



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

Our ref: 2848/21
Your ref: PB/00848/21
Date: 25 November 2021

Dear,

Freedom of Information Act 2000

I write further to your request for information received 3 October 2021
I note you seek access to the following information:

Please provide the following information:

Subjects: A) Appointment of as Mr Mike Veale as Adviser to the Leicestershire Police and Crime Commissioner, Mr Rupert Matthews. B) Changes to Administrative and Support Personnel in the PCC Office in 2021

I respectfully request the following details:

The Appointment of as Mr Mike Veale as Adviser to the Leicestershire Police and Crime Commissioner:

- 1) *How the post of Adviser was advertised.*
- 2) *In which public journals was the post advertised*
- 3) *How many candidates applied.*
- 4) *If a preliminary sift of candidates took place, who conducted it.*
- 5) *If a selection panel was appointed, its members and their affiliations as required by Nolan standards.*
- 6) *If a selection panel was not appointed, who made the decision and his/her reasons for not having one*
- 7) *The criteria against which the candidates were evaluated and the evaluations (the identities of the unsuccessful candidates may be redacted)*
- 8) *Disclosure of any previous contacts between Mr Matthews and the selected candidate, Mr Veale*
- 9) *9) Whether Mr Veale informed the panel of his upcoming investigation by the IPCC or any political affiliation (if so, to state the affiliation)*
- 10) *Whether Mr Veale informed the panel of the previous IPCC investigation he underwent while working for Wiltshire Constabulary.*
- 11) *How the salary of this Adviser was calculated, and against which recognised criteria was it set.*

Changes to Administrative and Support Personnel in the PCC Office in 2021. It is not clear just 'how many staff are in the OPCC office, at what levels they operate or whether the number of staff has changed during the period in question (increase or decrease to be notified, please). This refers to those relatively senior members of the OPCC administration who advise the Police and Crime Commissioner, take directions/instructions from him or take what may be construed as executive or political action from him.

- 12) *What change, if any, have been made within Administrative and Support Personnel in the PCC Office since January 2021 and dates of change, and if so:*

a. *Which posts and personnel were changed*



- b. How any such posts were advertised.
- c. In which public journals were they advertised
- d. How many candidates applied.
- e. If a preliminary sift of candidates took place, who conducted it.
- f. If a selection panel was appointed, its members and their affiliations as required by Nolan standards
- g. If a selection panel was not appointed, who made the decision not to do so and his/her reasons for not so doing
- h. The criteria against which the candidates were evaluated and the evaluations (the identities of the unsuccessful candidates may be redacted).
- i. Disclosure of any previous contacts between candidates and the incoming PCC
- j. Disclosure of political and or social affiliations of the candidates.

13) How many contractors utilised by the Office of the Police & Crime Commissioner fall within the scope of IR35 "off payroll" workers since March 2021?

14) Which companies utilised by the Office of the Police & Crime Commissioner fall within the scope of IR35 "off payroll" payments since March 2021?

If it is not possible to provide the information requested due to the information exceeding the cost of compliance limits identified in Section 12, please provide advice and assistance, under the Section 16 obligations of the Act, as to how I can refine my request. If you can identify any ways that my request could be refined, I would be grateful for any further advice and assistance.

Following receipt of your request, searches were conducted within the Office of the Police and Crime Commissioner for Leicester and Leicestershire to locate information relevant to your request.

Your request for information has now been considered and the information asked for is as follows: -

Subjects: A) Appointment of as Mr Mike Veale as Adviser to the Leicestershire Police and Crime Commissioner, Mr Rupert Matthews. B) Changes to Administrative and Support Personnel in the PCC Office in 2021. I respectfully request the following details:

The Appointment of as Mr Mike Veale as Adviser to the Leicestershire Police and Crime Commissioner:

1) How the post of Adviser was advertised?

Mr Veale was appointed by the Police and Crime Commissioner as a consultant/contractor. As a result, there was no recruitment process or job description undertaken as he is not classed as an employee. All necessary vetting has been complied with. The terms and conditions of this consultancy are that he shall be available for up to 12 months and the remit of his post are broadly as follows

On behalf of the Police and Crime Commissioner (PCC):

- To provide advice so ensure staff roles and responsibilities, systems policy and procedures are aligned to the vision and strategic direction set by the PCC
- Support the development of the Police and Crime Plan in line with the strategic direction set by the PCC
- Develop a performance management and corporate governance framework in line with the Police and Crime Plan (PCP) and the strategic direction set by the PCC
- To advise the PCC in respect of the OPCC and Police budget to ascertain what amendments will need to be made to align to the strategic direction set by the PCC



