



### REPORT OF THE CHIEF EXECUTIVE OFFICER

### WEST MERCIA POLICE AND CRIME PANEL

## CONFIRMATION OF THE DEPUTY POLICE AND CRIME COMMISSIONER

### 1. Executive Summary

The purpose of this report is to enable members of the Police and Crime Panel (PCP) to consider the Police and Crime Commissioner's (PCC) proposed appointment of a Deputy Police and Crime Commissioner (DPCC).

In doing so, the panel must satisfy itself that the preferred candidate selected by the PCC has the competence to undertake the role.

The report provides an overview of the appointment process that was undertaken during June 2016 to select the preferred candidate, and of the reasons for her nomination as the proposed DPCC.

### 2. Introduction and Background

By virtue of s18 of the Police Reform and Social Responsibility Act 2011 (the Act) the Police and Crime Commissioner for West Mercia may appoint a person to be the Deputy Police and Crime Commissioner for the West Mercia area.

Under the Act the PCC must notify the PCP of the preferred candidate for appointment as DPCC. Schedule 1 of the Act states that the PCC must provide the following information:

- a) The name of the person whom the PCC is proposing to appoint;
- b) The criteria used to assess the suitability of the candidate and how the candidate satisfies these criteria; and
- c) The terms and conditions under which the candidate is to be appointed.

Provided for the PCP's consideration are:

- i) The recruitment, application and interview process;
- ii) Job profile and person specification, which set out the criteria used for assessment;
- iii) The interview questions used in those assessments;
- iv) CV of the preferred candidate.
- v) Proposed terms and conditions

### 3. Recruitment process

#### 3.1 Advertisement, Role Profile and Person Specification

The Advertisement for the role of DPCC was launched via the Police and Crime Commissioner's Website and circulated through local radio and press on the 13<sup>th</sup> May 2016.

A detailed job description and person specification was made available as part of an information pack on the Police and Crime Commissioner's website (**Appendix A**). Prospective applicants were asked to submit a covering letter and CV addressing the job description and person specification by 27<sup>th</sup> May 2016

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### 3.3 Shortlisting

Twenty applications were received and reviewed by Andy Champness, Chief Executive of West Mercia OPCC, and the Commissioner. Six applicants were put forward as suitable for the independent panel interview.

### 3.4 Selection Process

The selection process used had two stages. The first stage was an assessed presentation and competitive interview by a panel independent of the Police and Crime Commissioner. The Chief Executive drafted the interview questions which were approved for use by the interview panel. The interviews took place at Hindlip Hall, Worcester, on 7<sup>th</sup> June 2016. Each interview lasted up to one hour.

The initial interview panel consisted of:

- Stuart West, Shropshire Councillor and Chair of the Shropshire and Telford Fire and Rescue Authority
- Lorraine Preece, Chief Executive of YSS
- Tony Ward, Independent member of the Police and Crime Panel and the Alliance Trust, Integrity and Ethics Committee

Andy Champness, Chief Executive, provided support to the panel.

The Police and Crime Commissioner observed the interviews but took no part in them or in the assessment and development of recommendations that followed from these interviews.

This independent panel assessed each of the shortlisted candidates against the criteria, and were asked to recommend 2 or at most 3 for consideration by the Police and Crime Commissioner. They were asked to recommend only candidates they considered capable of undertaking the role.

Based in the information and experience of the individuals demonstrated at this stage of the process they stated they would recommended any one of 3 of the candidates as DPCC. They considered there had been a good standard of applicants and candidates shortlisted for this stage in the process.

The 3 candidates selected by the independent panel were then interviewed by the Police and Crime Commissioner on the 22<sup>nd</sup> June 2016. The Chief Executive provided support to those interviews.

### 3.5 Criteria used for selection:

Each candidate was asked a set of agreed questions. The questions asked probed the candidates' experience, attitude and capabilities in the areas set out in the Job Profile and Person Specification.

The questions asked of the candidates at both stages are attached at **Appendix B**. Each question was scored and a total score for each candidate was reached.

The candidates recommended for consideration by the Police and Crime Commissioner achieved the highest scores.

Following the final stage interview, all three recommended candidates were considered by the Police and Crime Commissioner to be appointable and capable. Each of them brought

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different strengths. The candidate proposed by the Police and Crime Commissioner for confirmation by the Panel was considered to be the best fit with the Commissioner himself and with his staff.

