



My Reference: OPCC/ FOI 22-19

Your Reference:

This matter is being dealt with by Melissa Ashdown-Hoff
Email:foi@westyorkshire-pcc.gov.uk

10th October 2019

Dear ,

FREEDOM OF INFORMATION REQUEST REFERENCE NO: 22-19

I write in connection with your request for information dated 21st September, which was received by the Office of the Police & Crime Commissioner on 23rd September. I note you seek access to the following information:

1. Job description for the PCC

The Office of the Police and Crime Commissioner does not hold this information. The following information is intended to offer you advice and assistance. The Police and Crime Commissioner is directly elected and the Police Reform and Social Responsibility Act 2011 defines the role. The Act created a Police & Crime Commissioner in each police force area in England and Wales outside of London. Under The Act, the Police & Crime Commissioner must:

- secure an efficient and effective police for their area;
- appoint the Chief Constable, hold them to account for running the force, and if necessary dismiss them;
- set the police and crime objectives for their area through a police and crime plan;
- set the force budget and determine the precept;
- contribute to the national and international policing capabilities set out by the Home Secretary; and
- bring together community safety and criminal justice partners, to make sure local priorities are joined up

2. All job descriptions for the team he commands

In my email dated the 27th September, I sent you a link to our structure chart and asked that you clarify point 2 of your request. Specifically I asked if you would like to access the job descriptions of all those staff employed to support the Police & Crime Commissioner or just those who report directly to him and you provided the following clarification:

- **It is straight forward as he has a team of people who report to him their Job description.**

There are three posts, which report to the Police & Crime Commissioner, The Deputy Police & Crime Commissioner, The Interim Chief Executive and The Treasurer. The Job descriptions for The Interim Chief Executive and The Treasurer are attached. The role profile for the Deputy Police & Crime Commissioner is available online here: <http://www.westyorkshire-pcc.gov.uk/Documents/Meetings/10%20June%202016/Item%2011%20-%20Information%20from%20Commissioner.pdf>

As The Deputy Police & Crime Commissioners role profile is available, online it is exempt from disclosure under Section 21 of the Freedom of Information Act, which covers information accessible by other means.

If you consider that your request for information has not been handled properly, you can ask for an internal review of our decision. I have attached a copy of our appeals policy which explains how to submit an appeal and who will consider it. You can also complain to the Information Commissioner's Office via their website <https://ico.org.uk/make-a-complaint/official-information-concerns-report/official-information-concern/> or by telephone on 0303 123 1113, although please note they would usually expect you to have gone through our internal review procedure before contacting them.

Yours sincerely

Melissa Ashdown-Hoff
Information Governance Officer
Office of the Police and Crime Commissioner





ROLE PROFILE

Role Title	Interim Chief Executive	Reporting to	Police and Crime Commissioner
Section	Statutory officer	District/Department	Office of the Police and Crime Commissioner
Tenure	Up to two years fixed term	Rank/Grade	Special Grade

Part A – JOB DESCRIPTION

Overall purpose of role	To provide strategic direction and advice to, and to represent, the Police and Crime Commissioner, to inform his planning, policy and decision making processes, enabling him to fulfil all his statutory roles and responsibilities effectively and efficiently in accordance with the requirements of the relevant legislation.
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Key outputs for role	
1.	To discharge the statutory defined duties of the Chief Executive Officer of the Police and Crime Commissioner (PCC) as set out by the Police Reform and Social Responsibility Act 2011; including exercising the role of Monitoring Officer and ensuring an efficient and effective office of the PCC.
2.	To act as the Police and Crime Commissioner's key adviser on all matters of strategic governance, compliance and oversight relating to his functions, providing independent, timely and expert advice in relation to those functions, duties, powers and procedures, identifying and progressing matters requiring decision, scrutiny or actions in each case in accordance with the Police and Crime Commissioner's Scheme of Delegation and Consent.
3.	To be the Head of the PCC's paid staff, responsible for the Office of the Police and Crime Commissioner and all matters regarding the recruitment and employment of people employed by or under the direction and control of the Commissioner ensuring compliance with all relevant policies, procedure and practices.
4.	To build, strengthen and sustain key strategic relationships with individuals, organisations and bodies to support the work of the PCC in achieving his Community Outcomes and delivering the Police and Crime Plan.
5.	To be responsible for all the Strategic assets owned or managed by the PCC ensuring they are protected, deployed and maintained in the best interests of the communities of West Yorkshire, ensuring value for money.
6.	To undertake responsibility for such staff, assets, liabilities and functions as the PCC reasonably requires.
7.	Statutory responsibility for reports under Section 5 of the Local Government and Housing Act, 1989.
8.	To carry out such other duties as reasonably required.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Overseeing strategic administration of a revenue budget of circa £400m and capital assets of circa £150m
- Exercising delegated authority under the PCC's Scheme of Consent
- Personal statutory responsibility to report directly to the PCC and the Police and Crime Panel on all matters of governance and compliance including unlawful or improper conduct by or on behalf of the PCC
- Statutory responsibility for reports under Section 5 of the Local Government and Housing Act, 1989.
- Operate as a member of the OPCC senior management team.