- Review the management of the budgets and resources to ensure its construct is in line with the strategic direction set by the PCC
 - Provide specialist and operational advice and support to the PCC
 - Review the existing committees, boards and bodies to align with the strategic direction of the PCC
 - On behalf of the PCC and in conjunction with the Force
 - Lead on the develop of a rural crime strategy to create meaningful change
 - To advise the PCC in relation to the hierarchy and structure of the force to ensure the communities of Leicester, Leicestershire and Rutland are getting value for money in line with the strategic direction of the PCC
 - Ensure emerging issues or demands are fully understood so that they can inform the PCP or future strategic decisions by the PCC
- 2) In which public journals was the post advertised**
Please see response to question 1
- 3) How many candidates applied.**
Please see response to question 1
- 4) If a preliminary sift of candidates took place, who conducted it.**
Please see response to question 1
- 5) If a selection panel was appointed, its members and their affiliations as required by Nolan standards.**
Please see response to question 1
- 6) If a selection panel was not appointed, who made the decision and his/her reasons for not having one**
Please see response to question 1
- 7) The criteria against which the candidates were evaluated and the evaluations (the identities of the unsuccessful candidates may be redacted)**
Please See response to question 1
- 8) Disclosure of any previous contacts between Mr Matthews and the selected candidate, Mr Veale**
We do not hold this information.
- 9) Whether Mr Veale informed the panel of his upcoming investigation by the IPCC or any political affiliation (if so, to state the affiliation)**
Mr Veale has been transparent about his public hearings and it is important to note that he is currently not in breach of any misconduct regulations.
- 10) Whether Mr Veale informed the panel of the previous IPCC investigation he underwent while working for Wiltshire Constabulary.**
Please see response to question 9
- 11) How the salary of this Adviser was calculated, and against which recognised criteria was it set.**
All invoices over £500 are a matter of public information, as are any salaries over £58,200, all of which are published on the force website. This can be found using the following link, under the report titled 'Expenditure over 500-July 2021'



<https://www.leics.police.uk/foi-ai/af/accessing-information/published-items/?q=july+500>

Changes to Administrative and Support Personnel in the PCC Office in 2021. It is not clear just 'how many staff are in the OPCC office, at what levels they operate or whether the number of staff has changed during the period in question (increase or decrease to be notified, please). This refers to those relatively senior members of the OPCC administration who advise the Police and Crime Commissioner, take directions/instructions from him or take what may be construed as executive or political action from him.

12) What change, if any, have been made within Administrative and Support Personnel in the PCC Office since January 2021 and dates of change, and if so

a. Which posts and personnel were changed

The OPCC have recently recruited for Chief Executive Officer (CEO) and the Chief Financial Officer (CFO). Recruitment for the role of CFO is currently on hold.

b. How any such posts were advertised.

Two since January 2021

c. In which public journals were they advertised

- APCC
- LGA/Local Government
- East Midlands Jobs
- HR standard advertising options no cost:
- Our Careers Website
- LinkedIn
- Indeed
- All Police Jobs
- OPCC social media channels and circulation to the partner stakeholder list
- AdWarrior. Boards including:
- Total Jobs
- Monster
- REED
- Jobsite
- JobFlurry
- Joinedto
- Indeed Sponsored ad

d. How many candidates applied.

CEO- 11 candidate, CFO- 7 candidate

e. If a preliminary sift of candidates took place, who conducted it.

The preliminary sifts regarding the checking of right to work, disciplinarys, tattoos, residency, criminal history etc. was conducted by HR.

f. If a selection panel was appointed, its members and their affiliations as required by Nolan standards.

We do not hold this information

g. If a selection panel was not appointed, who made the decision not to do so and his/her reasons



for not so doing

N/A

h. The criteria against which the candidates were evaluated and the evaluations (the identities of the unsuccessful candidates may be redacted).

Please see attached the link to that job descriptions for both vacancies, which hold all essential/desirable criteria.

i. Disclosure of any previous contacts between candidates and the incoming PCC

We do not hold this information.

j. Disclosure of political and or social affiliations of the candidates.

We do not hold this information.

The remaining information in relation to the number of staff within the office which you have requested, cannot be supplied to you as the following exemption has been applied for your request:

Section 22 – Information Intended for Future Publication Section 22 is a qualified, class-based exemption and therefore requires us to conduct a public interest test.

Section 22- Consideration favouring disclosure

- There is public interest in disclosure of the requested information as it would improve transparency and accountability of the Office of the Police and Crime Commissioner.