### **3.7 Preferred Candidate – Mrs Tracey Onslow**

The Preferred candidate has been recommended as appointable as a Deputy Police and Crime Commissioner by the independent panel, and assessed as having the best fit with the Police and Crime Commissioner and his Office. Her CV is attached at **Appendix C**.

### **3.8 Terms and Conditions of appointment**

The appointment will commence on 6<sup>th</sup> July 2016 subject to confirmation by the PCP. She will be required to sign the Official Secrets Act and agree to the Police and Crime Commissioner's Code of Conduct.

The terms and conditions of the post are set out at **Appendix D**.

## **4. Recommendation**

It is recommended that the PCP considers the PCC's preferred candidate Mrs Tracey Onslow for the role of Deputy Police and Crime Commissioner.

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## **Appendix A**

# **Applicant Information for the role of Deputy Police and Crime Commissioner**

## **Contents**

1. Welcome
2. About West Mercia and West Mercia Police
3. The role of West Mercia Police and Crime Commissioner
4. Strategic priorities
5. Appointment and selection process

**Closing date for applications:      noon on 27<sup>th</sup> May 2016**

**Applications should be emailed to [opcc@westmercia.pnn.police.uk](mailto:opcc@westmercia.pnn.police.uk)**

## **West Mercia Police and Crime Commissioner**

Dear Applicant

### **Welcome**

Thank you for your interest in West Mercia. I am seeking experienced and motivated people to represent the needs of the people of West Mercia. Applicants should have a strong local connection with the area they wish to represent, and a track record of standing up for their community.

I have been elected to ensure that the people of West Mercia are served by an efficient and effective police force. The world of policing is dynamic and demanding, and West Mercia is a large, diverse and complex policing area. I welcome applications from anyone with a genuine interest in working to make sure our communities' views and priorities are at the heart of policing.

To assist you in completing your application I have provided background information about my office and West Mercia Police. However please do contact me on 01905 331656 should you wish to discuss the post further.

Yours sincerely,

John Campion  
West Mercia Police and Crime Commissioner

## 2. About West Mercia and West Mercia Police

### About the area



The Police and Crime Commissioner for West Mercia represents the people of the three unitary local authorities of Herefordshire, Shropshire and Telford & Wrekin as well as the two tier county of Worcestershire with its six district/borough councils. In total this is an area of some 2,868 square miles.

According to the 2011 census West Mercia has a population of just over 1.2 million people<sup>1</sup>, an increase of approximately 5.5% from the 2001 census. Telford and Wrekin has the largest percentage of people aged under 18. Here 0-17 year olds make up 23.4% of the population. Herefordshire has the smallest proportion of under 18's, but the highest proportion (21.3%) of those aged 65+ when compared with the other 3 county / unitary areas.

The ethnicity of West Mercia's population is predominantly 'White British'. The 2011 census shows that the largest ethnic group is 'Other White', comprising 3.9% of the population in Herefordshire, 2% in Shropshire, 2.7% in Telford and Wrekin and 2.6% in Worcestershire.<sup>2</sup>

Local Authority Area	Total Population	% BME Population
Herefordshire	183,477	6.3%
Shropshire	306,129	4.6%
Telford & Wrekin	166,641	10.5%
Worcestershire	566,169	7.6%

West Mercia is predominantly rural, with parts of Herefordshire and Shropshire amongst the least densely populated areas in the country. Herefordshire's population density per hectare being 0.8, compared to an England and Wales average of 3.73. West Mercia also has five large urban areas, namely Hereford, Redditch, Shrewsbury, Telford and Worcester. Worcester is the most densely populated area with 29.7 people per hectare<sup>3</sup>.

West Mercia has pockets of deprivation, most notably around the main towns. Large parts of the area, particularly the sparsely populated areas in Shropshire, Herefordshire and South Worcestershire experience rural deprivation with limited physical access to services such as shops and GP surgeries.