Work/Business contacts

Internal: The Police and Crime Commissioner, Deputy Police and Crime Commissioner, Treasurer, Chief Constable and Chief Officer Team, Directors within West Yorkshire Police, District Commanders, police and support staff at all levels.

External: Local Authority chief executives and senior management team, Chief Crown Prosecutor, and Deputy, Chief of West Yorkshire Probation Service, members of the Partnership Executive Group, Chair and Lead Chief Executive of Police and Crime Panel, Police and Crime Commissioners and their Chief Executives and Chief Constables of North Yorkshire, South Yorkshire and Humberside, Chief Executive of the Association of Police and Crime Commissioners, Chair of the Joint Independent Audit and Ethics Committee, Director-General of the National Crime Agency, and External Auditors, Home Office, HMIC, LGYH.

Expertise in Role Required At selection – (Level 1)

Essential or Desirable

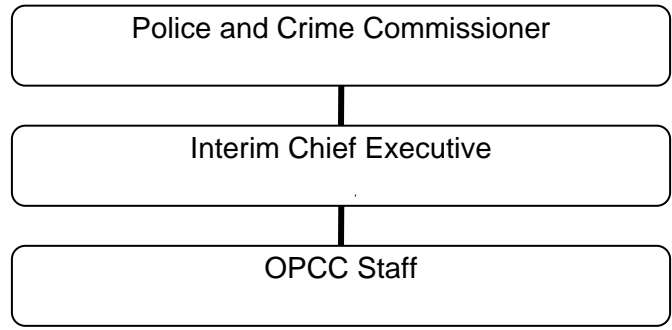
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| • Experience at Senior Executive level in a public facing body | Essential |
| • Thorough and deep understanding of the legislative, governance and financial framework of public services and demonstrable ability to practically apply these successfully | Essential |
| • Demonstrable recent experience of strategic planning and change management in a complex organisation and environment | Essential |
| • Experience of working in, influencing and leading sustainable partnerships to improve outcomes for communities | Essential |
| • Degree level qualification or significant experience at Executive Level | Essential |
| • Good knowledge of the third sector, public sector and private business organisations across West Yorkshire with a focus on the criminal justice system | Desirable |

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| • Willingness and ability to travel around the police area, attending regional and national meetings as and when required. | Essential |
| • Be available outside normal hours to provide advice and support to the Police and Crime Commissioner. | Essential |
| • Ability and willingness to work flexibly from different locations and in order to support the work of the Police and Crime Commissioner. | Essential |

Expertise in Role (Level 2 – after 6 months)

- Demonstrable ability to fulfil at a high level the full range of skills and abilities expected of the post
- Ability to work closely and effectively with the Police and Crime Commissioner, Deputy Police and Crime Commissioner, Chief Constable and partners at the highest levels
- Ability to make a major contribution to the efficiency and effectiveness of the Commissioner and ensure the proper discharge of his functions
- Ability to achieve proven and measurably successful outcomes through a combination of professional, technical and management skills and competencies

Structure



Part B – SKILLS FOR JUSTICE PERSONAL QUALITIES

<i>National Competencies</i>	<i>Level</i>		<i>Level</i>
• Serving the public	EO	• Managing performance	EO
• Professionalism	EO	• Decision making	EO
• Leading strategic change	EO	• Working with others	EO
• Leading the workforce	EO		

EO = Executive officer level

PART C - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter access to Police Buildings Where Based
Vetting Level	Management Vetting
Date accepted as a role profile	14/7/17

ROLE PROFILE

Role Title	Treasurer	Reporting to	Police and Crime Commissioner (PCC)
		Division/Department	Office of the Police and Crime Commissioner (OPCC)
Tenure	Permanent	Rank/Grade	Executive Grade 7

