

Penallta House
Tredomen Park
Ystrad Mynach
Hengoed
CF82 7PG

Tŷ Penallta
Parc Tredomen
Ystrad Mynach
Hengoed
CF82 7PG

**Gwent Police
and Crime Panel**

**Panel Heddlu
a Throseddu Gwent**

For all enquiries relating to this agenda please contact
Helen Morgan (Tel. 01443 864267; Email: morgah@caerphilly.gov.uk)

Date: 25th June 2013

Dear Sir/Madam,

A meeting of the **Gwent Police and Crime Panel** will be held at **Penallta House (Sirhowy Room), Tredomen Park, Ystrad Mynach** on **Wednesday, 3rd July 2013 at 10.00 a.m.** to consider the matters contained in the following agenda.

A G E N D A

1. Declarations of Interest.
2. Apologies for Absence.
3. Proposed Appointment of the Chief Finance Officer and Deputy Chief Executive for the Office of the Police and Crime Commissioner for Gwent

MEMBERSHIP:

Blaenau Gwent County Borough Council - Councillor Mrs. K. Bender

Caerphilly County Borough Council - Councillors C.P. Mann and K.V. Reynolds

Torfaen County Borough Council - Councillors L. Jones and P. Seabourne

Monmouthshire County Council - Councillors P. Clarke and Mrs. F. Taylor

Newport City Council - Councillors J. Guy and I. Hayat

Co-opted Members - Ms V. Cox-Wall and Mr. P. Nuttall

By invitation:

Gwent Police and Crime Commissioner - Mr. I. Johnston

Deputy Gwent Police and Crime Commissioner – Mr. P. Harris

Chief Executive of the Office of the Police and Crime Commissioner for Gwent - Ms S. Bosson

Temporary Chief Constable – Mr J. Farrar (for information)

REPORT ON THE PROPOSED APPOINTMENT OF THE DEPUTY CHIEF EXECUTIVE AND CHIEF FINANCE OFFICER

Background

This report is made in accordance with the Panel's statutory duty contained in Paragraph 10, Schedule 1 of the Police Reform and Social Responsibility Act 2011.

Review of Appointment

The Gwent Police and Crime Commissioner notified the Panel on 14th June 2013 of his intention to appoint Mr Darren Garwood-Pask as Deputy Chief Executive and Chief Finance Officer to the Office of the Police and Crime Commissioner for Gwent.

The Panel held a public confirmation hearing to review the proposed senior appointment at Penallta House on 3rd July 2013 when Panel Members held a detailed discussion with Mr Garwood-Pask to assess his suitability for the position of Deputy Chief Executive and Chief Finance Officer. The Panel considered Mr Garwood-Pask's suitability against the role's Person Specification Criteria; namely,

- Qualifications
- Skills
- Working with Others

Recommendation

The Panel voted to endorse the proposed appointment of Mr Garwood-Pask as Deputy Chief Executive and Chief Finance Officer

3rd July 2013

1 DECISION NO:

OFFICE OF POLICE AND CRIME COMMISSIONER FOR GWENT

TITLE: Proposed appointment of the Chief Finance Officer & Deputy Chief Executive for the Police and Crime Commissioner for Gwent

DATE: 13th June 2013

TIMING: Within three weeks of receiving notice of a proposed appointment of a Chief Finance Officer and Deputy Chief Executive for the Police and Crime Commissioner for Gwent, the Police and Crime Panel are required to hold a confirmation hearing and respond with a recommendation on the suitability of the proposed candidate.

PURPOSE: For Decision

<p>1.</p>	<p><u>RECOMMENDATION</u></p> <p>a. In accordance with the Police Reform and Social Responsibility Act 2011 the Panel are invited to review the proposed appointment of Mr Darren Garwood-Pask as Chief Finance Officer and Deputy Chief Executive for the Police and Crime Commissioner for Gwent.</p> <p>b. Make a recommendation to the Police and Crime Commissioner for Gwent as to whether or not the candidate should be appointed.</p>
<p>2.</p>	<p><u>INTRODUCTION & BACKGROUND</u></p> <p>The Police Reform and Social Responsibility Act 2011 ('the Act') provides, that the Police and Crime Commissioner for a police area must appoint a person as to be responsible for the proper administration of the Commissioner's financial affairs (referred to as the Commissioners Chief Financial Officer) for that area.</p> <p>Under Schedule 1, paragraph 9, of the Act, the Police and Crime Commissioner must notify the Police and Crime Panel ("the Panel") of his proposed appointment to the post of 'Chief Financial Officer'.</p> <p>The Commissioner must also notify the Panel of the following information:</p> <p>a) The name of the person he is proposing to appoint;</p> <p>b) The criteria used to assess the suitability of the candidate for the appointment;</p> <p>c) Why the candidate satisfies those criteria; and</p> <p>d) The terms and conditions on which the candidate is to be appointed</p>

Under paragraph 10 of Schedule 1, the Panel must review the proposed appointment and make a report to the Commissioner on the proposed appointment, including a recommendation to the Commissioner as to whether or not the candidate should be appointed, within a period of three weeks beginning with the day on which the Panel receives notification from the Commissioner of the proposed appointment.