Data from the Inter Department Business Register shows that at March 2012 there were 49,755 business enterprises registered for VAT and PAYE purposes across West Mercia<sup>4</sup>. In Herefordshire and Shropshire 'agriculture, forestry and fishing' are the largest business sector, whereas 'professional, scientific and technical' is the largest business sector in Worcestershire.<sup>4</sup>

<sup>1</sup> OFFICE for NATIONAL STATISTICS, 2011 Census: *KS102EW Age structure, local authorities in England and Wales*, Dec 12

<sup>2</sup> ONS, 2011 Census: *Ethnic Group, local authorities in England and Wales*, Dec 12

<sup>3</sup> ONS, 2011 Census: *Usual Resident Population, local authorities in England and Wales*, Dec 12

<sup>4</sup> ONS, *UK Business Activity, Size and Location – 2012*, Oct 2012

## Policing West Mercia

West Mercia Police cover the 4th largest policing area in England and Wales. The Force area has been split into 5 policing areas which are aligned with the local authority boundaries of Herefordshire, Shropshire, Telford & Wrekin and Worcestershire (north and south) to aid partnership working and ensure priorities are dealt with locally.

### West Mercia Police and Warwickshire Police Alliance

By working together, streamlining processes and reducing duplication in service provision, both forces are able to deliver high quality, value for money policing within the available resources. We are better able to protect officer and staff numbers and thereby maximise the protection that the public receive, with a focus on maintaining frontline policing services. For example, significant savings are possible in terms of the provision of Information Communications and Technology (ICT), buildings and vehicles by the economies of scale possible across the two organisations. The communities of both forces benefit from greater resilience as well as the combined skills, experience and cultures that the people of the two forces can bring.

### How is the Alliance delivered?

Policing is delivered across seven geographical areas, each led by a local Superintendent responsible for local policing - including Safer Neighbourhood Teams, response teams, local investigation and harm reduction. Both Warwickshire and West Mercia are led by a Chief Constable and a Deputy Chief Constable and retain their own identities. Two Assistant Chief Constables (Local Policing and Protective Services) and two Directors (Finance and Enabling Services) are responsible for the delivery of policing services across both force areas.

The Alliance enables both forces to maximise protection delivered to communities by building resilience within local policing and protective services directorates. Support services are streamlined to enable effective policing, and the number of management and supervisory posts have been reduced to further enhance the effectiveness and resilience of frontline policing services.

In 2015/16 the Alliance had a combined workforce of 5,266 officers and staff, to deliver protection across West Mercia and Warwickshire, further supported by Special Constables and other volunteers.

### Personnel

The Table below shows the number of budgeted posts for West Mercia Police as at April 2016. Please note the actual deployment of officers throughout the Alliance area will follow demand and at any specific moment some Warwickshire officers may provide services in West Mercia and vice versa. Actual numbers will also be affected by absence, reallocation of roles, retirements and recruitment. Future numbers may be subject to adjustment in future budget planning periods as Government grants and public spending policies evolve.

	April 2016
Police officers	1948
Police staff	1456
PCSOs	235

Note: all figures are rounded



### 3. The Role of West Mercia Police and Crime Commissioner

There are 41 Police and Crime Commissioners in England and Wales covering each of the 41 forces outside of London. The governance of the Metropolitan Police Service is a duty of the Mayor of London and the City of London Corporation governs the City of London Police. Together with the Home Secretary and chief police officers, PCCs are responsible for the management of policing in England and Wales.

West Mercia Police and Crime Commissioner is the local governing body for policing in West Mercia. The Commissioner has an over-arching duty to secure an effective and efficient police force. The Commissioner has a number of statutory roles, which include:

- representing all those who live and work in the communities in their force area and identifying their policing needs
- setting priorities that meet those needs by agreeing a police and crime plan
- holding the Chief Constable to account for achieving the Commissioner's priorities as efficiently and effectively as possible
- setting the force budget and setting the precept
- hiring and, if necessary, dismissing the Chief Constable

To fulfil these roles, the Commissioner has a range of powers and responsibilities. The Commissioner:

- must produce a Police and Crime Plan
- must set the policing "precept", which is the part of local council tax that goes to policing
- appoints and, if necessary, dismisses the Chief Constable
- issuing Grants
- has oversight of how complaints against the police are managed
- must keep under review opportunities for collaboration
- has duties relating to national criminal threats, safeguarding of children, and consulting the public
- has a role in ensuring the effectiveness of the wider criminal justice system

The Commissioner is supported in their work by an executive team. In West Mercia, this is headed by the Chief Executive and Monitoring Officer, Andy Champness. The Commissioner's Treasurer is Liz Hall, with other team members enabling policy, commissioning, communications and administration.