Part A – JOB DESCRIPTION

Overall purpose of role	The postholder will be the principal adviser to the PCC on the preparation of financial strategies to achieve the Commissioner's objectives. The Treasurer will work with the Chief Constable and other partner organisations to ensure that the PCC's strategies are resourced and implemented cost effectively. In accordance with the statutory responsibilities of the post, the Treasurer will ensure that high standards of financial governance and control are maintained on all aspects of the Commissioner's programmes.
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Key outputs for role	<ol style="list-style-type: none"> 1. Work with the PCC and other key members of the leadership team to develop and manage effective corporate and financial strategies which deliver value for money. 2. Advise the PCC on the current and future financial and economic environment and assist the Commissioner to evaluate options for achieving his objectives and targets. The Treasurer will advise the Commissioner on the allocation of resources and how his medium and long term policy aspirations can be aligned with the availability of financial resources, so that strategies are affordable and sustainable. 3. Working closely with the Chief Executive, evaluate options for implementing the PCC's plans through the Force and by commissioning services from partner organisations. Advise the Commissioner on the management of opportunities and risks and develop robust processes for monitoring implementation and outcomes. 4. Oversee the financing of the PCC's revenue and capital plans, including government grants, council tax, and other income; manage borrowing and investment strategy and the utilisation of the Commissioner's reserves. 5. Ensure that the PCC meets his statutory accountabilities to the public for managing the Police Fund, and the preparation of formal accounting reports and statements. 6. Ensure that high standards of governance and financial control are maintained within the OPCC, so that public money is safeguarded and utilised appropriately, efficiently and effectively. In parallel with this, monitor the quality of controls applied to the spending of funds allocated by the Commissioner to other organisations including the Force and partners. 7. Support and advise the PCC on financial strategy, governance and performance for the 3i programme (Innovation, Income, and Investment) and, working with the West Yorkshire Foundation for Innovation to maximise opportunities for utilising the assets available to the Force and the Commissioner, attracting inward investment to benefit the West Yorkshire community. 8. Maintain strategic oversight, on behalf of the PCC, of the budgets and financial performance of the National Police Air Service. 9. Work closely with the Chief Constable's Chief Financial Officer to develop financial plans and to ensure that adequate monitoring information is made available to enable the PCC to maintain financial accountability. 10. Work with partners and associated organisations to promote alignment of targets and funding strategies and to oversee, on the Commissioner's behalf, the allocation of resources spent through joint initiatives. 11. Manage the finance function within the OPCC and ensure that the necessary skills are available to support the Treasurer's functions on behalf of the PCC. Develop appropriate arrangements for securing other financial services from the Chief Constable or through outsourcing or collaborative arrangements.
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Dimensions

- Work closely with the PCC, the Chief Executive , the Chief Constable's officers and partners, to ensure effective allocation and management of annual revenue budgets of £450m and a capital programme of £25m.
- Managing borrowing and investment strategies typically amounting to over £175m.
- Support the Chief Executive in managing the activities and organisation of the OPCC.
- Management of the internal finance and audit teams and procurement of other financial services from the Force and external sources.
- Provision of any other support and advice to enable the PCC to fulfil his roles.

Work/Business contacts

- Internal:** The PCC, Deputy PCC, Chief Executive and Solicitor, Chief Officer Team, Heads of Department, Divisional Commanders, police and support staff at all levels.
- External:** Police Treasurers, Association of Police and Crime Commissioners, Home Office, Police and Crime Panel, Joint Independent Audit Committee, External Audit, HMIC, LGYH.

Expertise required for role

Essential or Desirable

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| • Membership of an accountancy body recognised by the International Federation of Accountants, qualified through examination and subject to oversight by a professional body, which upholds professional standards and exercises disciplinary powers. | Essential |
| • Experience of managing large scale budgets in the public sector. | Essential |
| • Proven experience of operating at a strategic level in a political and high profile public environment. | Essential |
| • Proven negotiation and influencing skills at a senior level within complex stakeholder relationships. | Essential |
| • Recent experience of working at a strategic level with partner organisations to plan and deliver effective services. | Essential |
| • Recent direct experience of designing and monitoring sound and effective corporate governance arrangements. | Essential |
| • The ability to apply commercial approaches to the finances of public organisations. | Essential |
| • Degree level or equivalent in an area related to public sector policy making or the management of resources. | Desirable |
| • Recent experience within the Policing and Community Safety sector. | Desirable |
| • Knowledge and experience of modern processes for the effective allocation of resources. | Desirable |

Other (Physical, mobility, local conditions)

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| • Willingness and ability to travel to attend meetings and events within West Yorkshire and elsewhere as and when required. | Essential |
| • Availability outside normal hours to provide advice and support to the PCC and the Chief Executive. | Essential |
| • A flexible approach to working arrangements and personal work priorities in order to adapt to rapidly changing circumstances. | Essential |
| • A strategic approach to managing policies and resources. | Essential |
| • Good listening and evaluation skills. | Essential |
| • Ability to build open and effective working relationships with a wide range of contacts in the Police service and in partner organisations. | Essential |

Expertise in Role (after 12 months)

1. Knowledge and understanding of current policing and community safety issues and the potential environment within which the PCC will be operating.
2. To have built a close working relationship with the PCC, the Deputy PCC and the Chief Executive and through these relationships, to have made an influential contribution towards developing the PCC's policies and priorities.
3. Detailed understanding of the PCC's aims and priorities, the options available to him and the risks attaching to achieving his aims.
4. A thorough awareness of the short and medium term economic and financial environment relating to the public sector generally and the policing and community safety sector in particular.
5. Evidence of a positive and effective contribution to supporting the PCC in managing his plans to ensure the optimum allocation of the available resources.
6. To have established strong and mutually supportive working relationships with the Force, partner organisations and the Police and Crime Panel in West Yorkshire.
7. To have assisted the Chief Executive in establishing effective and secure business vehicles to progress the PCC's objectives on asset utilisation and inward investment.
8. To have established appropriate links with bodies outside West Yorkshire including Home Office and national policing and finance organisations.
9. To have demonstrated a commitment to improvement in policy and financial processes and to research and information management in order to enhance the PCC's future strategies.
10. To have undertaken a review of current governance arrangements and financial reporting processes and to have made recommendations to the PCC about improvements to strengthen the arrangements for the future.

PART B – COMPETENCIES & VALUES

Competency and Values Framework –

http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

Level 3- Senior Manager/ Executive