The Commissioner must notify the Panel of the decision whether to accept or reject the recommendation of the Panel.

The current Treasurer and Deputy Chief Executive, Mr Neil Phillips has indicated his intention to retire from the role on 31st August 2013.

3. ISSUES FOR CONSIDERATION

3.1 Name of the Proposed Candidate

The name of the person the PCC is proposing to appoint to the post of Chief Finance Officer and Deputy Chief Executive for the Police and Crime Commissioner for Gwent is Mr Darren Garwood- Pask.

3.2 Job Purpose

The Chief Financial Officer will undertake the statutory responsibilities set out in paragraph 6 of Schedule 1 to the Police Reform and Social Responsibility Act 2011 and Section 114 of the Local Government Finance Act 1988. The Accounts and Audit (Wales) Regulations 2005 impose further responsibilities.

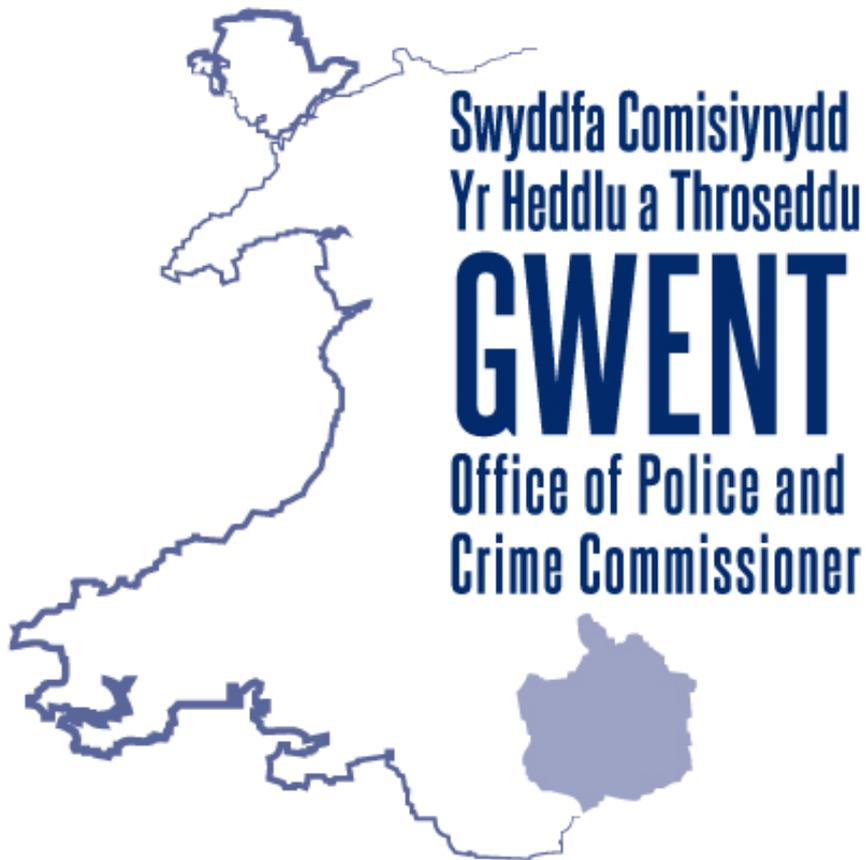
In addition to the financial responsibilities, the post-holder will deputise for the Chief Executive and have specific day to day responsibilities relating to that role; and have a lead role in commissioning services.

3.3 The following criteria were used to assess the suitability of the candidate for the appointment

- Membership of The Chartered Institute of Public Finance and Accountancy (CIPFA) qualification or an equivalent qualification included in Section 113 of the Local Government Finance Act 1988.
- Experience at senior levels with executive responsibility in Local Government or Police Finance or equivalent
- Familiarity with best practice in change management and leadership
- Ability to demonstrate strong commitment to innovation and performance improvement.

