

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 OfficerThe 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