The Commissioner is supported and scrutinised by a separate Police and Crime Panel. The Panel is made up of councillors from across West Mercia and two independent members. The Panel is set up under the provisions of the Police Reform and Social Responsibility Act 2011.

Further information on the work of the Commissioner and the statutory framework in which the Commissioner works can be found on the Commissioner's website

[www.westmercia-pcc.gov.uk](http://www.westmercia-pcc.gov.uk)

Information on West Mercia Police can be found at [www.westmercia.police.uk](http://www.westmercia.police.uk)

## 4. Strategic priorities

Under section 5 of the Police Reform and Social Responsibility Act 2011 the Commissioner is required to issue a police and crime plan (the Plan) within the financial year in which the election is held i.e. 31 March 2017. The Plan is required to cover the:

- Commissioner's police and crime objectives
- policing which the Chief Constable is to provide
- financial and other resources which the Commissioner will provide to the Chief Constable
- means by which the Chief Constable will report to the Commissioner on the provision of policing
- means by which the Chief Constable's performance will be measured
- crime and disorder reduction grants which the Commissioner is to make and the conditions to which such grants are to be made

The Plan is required to cover the term of office of the Commissioner, although it is possible to vary the Plan during this period. The Police and Crime Panel is required to review the draft Plan and to make a report or recommendations having conducted its review. The Commissioner must have regard to any report or recommendations and provide and publish his response to the Panel's report.

The Plan will reflect my election promises, which are set out again here.

### **Together we can secure a safer West Mercia**

As West Mercia Police and Crime Commissioner I will work tirelessly to represent the hopes, aspirations and values of all the communities of our diverse force area. The force area has many different communities being policed by consent by one single police service. I respect those values and diversity and will ensure they have prominence in West Mercia's policies.

I will balance the broader issues such as tackling organised crime and terrorism whilst delivering community policing. Essentially, the police force should work in a partnership environment to support a safe, and a "perceived to be safe" community. A Commissioner must not only have policies to keep the relentless drive to keep crime down, but to also tackle the perception of crime. For too long, sections of our community haven't felt safe in their own streets. I will redouble the efforts through engagement to provide that reassurance to our community whilst targeting low level crime such as antisocial behaviour.

I have a vision for West Mercia. I believe in the British style of policing, that is policing by the consent of its community. My vision is to protect that value and build on it, by ensuring the police service continues to be at the heart of our community; visible and accountable. I will protect this core value as the police service develops, adapts and responds to ever changing threats to our community and the considerable financial challenges it faces.

### **A Secure West Mercia**

I will work hard for a Secure West Mercia; keeping our community safe against threats and responding in an emergency. I will also invest in crime prevention ensuring we tackle the causes of crime.

**Response.** I will work with the Chief Constable to ensure that there are sufficient resources to provide an appropriate Police response in times of emergency.

**Security.** I will invest in and contribute towards regional and national strategic activities helping to keep our country and local community safe.

**Economy.** I will work with the business community to tackle business and cyber crime, which costs our economy millions of pounds.

**Accountability.** I will hold the Chief Constable to account including tackling the growing incidents of Rape and violent Crime.

**Prevention.** I will work with West Mercia's community safety partners to invest in crime prevention, addressing the root causes of crime.

## **A Reformed West Mercia**

I will support the reform of the back office functions enabling more money to be diverted to protect front line policing. I will be open and transparent in how decisions are made and how tax payer's money is spent.

**Transparent.** I will be transparent in how decisions and appointments are made. I will ensure all Police and Crime Commissioner appointments are publically advertised and awarded on merit.

**Rationalise.** I will reduce the cost of the Office of the Police and Crime Commissioner, including centralising its administrative function at Police HQ Worcester.

**Frugal.** I will reduce the cost and re-focus the roles of the Deputy Commissioner, Ambassador Co-ordinator and Community Ambassadors. The re-focus will centre on engagement with community groups and local government, ensuring the views of the community are at the heart of the Police and Crime Commissioner's decisions and priorities.

**Tax.** I will keep Council Tax increases to a minimum.

**Transformation.** I will work with the Chief Constable to drive through a transformation programme throughout the police service, centred on reducing back office bureaucracy and cost, ensuring ever more resources can be focused on front line policing.