	<ul style="list-style-type: none"> • Build effective working relationships with people through clear communication and a collaborative approach • Maintain visibility to staff and ensure communication processes work effectively • Consult widely and involve people in decision making, speaking to people in a way they understand and can engage with • Treat people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination • Treat people as individuals, showing tact, empathy and compassion • Sell ideas convincingly, setting out benefits of a particular approach and striving to reach mutually beneficial solutions • Express own views positively and constructively and fully commit to team decisions <p>3.4 The Police and Crime Commissioner is satisfied that following a full recruitment process, Mr Darren Garwood-Pask has suitable experience, knowledge and ability to undertake this role. He is a Fellow of the Association of Chartered Accountants with Seven years' experience as Head of Finance and Business support at Gwent Police.</p> <p>The appointment was advertised nationally and received 23 completed applications. Five candidates were interviewed. All candidates were of a very high calibre.</p> <p>3.5 Terms and Conditions of Appointment</p> <p>The Chief Finance Officer and Deputy Chief Executive will be a member of staff of the Office of the Police and Crime Commissioner. A copy of the Terms and Conditions for the role is attached.</p> <p>The appointment is full time and is politically restricted.</p>
4.	<p><u>NEXT STEPS</u></p> <p>The panel are required to hold a confirmation hearing to consider the proposed appointment of the Chief Finance Officer. The Panel will advise the Commissioner of its recommendation and publish its decision following the meeting.</p>
5.	<p><u>FINANCIAL CONSIDERATIONS</u></p> <p>The salary will be £81,000 per annum. This has been calculated at the Treasurer's current salary on a full time basis. Currently the statutory role of the Chief Financial Officer to the Commissioner is carried out on a part time</p>

	<p>basis, averaging two days a week. In setting out the staffing structure of the OPCC, it was considered that the post should be full time in order to provide capacity for increased detailed scrutiny of the Chief Constable's budget bids, overseeing the new commissioning responsibilities and undertaking work on behalf of the Chief Executive. The extra annual cost of a full time post is £62,501 and this is provided for in the approved budget. However, the appointment of the current head of finance within the force provides the opportunity of revising the finance department structure with a view to saving a post. The CFO's of the PCC and the CC have held preliminary discussions on this and are confident that savings can be achieved that will ensure no increase in current costs.</p>
6.	<p><u>PERSONNEL CONSIDERATIONS</u></p> <p>The Chief Finance Officer and Chief Executive will be a member of staff of the Office of Police and Crime Commissioner.</p>
7.	<p><u>LEGAL IMPLICATIONS</u></p> <p>The power and process by which the Police and Crime Commissioner may appoint a Chief Finance Officer for his police area is provided by The Police Reform and Social Responsibility Act 2011 (Schedule 1, paragraph 6).</p>
8.	<p><u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u></p> <p>In carrying out his functions, the Chief Finance Officer and Deputy Chief Executive will need to have due regard to the provisions of the Equality Act 2010 and, in particular, to the general equality duty, the broad purpose of which is to integrate consideration of equality and good relations into day to day business and for consideration to be given to how public bodies can positively contribute to the advancement of equality and good community relations.</p>
9.	<p><u>PUBLIC INTEREST</u></p> <p>This document will be made available to the public.</p>
10.	<p><u>CONTACT OFFICER</u></p> <p>Shelley Bosson, Chief Executive to the Police and Crime Commissioner for Gwent.</p>
11.	<p><u>ANNEXES</u></p> <p>Annex A – Information pack for candidates including role description</p> <p>Annex B – Terms and Conditions</p>



Annex A

**Chief Finance Officer
and Deputy Chief Executive**

Information Pack

INTRODUCTION

The overall responsibility of the Police and Crime Commissioner for Gwent is to maintain an effective and efficient police service and to play a leading role in crime reduction and community safety in the force area. The Commissioner is supported by a Deputy Police and Crime Commissioner, a Chief Executive, a Chief Finance Officer and a small number of other staff. Under the arrangements introduced by the Police Reform and Social Responsibility Act 2011 both the Police and Crime Commissioner and the Chief Constable are corporations sole and each has a statutory Chief Finance Officer. However, as the Commissioner sets the budget for policing and crime and is responsible for preparing the Group Accounts it is considered that the CFO to the Commissioner has the primary finance role.

Police and Crime Commissioner	Ian Johnston QPM
Deputy Police and Crime Commissioner	Paul Harris
Chief Executive	Shelley Bosson

Chief Finance Officer

The Chief Finance Officer is to retire shortly and the Commissioner is seeking a qualified and suitably experienced accountant to fill the vacancy. This is a full-time position attracting a salary of £81,000 p.a. and in addition to the statutory responsibilities of the post the person appointed will deputise for the Chief Executive and have a leading role in commissioning services. The post is politically restricted.

The closing date for this vacancy is noon on Friday, 17th May 2013.

The interviews are scheduled for Friday, 24th May 2013.

This pack provides details of the role profile, person specification and other relevant material.

