



## Report to the Warwickshire Police and Crime Panel

3<sup>rd</sup> February 2014

### Staffing of the Office of the Police and Crime Commissioner (OPCC)

This paper responds to a request from the Warwickshire Police and Crime Panel for a report on the staffing and budget of my office.

#### 1.0 Staffing

1.1 On my election in November 2012, the staff of the former Police Authority transferred, under arrangements agreed nationally, to the Office of the Police and Crime Commissioner. Since my role was a new one and I was uncertain at that point of how the role would develop and the support I would need, I initially made no changes to the staffing structure of the Office. Similarly, I made no change to the budget transferred from the former Police Authority.

1.2 The staffing transferred from the Police Authority was as follows:-

- Chief Executive - Full Time equally
- Treasurer - 0.6 (costs shared with West Mercia OPCC)
- Deputy Treasurer - Full Time (costs shared with West Mercia OPCC)
- 3 x Policy Officers - 2.8 FTE
- 2 x Admin Staff - 1.5 FTE

1.3 Appointment of the Chief Executive

The Panel will be aware that I am required by law to appoint a Chief Executive. The Chief Executive of the Police Authority retired with effect from 31 December 2012. I asked Mark Gore, a former senior officer with Warwickshire County Council, to act as Interim Chief Executive until I had the opportunity to assess the role and to make an appointment. Neil Hewison took up post as Chief Executive following confirmation by the Police and Crime Panel on 28 October 2013.

## 1.4 Changes to Staffing

On my election I wanted to take time to be clear about the emerging role of the PCC and to consider the support I would need to fulfil my statutory responsibilities and deliver my priorities. By the Summer of 2013 it became clear that my role and responsibilities were very different from those of the Police Authority not least in terms of the responsibilities for tackling crime as well as policing. I asked the Interim Chief Executive to carry out an internal review of staffing arrangements in the OPCC. I also commissioned an external review to provide a 'health check' on existing arrangements and proposed changes. The external review was carried out by Mr Peter Todd, a former senior police officer and member of HMIC, who was carrying out a similar review of another Police and Crime Commissioner Office.

I wanted to ensure that I had the right number of staff with the right skills, abilities and qualities in the right roles.

As a result, new job descriptions were prepared at the Policy Officer level and the existing Policy Officers were invited to apply. Two took the opportunity to accept voluntary severance and left the OPCC by mutual agreement. A third Policy Officer was appointed to one of the new posts of Policy and Research Officer before going on maternity leave.

One of the concerns raised by the external consultant was that even fully staffed, there would be insufficient capacity in the OPCC. I agree with that assessment and advertised, therefore, for three Policy and Research Officer posts and received nearly 120 applications. I held informal interviews for 16 candidates and held formal interviews (observed by Councillor Fowler from the Police and Crime Panel) for 6 candidates.

The field was very strong and I decided therefore in the light of new responsibilities I will shortly accrue, to further strengthen my Office.

I have decided to appoint therefore:-

- 3 new permanent, full-time Policy and Research Officers;
- 1 new permanent 0.6 Policy and Research Officer

This makes 4.6 FTE permanent Policy and Research Officers, although one of the officers may seek to return on a part-time basis at the end of her maternity leave.

These additional posts are to provide additional capacity to fulfil new responsibilities which the Government has given to Police and Crime Commissioners for projects around restorative justice and for the commissioning of support for victims and witnesses, both significant and important tasks. The Government has made additional ring-fenced resources available for these two areas of work.

More generally, all of these appointments can be made within the existing budget of the OPCC rolled forward from the Police Authority and the extra ring-fenced funding provided by Government.

- 1.5 I have made one further new appointment to the administration team in the Office. With support from the County Council I have appointed a young person as an Apprentice in Business Administration. She started in September 2013 and is already making a major contribution to the team. The only other area in which I am currently undertaking a review is the contract with the County Council to provide media support to ensure the best possible engagement with the public.
- 1.6 A chart showing the new structure of my office is attached as **Appendix A**.

## 2.0 Financial Implications of the Staffing Changes

- 2.1 Section 1.0 outlines the changes made to the staffing structure of the OPCC. This section describes how these changes have been funded. The staffing budget at the beginning of 2014/14 contained the following:-

Commissioner	-	1.0 full time equivalent
Deputy Commissioner	-	1.0 FTE
Chief Executive	-	1.0 FTE
Treasurer Shared with West Mercia	-	0.6 FTE (0.3 funded by West Mercia)
Deputy Chief Finance Officer	-	1.0 FTE (0.7 funded by West Mercia)
3 x Policy Officers	-	3.0 FTE
2 x Admin Staff	-	1.5 FTE