Section 22- Considerations favouring non-disclosure

- The office structure may be subject to further revision before publication. It is therefore, in the public interest that the information is reviewed and accurate before being made available to the wider public.
- Furthermore, the information requested is in the interest to the wider public and therefore it is important that it can be accessed simultaneously, rather than through a small number of FOI requests. It is in the public interest that the information is accessible to the public by adhering to the publication schedule.

We have reached the view that, on balance the public interest is better serviced by withholding the information under section 22 of the FOIA at this time. You may be interested to know that that this information will be available to view on the Office of the Police and Crime Commissioners website.

13) How many contractors utilised by the Office of the Police & Crime Commissioner fall within the scope of IR35 "off payroll" workers since March 2021?

There is only one contractor who falls within the scope of IR35 worker utilised by the Office of the Police and Crime Commissioner.

14) Which companies utilised by the Office of the Police & Crime Commissioner fall within the scope of IR35 "off payroll" payments since March 2021?

None



The Office of the Police and Crime Commissioner provides you the right to ask for a re-examination of your request under its review procedure. Letters should be addressed to the CEO at the address below. If you decide to request such a review and having followed the Force's full process you are still dissatisfied, then you have the right to direct your comments to the Information Commissioner who will give it consideration.

Yours sincerely,

The Office of the Police and Crime Commissioner

In complying with our statutory duty under sections 1 and 11 of the Freedom of Information Act 2000 to release the enclosed information will not breach the Copyright, Designs and Patents Act 1988. However, the rights of the copyright owner of the enclosed information will continue to be protected by law.

Applications for the copyright owner's written permission to reproduce any part of the attached information should be addressed to The Office of the OPCC, Leicestershire Police Headquarters, St. Johns, Enderby, Leicester LE19 2BX.



Job Description

Chief Executive Officer

Version - 1.0 Date – 21/07/2021

Post Number:	PC018
Grade:	Fixed salary - £89,319 per annum
Weekly Hours:	37 hours per week Due to the nature of the role the post holder will be required to be flexible in the hours works and their availability. It is expected that a small proportion of duties will take place during evenings and at weekends for which no additional recompense is provided.
Department:	Police and Crime Commissioner (OPCC)
Location:	Leicestershire Police Headquarters, Enderby, Leicestershire
Responsible To:	Police & Crime Commissioner (PCC) and/or Deputy Police & Crime Commissioner
Responsible for:	Chief Finance Officer, Head of Commissioning, Head of Communications, Head of Performance and Monitoring, Executive Team members
Contacts:	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 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.
Purpose of the role:	To discharge the statutory defined duties of the Chief Executive Officer of the Police and Crime Commissioner as set out by the Police Reform and Social Responsibility Act 2011; including being the head of paid service and exercising the role of Monitoring Officer. To deliver the PCC's key corporate priorities To ensure the OPCC have appropriate and effective decision-making processes in line with principles of good governance and reviews compliance with the Corporate Governance Framework. To 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. To lead and manage the OPCC staff team to deliver high levels of performance, communication, motivation and engagement to enable them to deliver their role and PCC objectives.

Residency vetting requirements: 5 years continuous UK residency.

Health and Safety: To comply with the health and safety policy and its associated procedures and co-operate with your manager and the OPCC to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.

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.

Work Experience:

2. To evidence previous experience working as a Chief Officer and/or Section 151 Officer in large and complex organisations
3. To have an excellent working knowledge and understanding of current issues within policing in England and Wales, police and local government law, practice and statutory requirements.
4. To have a detailed understanding of legislative frameworks, corporate governance and undertaking statutory responsibilities.
5. Proven track record of managing change successfully and delivering improved performance and value for money
6. Proven experience of building effective relationships with a wide range of individuals. Highly developed skills in persuasion, influence, negotiation, communication and interpersonal skills.
7. Proven experience of leading and influencing high performing professional teams, effective people and performance management to deliver the PCC and organisation's objectives.

Personal / Interpersonal Skills, Aptitudes:

8. Ability to think independently, strategically and flexibly, taking a long- term perspective.
9. Ability to assimilate complex information quickly, weigh up alternatives and make sound, timely decisions.
10. Proactive commitment to fairness and diversity and high standards of professional conduct. High standards of ethical behaviour, probity, integrity, honesty and responsibility.
11. Strong management skills of objective setting, monitoring, engaging, team building, collaboration and motivating to achieve individual and collective results.

Special Skills:

12. Understanding of managing a department within a strict legislative framework. To have a detailed understanding of legislative frameworks, corporate governance and undertaking statutory responsibilities including those of the Police and Social Reform Act 2011 and Crime Act 2017. Demonstrates experience of managing reputational risk within a political environment.