More information on the work of the Police and Crime Commissioner, along with background financial details, can be found at www.gwent.pcc.police.uk.

Alternatively, for an informal discussion about the role, you can contact Neil Phillips, the current Chief Finance Officer for the Commissioner, on 01633 642016.

The Police and Crime Commissioner for Gwent firmly supports a policy of equal opportunities and would welcome applications from all eligible persons irrespective of gender, ethnic origin, religious belief, sexual orientation or disability.

OVERVIEW OF THE ROLE AVAILABLE

Chief Finance Officer and Deputy Chief Executive

Department: Office of the Police and Crime Commissioner for Gwent

Location: Police Headquarters, Croesyceiliog, Cwmbran Gwent NP44 2XJ

Security Vetting: Security clearance level checks will be made.

Responsible to: Police and Crime Commissioner and Chief Executive

Responsible for: Finance staff (a formal decision on how many finance staff will report directly to the Commissioner's CFO has still to be made)

Liaison With: Police and Crime Commissioner; Deputy Police and Crime Commissioner; Chief Executive; OPCC Staff; Chief Constable and her Chief Officer Team; Chief Finance Officer to the Chief Constable; force staff; external bodies and organisations and members of the public.

Salary: £81,000 per annum

Hours: 37 per week

Politically Restricted: Yes

Role Contract: Permanent or fixed term, subject to agreement.

ROLE PROFILE

Purpose:

The Chief Financial Officer will undertake the statutory responsibilities set out in paragraph 6 of Schedule 1 to the Police Reform and Social Responsibility Act 2011 and section 114 of the Local Government Finance Act 1988. The Accounts and Audit (Wales) Regulations 2005 impose further responsibilities.

In addition to the financial responsibilities, the post-holder will deputise for the Chief Executive and have specific day to day responsibilities relating to that role; and have a lead role in commissioning services.

Main Responsibilities

- Providing strategic financial advice to the Police and Crime Commissioner;
- Managing the Commissioning Service to the Commissioner in relation to the Police and Crime Commissioning Programme. This to include development of the Commissioning framework, implementation, evaluation and management of the commissioning process;
- Undertaking the role of Deputy Chief Executive as defined by the Chief Executive;
- Ensuring that the financial affairs of the Police and Crime Commissioner are properly administered and that the Financial Regulations are observed and kept up to date;
- Ensuring regularity, propriety and Value for Money in the use of public funds;
- Ensuring that the agreed programmes can be funded from projected Central Government and Welsh Government funding, precept, other contributions and recharges;
- Reporting to the Police and Crime Commissioner, the Police and Crime Panel, the Joint Audit Committee and to the external auditor any unlawful, or potentially unlawful, expenditure by the Police and Crime Commissioner or officers of the Police and Crime Commissioner;

- Reporting to the Police and Crime Commissioner, the Police and Crime Panel, the Joint Audit Committee and to the external auditor where it appears that expenditure is likely to exceed the resources available to meet that expenditure,
- Advising the Police and Crime Commissioner on the robustness of the budget and adequacy of financial reserves, and in respect of any consequential medium and long term implications of budgetary issues;
- Ensuring production of the statements of accounts of the Police and Crime Commissioner;
- Ensuring receipt and scrutiny of the statements of accounts of the Chief Constable, and ensuring production of the group statutory accounts;
- Liaising with the external auditor and using reports of the external auditor to aid monitoring;
- Advising the Police and Commissioner on the application of value for money principles by the police force and supporting the Police and Crime Commissioner in holding the Chief Constable to account for efficient and effective financial management;
- Advising, in consultation with the Chief Executive, on the safeguarding of assets, including risk management and insurance;
- Arranging for the determination and issue of the precept;
- Maintaining an adequate and effective internal audit function; and
- Managing, in conjunction with the Chief Executive, any grants awarded by the Police and Crime Commissioner pursuant to the Police Reform and Social Responsibility Act 2011;

Special Circumstances:

1. The OPCC is a non-smoking organisation.
2. The post-holder must have the ability to travel both inside and outside the Force area in order to attend meetings, which may take place outside of office hours.
3. All potential staff to the Office and Police and Crime Commissioner for Gwent must display the qualities to be able to work in an organisation with minority groups and provide a service to minority groups in communities. They must show that they are able to contribute to an open, fair working environment where inappropriate behaviour is not permitted. They must display no

evidence of the likelihood to contribute in any way to workplace bullying or sexist or racist behaviour.

Note: This job description is provided to give a broad outline of the job activities of this post. The Office of the Police and Crime Commissioner may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. As an employee of the Office of the Police and Crime Commissioner you may be required to serve in any position as appropriate to your grade or at any establishment within Gwent Police boundaries in order to ensure the efficient and effective operation of the organisation.

