654, who should be able to provide you with the information you need.

If you have any further questions relating to the process please do not hesitate to contact For an informal, confidential discussion, please ring GatenbySanderson and speak to Peter Buffoni on 07964 877 654 or Duncan Collins on 020 7426 3996 who will be coordinating this recruitment on my behalf.

Having read the information, I hope you are encouraged to apply. I look forward to hearing from you.



Rupert Matthews
Police and Crime Commissioner
Leicestershire



POLICE AND CRIME PLAN

The job of the police is to protect the public. The job of the Police & Crime Commissioner is to give the police the tools they need to do the job. I am elected to be the voice of the public and in developing my Police and Crime Plan, I undertook the largest consultation exercise of its kind, with residents, with businesses and with stakeholders and partners.

In the resulting Police and Crime Plan 2021-24 you can find the key priorities I have set for Leicester, Leicestershire and Rutland.

“My vision is clear, I want to ensure an effective, robust and professional police service within Leicester, Leicestershire and Rutland.”

Download the full Plan [HERE](#)

VIOLENCE REDUCTION NETWORK

The Violence Reduction Network (VRN) was established in 2019, following a successful bid for funding from the Home Office.

The VRN has brought together a host of partners from across Leicester, Leicestershire and Rutland, including the Police, Local Authorities, Probation, the Prison Service, Community Safety Partnerships and Community Groups.

The Network is based on the principle that violence is preventable and through applying a public health approach it can better understand and tackle the causes of violence.

Since inception it has been responsible for numerous highly innovative and successful campaigns.

You can find out more [HERE](#)



**POLICE & CRIME
COMMISSIONER**
for Leicester,
Leicestershire & Rutland
Your Communities - Your Commissioner

DETAILED ROLE PROFILE

POST: Chief Executive and Monitoring Officer

ACCOUNTABLE TO: Police and Crime Commissioner

LOCATION: Force HQ, St Johns, Enderby

Job Summary

To provide leadership, strategic direction, and advice for the PCC in their statutory duties and support in ensuring strategic plans and programmes are successfully developed and delivered. In doing so the Chief Executive is responsible for ensuring the effective implementation of policy and is therefore required to provide strategic leadership in developing and planning support to the PCC in a national, regional and local context.

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
- Joint Audit Risk and Assurance Panel
- The communities of Leicester, Leicestershire and Rutland
- The wider policing network of the East Midlands region
- External bodies such as the Association of Police and Crime Commissioners, APACE, Home Office, HMIC, Ministry of Justice, and other offices of Police and Crime Commissioners

Key Functional, Management and Leadership Responsibilities.

- To ensure provision of appropriate advice to the PCC.
- To lead the continued development and delivery of the OPCC activities and operations.
- To provide clear and visible leadership to the staff of the OPCC including overall responsibility for their ongoing development and training, and work directly to the PCC in relation to personal objectives and development.

- To ensure that the OPCC 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 OPCC does.
- In conjunction with the Chief Financial Officer, to ensure propriety in the conduct of the PCC's business including ensuring the implementation of an effective Corporate Governance Framework making proper arrangements for tendering procedures and the letting of contracts.
- To carry out the duties of Chief Executive appointed under Police Reform & Social Responsibility Act 2011 so as to enable and assist the OPCC to fulfil all its functions effectively and efficiently.
- To carry out the statutory duties and responsibilities of the Head of the Paid Service and the Monitoring Officer.

Strategy and Resource Planning

- To work with the Police and Crime Commissioner to enable delivery against vision, strategy and identified priorities
- To think strategically and guide the OPCC in developing a clear and effective long-term vision and strategy, together with appropriate policies.
- In conjunction with the chief finance officer(s) to lead the strategic development of the OPCC in the areas of strategic accounting, information management, the management of strategic risk, the human resource and learning and development strategies, ensuring that the OPCC is compliant with current employment legislation.
- To be the strategic lead in respect of partnership working.
- In conjunction with the chief finance officer(s), to oversee the financial planning, budgetary, resourcing and asset management aspects of the OPCC.
- To drive implementation of the OPCC corporate strategies, and of its day-to-day business, ensuring that effective governance arrangements are in place to enable the OPCC to monitor, review and improve its own performance.
- Support the OPCC in scrutinising Force performance, and supporting continuous improvement in the OPCC and in the Force.
- To prepare the OPCC for inspection by relevant audit bodies.
- In appropriate consultation with the elected PCC develop the short, medium and long term planning process for the future of the OPCC.