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

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Work Experience:

1. To have knowledge and expertise across the policy environment in which the Commissioner operates.

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

Core Responsibilities/ Accountabilities**Chief Executive Officer Responsibilities**

- Carry out the duties of Chief Executive Officer and Monitoring Officer and act as Head of Paid Staff appointed under the Police and Social Reform Act 2011.
- To undertake the role of Monitoring officer and notify designated officers/bodies of any illegality or maladministration in relation to the PCC.
- In conjunction with the OPCC's Section 151 officer ensure propriety in the conduct of the PCC's business including appropriate governance arrangements for contracts and tendering processes, the management of strategic risk and information management.
- Ensure PCC's compliance with the Code of Conduct and maintenance of appropriate standards.
- Ensure the provision of appropriate and timely advice and briefings to the PCC.
- To provide leadership, setting the strategic direction and providing support to the PCC in his/her statutory duty to secure an efficient and effective police service for Leicester, Leicestershire and Rutland.
- Provide clear and visible leadership to the Office of the PCC including staff development and training and work directly to the Commissioner in relation to personal objectives and development.
- Lead and manage the OPCC managers and staff members by ensuring good communication, performance management, objective setting, engaging, inspiring and motivating the team.
- Oversee arrangements for the appointment of the Chief Constable including terms and conditions and matters relating to complaints and discipline.
- Develop and maintain external relationships at a senior executive and political level with partners, organisations and stakeholders.
- Be the Data Controller for the OPCC (Delegated by the PCC).
- Ensure the organisation fully meets its statutory and other obligations including the maintenance of formal records and processes.

Statutory Responsibilities:

- Develop and maintain effective relationships with the Chief Constable, other members of the Command Team and the Force in general, to ensure that the PCC's statutory duties are met.
- Deliver a strong effective liaison link role between the PCC and the Force, sharing knowledge and information collaboratively.
- To distil and disseminate relevant information and advice to the PCC to enable him/her to challenge, where appropriate, the Force's strategic performance.
- To support the PCC in ensuring that policing in Leicestershire is accountable to local people through the development and implementation of effective communication, consultation and community engagement strategies and plans.
- Ensure the provision of an effective, co-ordinated public relations service to enhance public understanding and awareness of the role and responsibilities of the PCC.
- To support the PCC to increase his/her influence and profile locally, regionally and nationally.
- To establish effective working relationships at local, regional and national level.
- To strive for continuous improvement regarding efficiency and effectiveness of the OPCC.
- Support efficient and effective delivery of the PCC Plan together with any associated delivery plans, including business plans for the work of the office.
- Develop a strong and effective relationship with the Police and Crime Panel and service its requirements to enable it to properly discharge its statutory functions
- Develop and maintain mechanisms for commissioning services from external organisations to meet emerging needs.
- Ensure proper and adequate independent legal advice is obtained where appropriate.
- Ensure that the OPCC performs its equalities and diversity duties and responsibilities.
- To provide high level strategic advice to the PCC on a range of subjects, particularly in relation to his/her decision making and governance procedures.
- To strategically direct the governance and executive statutory arrangements for the OPCC in accordance with the Police Act 2008 and the Police Reform and Social Responsibility Act 2011 and other related legislation.
- Management of governance and integrity including the handling of complaints against the Chief Constable.
- To provide strategic direction and advise to the PCC in fulfilling his/her functions and providing professional leadership, responsibility and management for the overall budget, strategy and operational network for the PCC.

Administration

- Ensure the PCC operates effective corporate governance and business arrangements, regularly reviewing systems and structures to deliver continuous improvement.
- Ensure that the OPCC staffing structure, processes and procedures are reviewed and designed to facilitate the provision of effective and high-quality administrative services.

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.

Political Restrictions

- 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. Further guidance regarding these restrictions is contained in the Police Staff Council Terms and Conditions of service, Section 3,8.1, Politically Restricted Posts, accessible on the intranet, HR Website.
- The postholder's freedom to act is prescribed by the appropriate statutes and regulations by which the OPCC is bound.

** 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 – Casual 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



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 have significant experience in organisational leadership.
2. Previous experience working as a Chief Officer and/or Section 151 Officer in large and complex organisations.
3. Be a qualified CCAB (Consultative Committee of Accountancy Bodies) and have 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. 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. Have sound judgement to devise and evaluate options and deal with complex issues, be commercially / financially astute and client focussed. Able 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 leadership skills; specifically have 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 set 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.*