PERSON SPECIFICATION

Qualifications

- The Chartered Institute of Public Finance and Accountancy (CIPFA) qualification or an equivalent qualification included in Section 113 of the Local Government Finance Act 1988.

Skills

- Experience at senior levels with executive responsibility in Local Government or Police Finance or equivalent
- Familiarity with best practice in change management and leadership
- Demonstrate strong commitment to innovation and performance improvement.

Working with others

- Build effective working relationships with people through clear communication and a collaborative approach
- Maintain visibility to staff and ensure communication processes work effectively
- Consult widely and involve people in decision making, speaking to people in a way they understand and can engage with

- Treat people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination
- Treat people as individuals, showing tact, empathy and compassion
- Sell ideas convincingly, setting out benefits of a particular approach and striving to reach mutually beneficial solutions
- Express own views positively and constructively and fully commit to team decisions

PERSONAL QUALITIES

The following statements outline the aspirations that the successful candidate will share with other members of the Commissioner's Team.

We seek the highest personal qualities in all our staff. The following list outlines the qualities we look for.

Serving the public

- Promote a real belief in public service, focusing on what matters to the public and will best serve their interests.
- Ensure that all staff understand the expectations, changing needs and concerns of different communities and strive to address them.
- Build public confidence by actively engaging with different communities, agencies and strategic stakeholders, developing partnerships and ensuring that people can engage with the police at all levels.
- Understand partners' perspective and priorities and works co-operatively with them to deliver the best possible overall service to the public

Professionalism

- Act with integrity, in line with values of the Office of the Police and Crime Commissioner.
- Deliver on promises, demonstrating personal commitment, energy and drive to get things done.
- Define and reinforce standards, demonstrating these personally and fostering a culture of personal responsibility
- Take responsibility for making tough or unpopular decisions
- Demonstrate courage and resilience in difficult situations, defusing conflict and remaining calm and professional under pressure

Leading Change

- Establish a clear future picture and direction with the Commissioner, focused on delivering the Police and Crime Plan
- Identify and implement changes needed to meet the priorities of the Commissioner
- Think in the long term, identifying better ways to deliver value for money through services that meet both local needs and priorities across Gwent
- Encourage creativity and innovation
- Ask for and act on feedback on own approach, continuing to learn and adapt to new circumstances

Leading people

- Inspire people to meet challenging organisational goals, creating and maintaining the momentum for change
- Give direction and state expectations clearly
- Talk positively about policing and crime reduction and what it can achieve, building pride and self esteem

- Create enthusiasm and commitment by rewarding good performance and giving genuine recognition and praise
- Promote learning and development, giving honest and constructive feedback to help people understand their strengths and weaknesses and invest time in coaching and mentoring staff of the Commissioner

Managing Performance

- Create a clear strategic plan to deliver performance and ensure the priorities of the Commissioner are achieved
- Identify opportunities to reduce costs and ensure maximum value for money is achieved
- Highlight good practice and use it to address under performance
- Delegate responsibilities appropriately and empower others to make decisions
- Monitor progress and hold people to account for delivery

Decision Making

- Assimilate complex information quickly, weighing up alternatives and making sound, timely decisions
- Gather and consider all relevant available information, seeking out and listening to advice from specialists
- Ask incisive questions to test facts and assumptions and gain a full understanding of the situation
- Identify key issues clearly and search out the inter-relationships between different factors
- Consider wider implications of different options, assessing the costs, risk and benefits of each
- Make clear, proportionate and justifiable decisions, reviewing these as necessary

The expectation of the successful incumbent will be high levels of performance, including attendance, therefore those individuals should be prepared to be flexible in their approach to working hours.

Individuals will also be expected to comply with the International Federation of Accountants' Code of Ethics for Professional Accountants, as implemented by local regulations and accountancy bodies, as well as other ethical standards that are applicable to them by reason of their professional status. The fundamental principles set out in the Code are; integrity, objectivity, professional competence, due care, and confidentiality. Impartiality is a further fundamental requirement of those operating in the public services.

Individuals are required to engage effectively with other members of the Commissioner's team and with people in other organisations at all levels, in order to provide a high quality standard of service to the public.

All staff are expected to undertake relevant training in respect of their role.

All staff will be vetted to the required standard for the role. They must maintain safe working practices for self and others in accordance with Police and Crime Commissioner' Health and Safety Policy and be responsible for identifying all risk management issues arising out of work duties and taking appropriate action.

All staff will be subject to annual appraisal, which will incorporate a review of the post holder's performance against the competencies and accountabilities for the role.