Commissioning and Service Delivery

- To ensure the effective and efficient engagement with both internal and external partners and stakeholders in relation to commissioning and service delivery at local, regional and national level.
- To be accountable for the performance of the OPCC in all aspects of commissioning
- To identify and develop collaborative arrangements with public, private or voluntary sector partners to ensure more effective and efficient use of resources.
- To ensure effective engagement with the Chief Constable and all relevant Force personnel in planning and managing the OPCC business.

Strategy and Resource Planning (continued)

- To ensure that the OPCC contributes to the national consideration of issues concerning policing and reducing crime. 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 outside bodies at regional and national level.

Engagement and Information

- To deliver, review and improve performance against the Information strategy in the areas of communication, consultation and engagement.
- To ensure that effective strategic needs assessments are undertaken which demonstrate the understanding of the communities served, enabling effective budget alignment and prioritisation.
- To distil and disseminate relevant information and advice to the OPCC enabling it to challenge where appropriate the Force's strategic and financial performance.
- To support the PCC by raising the profile and communicating ambition, values, strategies, achievements and views of the PCC.
- To represent and promote the interests of the OPCC by developing and maintaining effective strategic partnerships with relevant public and private sector/voluntary organisations in the local community and at national and regional associations.
- To develop and implement effective two-way community engagement with all sections of the community.

Scrutiny and Performance

- To facilitate the accurate and proportionate scrutiny of the Police Force's activities
- Contribute to the efficient and effective delivery of the Police & Crime Plan, together with any associated delivery plans.
- Develop and maintain a constructive working relationship with the Police & Crime Panel for the area.
- To develop constructive relationships and maintain effective working arrangements with various complaint bodies such as the Independent Office of Police Conduct (IOPC)) and Police and Crime Panel. To ensure effective and efficient management of complaints of the conduct of the Chief Constable and the PCC.
- To ensure that complaint reviews are effectively managed in line with current legislation.
- Ensure the effective and efficient operation of both the internal and external audit functions and any other aspects of internal control or external inspection.
- To oversee and ensure the effective and efficient management of complaints.



PERSON SPECIFICATION

1. Extensive track record of consistent achievement at senior management level within a complex organisation.
2. Proven track record of corporate management and participation in the formulation of corporate objectives, policies and strategies within a complex multi-disciplined organisation.
3. Demonstrable and effective strategic planning expertise.
4. Experience of effective working within the democratic process and evidence of a clear understanding of the legal, financial and political workings of local government and the current social policy issues to be faced in a multicultural, rural and urban environment.
5. Successful track record of building effective and productive working relationships with elected members, a variety of communities, government bodies, partner organisations, private sector providers, public agencies, statutory authorities and other stakeholders.
6. Proven track record in the promotion and maintenance of the corporate reputation of a public organisation (or equivalent multi-disciplined organisation).
7. A record of success in people and resource management.
8. Analytical thinking and problem-solving skills. Able to analyse and present complex issues to individuals and groups; internally and externally.
9. Successful track record of establishing effective performance measures evaluating service quality and delivering significant improvements in performance.
10. Demonstrable experience of effective change management on a large and complex scale.
11. Clear understanding and track record of promoting diversity in both employment and service delivery.

TERMS AND CONDITIONS

Base Salary:

The annual salary is circa £90,000 per annum

Term of Appointment:

Appointment is made on a permanent basis.

Period of Notice:

Termination of appointment is subject to three months' notice in writing from either party.

Working Hours:

Working hours will be 37 hours per week.

This role may require evening and weekend working, including attending meetings and events during these times. No overtime will be payable.

Holiday:

The successful applicant will be entitled to 24 days leave per annum rising to 29 on the 5th anniversary of your appointment.

Normal Place of Residence:

The majority of work will be carried out from Leicestershire Police Headquarters, St Johns, Leicester, LE19 2BX. However, there may also be travel throughout the East Midlands and across the UK.

Relocation Expenses:

Reasonable relocation expenses will be considered if the successful applicant is required to relocate as agreed with the PCC. Further details will be available from the OPCC.

Pension:

The post holder will be eligible for membership of the Local Government Pension Scheme.

Telephones, IT and Other Equipment:

Mobile telephone and other equipment, which is necessary to ensure convenient working arrangements, will be made available.



THE RECRUITMENT PROCESS

Recruitment timetable

Closing date for applications (08:00 Tuesday)	11th April 2023
Preliminary interviews with GatenbySanderson commence	17th April 2023
Final panel interviews	9th May 2023

Every effort will be made to remain with the published timetable, although it may be subject to change, due to circumstances beyond our control. Your flexibility is appreciated.

How to apply

We are seeking to appoint a Chief Executive Officer and that appointment will be made based on a combination of your written application and interviews. To apply please visit our recruitment partner's website at: www.gatenbysanderson.com/GSe96561 or by using the 'search for jobs' function at www.gatenbysanderson.com and entering **Leicestershire** or the reference number **96561**. Register on the GS site and then submit the following to us no later than 08:00 on the closing date.

