

POLICE AND CRIME COMMISSIONER FOR LEICESTERSHIRE DECISION RECORD

To be completed in cases where a decision is required

DECISION OF POLICE AND CRIME COMMISSIONER

Date: 17.10.16

Officers present: ANGELA PERRY
HELEN KING

Received in OPCC Date: 17/10/16

OPCC Ref: EXE 008116

Title: Deputy Chief Executive Responsibilities

Summary of Issue:

During a review of the OPCC Office Structure, it became apparent that resilience is built in to the existing office structure to cover the statutory roles of Monitoring Officer (MO) and Chief Finance Officer (CFO). The roles of Deputy MO and CFO are contained within the job descriptions for nominated roles, however, there is not a nominated Deputy in respect of the Chief Executive function.

The Head of Governance and Assurance role already includes the following within the role description (updated 2014):

"To act as the Deputy Monitoring Officer in the absence of the Chief Executive."

To ensure resilience within the office, HR support is given to this responsibility being amended as follows:

"To act as the Deputy Chief Executive and Deputy Monitoring Officer in the absence of the Chief Executive."

Recommendations presented:

To ensure resilience within the Office of the Police and Crime Commissioner, it is recommended that the responsibility for deputising for the Chief Executive Officer be added to the Head of Governance and Assurance role in addition to the Deputy Monitoring Officer Responsibilities.

Key discussion points at meeting

This solution would ensure that all statutory responsibilities for the S151 Chief Finance Officer, Chief Executive and Monitoring Officer are covered by established postholders and that Deputy arrangements are in place.

The ACO HR Director has advised the following:

“The functions of the CEO have to be completed in their absence and therefore it is both sensible and advisable that there is a Deputy nominated to fulfil those responsibilities in the absence of the CEO – or essential decisions/activities could be delayed or even stalled.”

It was resolved that :

The job description for the Head of Governance & Assurance be amended to include “To act as the Deputy Chief Executive and Deputy Monitoring Officer in the absence of the Chief Executive”.

OFFICE OF PCC APPROVAL

Chief Finance Officer:

I have been consulted about the proposal and confirm that appropriate advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.

Signature 

Name HELEN KING

Date 14/10/16

Publication Scheme

Decision of Monitoring Officer:

As Monitoring Officer for the Office of Police and Crime Commissioner for Leicestershire I have determined that :

It is appropriate to publish this record of decision made by the Police and Crime Commissioner : **Yes**

It is appropriate to publish the contents of the assessment of the decision by either of the senior post holders in the Office of the Police and Crime Commissioner for Leicestershire (i.e. either the Chief Executive or Chief Finance Officer) :

Yes

It is appropriate to publish details of the decision by the Police and Crime Commissioner for Leicestershire : **Yes**

Signature

Name



Date

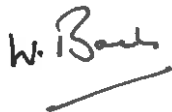
14/10/16

Police and Crime Commissioner for Leicestershire

Having received the advice set out above and reviewed relevant documentation my decision in regard of this matter is:

Supported / ~~Not Supported~~

Signature



Date

17.10.16.