All members of the Police and Crime Commissioner's staff must be able to work with members of minority groups of all sorts and to provide service to minority groups in the community. They must contribute to an open, fair working environment where inappropriate behaviour is not permitted and be committed not to contribute in any way to workplace bullying or any other form of discriminatory behaviour.

POLITICALLY RESTRICTED POSTS

The Chief Finance Officer is a politically restricted post.

The Local Government and Housing Act 1989 places an obligation upon staff of the Police and Crime Commissioner to prepare a list of all posts which are regarded as politically restricted. The Act imposes restrictions on public political activity by the holders of such posts.

All staff of the Police and Crime Commissioner, except for the Commissioner and the Deputy Police and Crime Commissioner, are politically restricted.

In summary, the restrictions imposed on post-holders include:

- Becoming (whether by election or otherwise) or remaining a member of a Local Authority, of the National Assembly for Wales, of the European Parliament or of the House of Commons, or Police and Crime Commissioner;
- Announcing, or allowing others to announce, ones candidature for one of the aforementioned offices;
- Holding office in a political party;
- Canvassing at elections; and
- Speaking or writing publicly on matters of party political controversy.

GWENT AREA

The Gwent policing area covers 600 square miles bounded by Abergavenny in the North, Newport in the South, Chepstow in the East and Caerphilly in the West. The area itself is a mix of rural and urban populations, with market towns and rural farming areas presenting very different challenges to those of managing the nighttime economy of Newport. The road network also carries large volumes of traffic through the M4 link to the East, which incorporates the Second Severn Crossing, and the development of the existing Heads of the Valleys road, adding to the complexity of policing those areas linking into this network.

The population of Gwent has increased by 23,700 since 2001 to 576,700 people, and Gwent has also become more diverse through culture, faith and ethnicity. The Office for National Statistics states that Gwent on average has a 96% white, 0.4% Asian, 0.13% Black and 0.3% Chinese population. In 2011/12, Gwent Police provided services in 40 different languages.

Gwent has a high student population. Coleg Gwent is Wales' largest further education college and has over 35,000 students ranging from school leavers to mature students.

The county also has both wealthy and socially deprived communities with the current economic challenges highlighting the diverse characteristics of Gwent. Highest employment is seen in Caerphilly and Newport with most unemployment focused in the valleys. Similarly, there is a wide variation in the quality of health in our communities which is highest in Monmouthshire and poorest in the Blaenau Gwent. It has been estimated that one fifth of the Welsh working age population are disabled



POLICE AND CRIME PANEL

A Police and Crime Panel is responsible for overseeing the Police and Crime Commissioner and reviewing and scrutinising his decisions.

The Panel is made up of ten local Councillors, representing the five local authorities in Gwent, along with two co-opted independent members.

The responsibilities of the Panel include:

- Make reports and recommendations about actions and/or decisions of the Commissioner;
- Scrutinise the draft Police and Crime Plan;
- Summon the Commissioner, and Commissioner's staff, for public questioning;
- Scrutinise and potentially (subject to a two-thirds majority) veto the police budget and council tax precept;
- Scrutinise and potentially (subject to a two-thirds majority) veto the appointment of the Chief Constable;
- Appoint an Acting Police and Crime Commissioner from amongst the Commissioner's staff if he resigns, is disqualified from office, is incapacitated or is suspended;
- Hold confirmation hearing for the Commissioner's proposed Chief Executive, Chief Financial Officer and Deputy Police and Crime Commissioner appointments;
- Deal with lower level complaints against the Commissioner. Serious allegations will be referred to the Independent Police Complaints Commission (IPCC).

The Panel is not there to scrutinise the performance of the force directly as that is the role of the Police and Crime Commissioner, but it will scrutinise the actions and decisions of the Commissioner.

Caerphilly County Borough Council is responsible for the administration of the Gwent Police and Crime Panel.

JOINT AUDIT COMMITTEE

The purpose of the Joint Audit Committee is:

- to provide independent assurance to the Police and Crime Commissioner and the Chief Constable regarding the adequacy of the risk management framework and the associated control environment,
- independent scrutiny of the Force's and Office of the Police and Crime Commissioner's financial performance,
- to oversee the financial reporting process adapted from CIPFA Audit Committees Practical Guidance for Local Authorities

The Committee provides comments, advice and assurance on matters relating to the internal control environment of the Force and the Office of the Police and Crime Commissioner.

It has oversight of general governance matters and will provide comments on any new or proposed policies and strategies provided by the Commissioner or changes to existing relevant policies and strategies which in the opinion of the Chief Financial Officers are significant with regards to financial risk and probity.

The Committee is composed of five people who are independent of the Chief Constable and the Office of the Police and Crime Commissioner. They report directly to the Commissioner and the Chief Constable.