- A tailored CV (maximum 2 pages), setting out your work history (paid or voluntary), responsibilities and achievements as they relate to the role;
- A written response to the following three questions (no more than 500 words per answer):
 - Describe your leadership style.
 - What particular skills, knowledge and experience will you bring to deliver the PCC's prime purposes?
 - The PCC works with a wide range of partners from many different backgrounds. How have you delivered tangible outcomes in a complex landscape?

If successful at the shortlisting stage, you will be asked to provide the following:

- The names and contact details of two referees. Please note that referees will only be contacted if you are selected for interview;
- Relevant identification (i.e. Passport/driving licence).

During your online registration process, you will be asked to submit diversity monitoring information. This is very important and will be kept entirely separate from the application process. You will also be asked if you are applying for a guaranteed interview through the **Disability Confident Scheme**.

Arrangements for interviews

Preliminary interviews with GatenbySanderson will be conducted via video link (MS Teams/Zoom) and take place as shown in the timetable.

If successful at the preliminary interview stage, you will be called for a face-to-face final panel interview with the PCC and other relevant stakeholders in Leicester on the day shown.

Expenses incurred by candidates during the recruitment process will not be reimbursed, except in exceptional circumstances and only when agreed in advance.

As an inclusive employer, if you are called for interview and you require any reasonable adjustments or particular arrangements to be made, please do let Charley Cordrey know when you are called for interview.

Please let us know as soon as possible if you are unable to meet the proposed interview dates. It may be possible to arrange an alternative date, but this cannot be guaranteed.

Should you encounter any issues with your online application please contact charley.cordrey@gatenbysanderson.com quoting the job title/reference number.

Further information

If you have any questions about the role itself or would like to discuss the post and your fit within the organisation, please contact Duncan Collins on 020 7426 3996 or Peter Buffoni on 07964 877 654 at GatenbySanderson.

Complaints

If you feel your application has not been treated in accordance with the recruitment principles or you wish to make a complaint, in the first instance, please raise it with Peter Buffoni, Partner and Head of the Community Protection Practice at: peter.buffoni@gatenbysanderson.com.

If you prefer, or if the matter remains unresolved, please feel free to contact Mark Turner, Managing Partner at GatenbySanderson at: mark.turner@gatenbysanderson.com.





**POLICE & CRIME
COMMISSIONER**
for Leicester,
Leicestershire & Rutland
Your Communities - Your Commissioner



Office of the Police & Crime Commissioner for Leicester, Leicestershire

Item 3

Appointment Panel

Presentation

Using good governance to deliver the Commissioner's policies and Police and Crime Plan

Questions

1. Tell us why you have applied for the CEO role and what do you believe are your key strengths and experience that make you stand out from the other candidates we are seeing today?
2. Give an example of how you have inspired and motivated staff working on a difficult project to improve their enthusiasm and quality of work.
3. As Chief Executive you will be appearing regularly at the Police and Crime Panel to assist the PCC when his work is being scrutinised. Can you give an example of how you have worked with an outside body to ensure that your relationship with them is both robust and productive.
4. An important part of the PCC's work is holding the Chief Constable to account for the performance of the Leicestershire Police. Can you give us an example of when you have used your skills to scrutinise the performance of others.
5. Tell us of an occasion when you have developed and improved the skills or expertise of a team.
6. Describe how you have ensured grip and accountability through effective performance management, whilst driving continuous improvement and creating an environment where people can innovate.

Item 3

Partnership Panel

Questions

1. The Commissioner has set out his strategic objectives for policing, reducing crime and supporting victims through the Police and Crime Plan. This ambition can only be delivered through strong partnership-based approaches to delivery and improvement. Give us an example of when you have successfully persuaded a partner organisation to come on board with your priorities and policies.
2. Leicester, Leicestershire and Rutland has a complex landscape of partners - emergency services, local authorities, health services, voluntary and community organisation as well as regional and national government. Can you give examples where you have delivered tangible outcomes in a complex landscape?
3. Give us an example of when your particular management style has been key to successfully solving a problem for your team.
4. How will you use your leadership style to ensure the effective commissioning of services and service delivery at local, regional and national level
5. Leicester, Leicestershire and Rutland contains many diverse communities. Could you give us an example when you have successfully understood and worked with people from a different cultural background to your own.
6. The OPCC achieves impact through system leadership rather than by means of its own direct resources. Please give an example of where you have achieved desired outcomes through influencing the work of a wider partnership. What were the key lessons you drew in terms of why you were successful (or why it was less successful than intended).

Item 3

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

Document is Restricted

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