The new structure includes the following additional posts:-

- 1.0 FTE administrative Assistant
- 2 (1.6 FTE) Policy & Research Officer posts

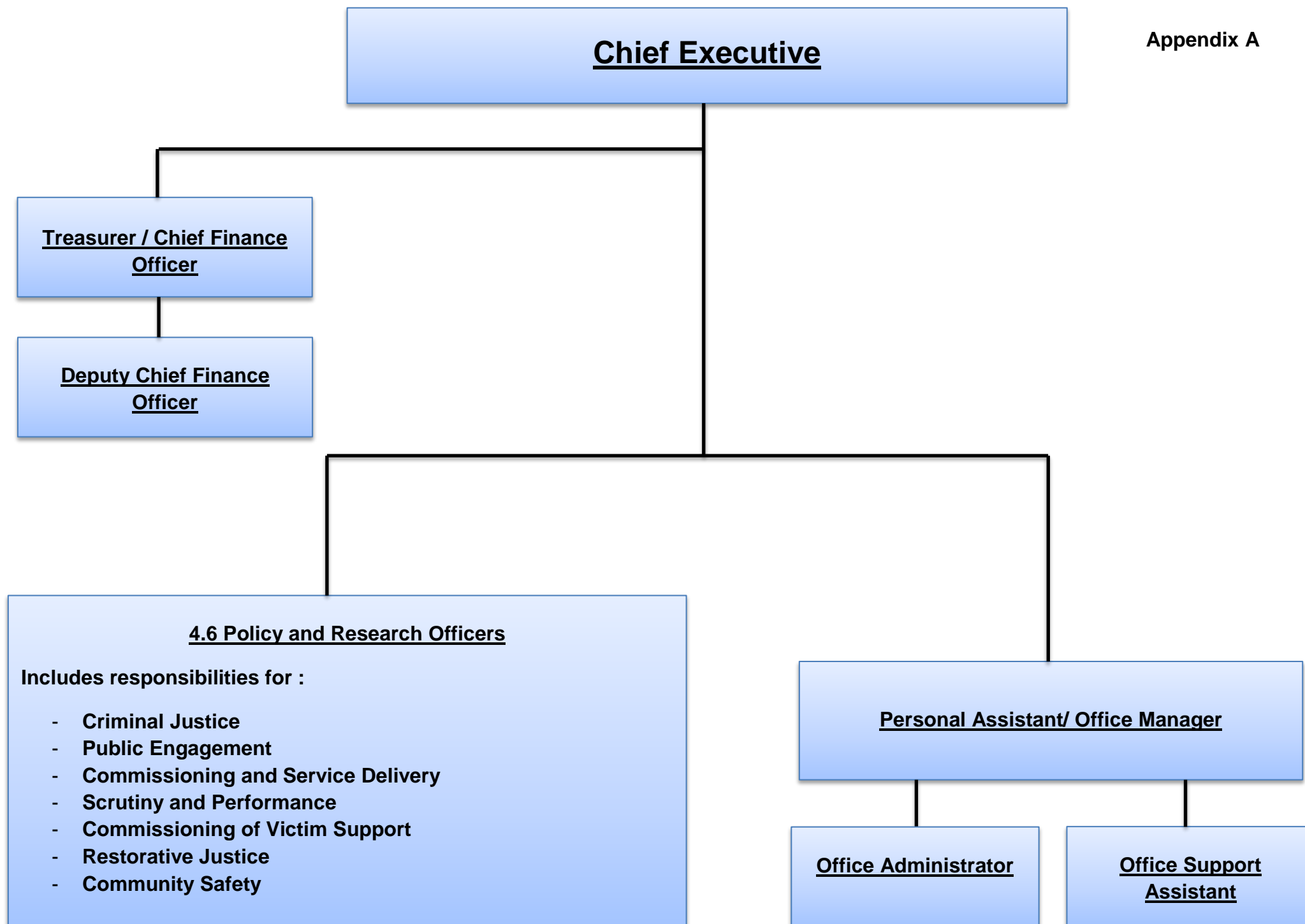
- 2.2 This has increased the staffing budget by £63,000.00. However, there has been no increase in the overall budget for the OPCC. One of the additional posts will be funded through the use of the Home Office's Victims Commissioning grant which allows me to use this funding to increase capacity for dealing with my new responsibilities around victims. The remaining funding and the funding required for our Apprentice has been found within my existing budget.

### 3.0 OPCC Budget

- 3.1 The overall working budget for the OPCC for 2014/15 is £919,700. A breakdown of this budget is attached at **Appendix B**.
- 3.2 This is exactly the same budget as I had for 2013/14 and approximately £32,000 less than the previous full year budget (2012/13) for Warwickshire Police Authority). As I state, this is the working budget for the OPCC. This is the estimated amount required to run the OPCC in 2014/15. On top of this budget I will also be holding approximately £1 million for Community Safety Funding. This will be allocated through my grant scheme to Community Safety Partnerships and other partners who can help me achieve the ambitions within my Police and Crime Plan.

### 4.0 Summary

- 4.1 In relation to the staffing and budget for my Office, I have determined to keep costs as low as possible while ensuring I have the support I need to fulfil my existing responsibilities in relation to holding the Chief Constable to account and taking oversight of work to reduce crime across the County and the new responsibilities that have passed to Police and Crime Commissioners. Once the new appointments I have made have taken up post which I hope will be at the end of March at the latest, I am confident that I will have the support I need.







**TOTAL BUDGET FOR THE POLICE AND CRIME COMMISSIONER**

**2014 – 2015**

<b>TOTAL PAY BUDGET</b>	<b>£530,208.00</b>
SLA's including:-  Legal - £45,000 Internal Audit - £51,700 External Audit - £65,000 Force Finance - £25,000 Youth Strategy - £10,000 Media - £49,000	<b>£245,700</b>
Office Costs including Contingency	<b>£63,792.00</b>
Strategic Initiatives	<b>£50,000.00</b>
Community Ambassadors	<b>£30,000.00</b>
<b>TOTAL</b>	<b>£919,700.00</b>