Chief Finance Officer and Deputy Chief Executive Terms and Conditions



This document is issued in accordance with Sections 1 to 7 of The Employment Rights Act 1996 and sets out the terms and conditions of your employment by the Police and Crime Commissioner for Gwent (hereinafter “the Commissioner”, “Commissioner” or “we”) of Police Headquarters, Croesyceiliog, Cwmbran. NP44 2XJ. This document serves as the “Principal Statement” required by section 1 of the Employment Rights Act 1996.

Your position is politically restricted under the Police Reform and Social Responsibility Act 2011

1. You are employed by the Commissioner as **Chief Finance Officer and Deputy Chief Executive** (hereinafter “CFO”) and by virtue of Schedule 1 (Para. 6) of the Police Reform and Social Responsibility Act 2011 a member of the Commissioner’s staff. Your terms and conditions of employment are those contained in this document. A copy of your Role Profile is attached.
2. The job duties listed in the Role Profile are a guide to your main duties as at the commencement of your employment. Because of the evolving nature of your role and over the passage of time your job duties may change. You will be notified in writing of any changes when they occur. You are required to be flexible in the duties you undertake and carry out any reasonable duties that you are requested to do, that fall within your capabilities.
3. You will comply with any rules, policies and procedures set out in the staff handbook a copy of which will be given to you. The staff handbook does not form part of the contract of

employment and the Commissioner may amend it and/or any other policies at any time.

4. You will not be required to work outside the UK for more than one month during the term of your employment.

Continuous Employment

5. Your previous employment with Gwent Police will count towards the period of employment that you have with the Commissioner - your date of continuous employment for statutory purposes is therefore199 When calculating your entitlement to a redundancy payment, your continuous service is defined by the Redundancy Payments (Local Government) (Modification) Orders.

Place of Work

6. Your normal place of work is at Gwent Police Headquarters, Croesyceiliog or any such place within the area for which the Commissioner may have responsibility (whether current or future) and which we may reasonably require for the proper performance of your duties.
7. You will be required to move either permanently or temporarily to any location for which the Commissioner has responsibility whether current or future.

Salary and Allowances

8. Your salary is £81,000 per annum. We will pay your salary each month in 12 equal payments (normally on the last working day of each month) into your bank account less such deductions for tax and National Insurance as the Commissioner is obliged by law to make. If we over pay your salary or other payments, we have the right to recover the over payment by taking phased salary deductions from other salary payments we make to you.

Hours of work

9. Your normal working hours are 9am to 5pm on Mondays to Thursdays and 9am to 4pm on Fridays and such hours as are necessary for the proper performance of your job role. You will receive no further remuneration in respect of any additional hours worked. You are excluded from any overtime, flexi working or TOIL schemes operated by the Commissioner.

10. We must protect the health and safety of all our staff. Both the Commissioner and Employees are bound by the Working Time Regulations 1998 with which you must comply and which may be amended from time to time by the Commissioner in its absolute discretion. A copy of this policy can be obtained from the Chief Executive.

Holiday

11. You are entitled to 30 days annual leave pro rata to the hours worked. The holiday year is from 1 April to 31 March. If you start or leave employment during the year, you are entitled to days off in proportion to the number of completed months' service during the year. If you do not take your days off within the holiday year, you will lose those days. In exceptional cases, with approval from the Chief Executive, you may carry over 5 days from one holiday year to the next. You must take these days before the end of May of the subsequent leave year. You will also be entitled to public and bank holidays.

12. If, when your employment ends, you have taken less than your holiday entitlement for the holiday year so far, the Working Time Regulations automatically entitle you to receive pay for the holiday leave not taken. Also, if you have taken more days than your entitlement a pay adjustment will be made.

Sickness absence

13. You shall be entitled to sick pay in accordance with the following in respect of absence from work due to sickness, disease or disablement:

<i>Length of Continuous Service*</i>	<i>Amount of Sick Pay</i>
During 1st year of service	One month's full pay and (after completing four months' service) two months' half pay
During 2nd year of service	Two months' full pay and two months' half pay
During 3rd year of service	Four months' full pay and four months' half pay
During 4th and 5th years of service	Five months' full pay and five months' half pay
After 5 years' service	Six months' full pay and six months' half pay

Pension and Retirement

14. Unless you choose to opt out, you will automatically become a member of the Local Government Pension Scheme. When you retire, the pension scheme provides benefits based on your length of service and the salary you received in the best of your last three years of service.
15. While a member of the scheme you will be 'contracted out' of the State Second Pension (S2P) and so will not build up any more benefits under S2P. This does not affect your entitlement to the Basic State Pension.
16. You will be sent details of the pension scheme, its effect on S2P and how to opt out of membership, if you wish to do so.

Collective Agreement

17. The collective agreement between the Commissioner and UNISON, a copy of which is available from the Commissioner's Chief Executive, directly affects your employment.

Notice Period/Termination of Contract

18. After the completion of your probationary period (or any extension of it) you are entitled to receive the minimum statutory notice contained in section 86(1) of the Employment Rights Act 1996 namely after one month one week's notice for each completed year of service to a maximum of 12 weeks for 12 years, you are required to give one month's notice to terminate the contract of employment. We may (in our sole discretion) by written notice elect to give you a payment in lieu of notice for any unexpired period of notice in connection with your employment.

Following service of notice by either you or the Commissioner, we may by written notice place you on Garden Leave for the whole or part of the remainder of the notice period.

Complaints

19. If you have a complaint about your employment you should contact the Chief Executive of the Commissioner. Any complaints against you will be dealt with by the Chief Executive.

General Behaviour and Conduct

20. The Commissioner expects you to follow the highest standards of behaviour in the workplace and when you are not at work. You must contribute fully to delivering services and must support activities to the highest standards and behave at all times with integrity and honesty. All colleagues have the right to be treated with dignity and respect. Behaviour which is in any way offensive or demeaning is not acceptable. You are subject to the Staff Standards of Professional Behaviour.

Disciplinary and Grievance

21. You must adhere to all of the relevant employment policies of the Commissioner from time to time in force and with your Terms & Conditions of Employment. Failure to do so may result in disciplinary action being taken against you, including ending your employment immediately without notice. A copy of the Disciplinary policy is available through the Office of the Police and Crime Commissioner.

Dress Code

22. The Commissioner expects you to dress appropriately and in a way that gives confidence to our communities and public.

Diversity and Equal Opportunities

23. The Commissioner's aim is to employ a workforce at all levels that reflects the culture and the diverse mix of the communities he/she serves. The Commissioner is committed to providing fairness and equal opportunities to you as a member of staff in a workplace that is free from bullying, intimidation, harassment and discrimination. This means that the Commissioner will recognise and develop the talents of all and treat everyone with dignity and respect. The Commissioner will treat you fairly and you must behave in this way towards others, in accordance with the Commissioner's Equal Opportunities Policy.

Performance and Training

24. You will have an annual performance and development review and appropriate training.

Confidentiality

25. The Commissioner expects you to keep official information and documents strictly confidential. Any unauthorised disclosure of information which is confidential to the Commissioner or Gwent Police will be regarded as a breach of discipline. You are reminded, as you are subject to the

Official Secrets Act 1989, it is an offence to reveal without authorisation any information, document or other item, which is or has been in your possession.

26. Unauthorised access to or use of computer systems, or information stored on computer or otherwise, may be an offence under the Data Protection Act 1998, the Copyright, Designs and Patents Act 1988 or the Computer Misuse Act 1990. You must keep information confidential (especially under the legislation above).

Data Protection Act 1998

27. The Data Protection Act 1998 covers how personal information may be used and sets out eight principles for handling information and lists the offences that may be committed by not following the act. You must follow the requirements of the Data Protection Act 1998 and must not breach regulations.

Interception of Telecommunications

28. You should be aware that in order to ensure the confidentiality, integrity and availability of police service networks, systems and information, protective interception and monitoring of communication may take place. Consequently there can be no expectation of privacy when using official systems.

Freedom of Information Act 2000

29. Under this Act every employee has a duty to provide assistance to any requestor by receiving and progressing a request and/or producing information when requested. If you alter, tamper with or destroy information on paper or computerised after a request has been received you could be liable to a fine of up to £5000 and disciplinary action.

Vetting Procedure

30. The Commissioner applies a vetting procedure to all members of its staff. You are required to

notify the Commissioner of any changes in your personal circumstances which could affect the vetting status which you have been granted. A copy of the Commissioner's policy is available from the Commissioner's Chief Executive. It is a requirement of your employment that you are "SC" cleared and maintain that clearance. Failure to do so on your part will amount to a fundamental breach of your contract of employment.

Other employment

31. You should not carry out extra employment where this conflicts with your employment with us, or which harms your performance at work or your employment. As a result, you must follow our policy in declaring your Business Interests which applies to designated posts.

Contact with the Media

32. You agree that any contact with the press or media in relation to any business of the Commissioner is forbidden unless you have the prior consent of the Commissioner.

33. Should you wish to publish any letters, articles or otherwise including being mentioned or referred to in a newspaper or magazine article internet or radio programme you are required to obtain the prior written consent of the Commissioner.

I accept employment under the Terms & Conditions of Employment as set out in this contract.

Signed..... Date