**Collaborate.** I will build on the current collaboration with Warwickshire to work with other forces, to deliver further operational and financial efficiencies.

## **A Reassured West Mercia**

I will work hard to ensure people feel safer in their local communities. For too long antisocial behaviour has blighted our town centres and urban streets as well as rural villages blighted by speeding.

**Community.** I will engage with all communities within West Mercia to ensure their views and priorities are at the heart of the policies of West Mercia Police. As Commissioner, I will be accessible and available to the communities of West Mercia.

**Neighbourhood.** I will work with the Chief Constable and our partners to give visible reassurance in our communities, including protecting neighbourhood policing.

**Fair.** I will ensure Rural Issues are taken seriously, such as speeding in rural villages that affect quality of life

**Law-abiding.** I will work with our partners to take back our streets for the law-abiding citizens. I will provide resources and work with partners to tackle the causes of antisocial behaviour in our town centres and urban streets.

**Volunteers.** I will work with the Chief Constable to increase the numbers of Special Constables through rethinking the way they are recruited and supported in their service.

**Victims.** I pledge to redouble efforts to effectively support the victims of crime, keeping them safe and supported through the criminal justice system.

I want to ensure that my Plan captures the voice of the public in how it is set and develops. It is vital that the Plan enables effective local working and builds upon the strong sense of civic identity in each of the local authority areas and their neighbourhoods.

## 5. Appointment and Selection Process

The selection process will be based upon the principles set out in the Code of Practice published by the Commissioner for Public Appointments which relate to ministerial appointments to public bodies. The three basic principles are that appointments be made on merit by an objective, fair and open selection process.

The closing date for applications will be **noon on 27<sup>th</sup> May 2016**. These should be submitted by email to [opcc@westmercia.pnn.police.uk](mailto:opcc@westmercia.pnn.police.uk). Shortlisting will take place on **31<sup>st</sup> May 2016**. The next stage of the selection process will take place between **6<sup>th</sup> and 11<sup>th</sup> June 2016** and include a presentation and formal interview. The Commissioner will invite a representative of the Police and Crime Panel to be included in the selection process. The appointment decision will be that of the Commissioner.

**Applications must consist of a CV and supporting statement of no more than 500 words**, stating whether the applicant wishes to be considered for:

- Deputy Police and Crime Commissioner;
- A Commissioner's Ambassador, with an indication of whether the application is for the role to cover Herefordshire, Shropshire, Telford & Wrekin or Worcestershire; or
- both Deputy Police and Crime Commissioner, and a Commissioner's Ambassador with geographic indication as above.

### Appointment of the Deputy Police and Crime Commissioner

The Job Description and Person Specification for the role is set out below.

The Deputy Police and Crime Commissioner will be a member of the Commissioner's staff, but will not be politically restricted. The appointment will be for the duration of the current period of office of the Commissioner.

For the Deputy Police and Crime Commissioner there are additional conditions set out in the Police Reform and Social Responsibility Act 2011:

Applicants must:

- a. Be over 18 years of age;
- b. Be resident in West Mercia;
- c. Not be a serving police officer or employed police staff;
- d. Not be subject to a bankruptcy or debt relief order or restriction;
- e. Not be subject to disqualification as a company director;
- f. Not within 5 years prior to the date of the application have been convicted in the UK, the Channel Islands or the Isle of Man of an offence, nor ever received a sentence of imprisonment (whether suspended or not). (Full disclosure of previous convictions will be required.)
- g. Be a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of the Union.

Expenses will be paid for reasonable travelling and subsistence costs incurred in respect of business undertaken on behalf of the PCC at the same rates as paid to the PCC. Claims must be made in accordance with the expenses scheme and must be supported by receipts and only for expenditure actually incurred.

Vetting – appointees will be subject to vetting in accordance with the Vetting Policy of the PCC

Conduct – appointees will be subject to the PCC's code of conduct and will at all times be required to conform to the principles of conduct in public life (Nolan Principles).

Conflicts of interest – appointees will be required to declare pecuniary interests including detail of other paid offices held and such interests will be included in the published register of interests. Appointees will have an on-going obligation to immediately declare in writing any matter which may represent a conflict of interest between the service to be provided and other or personal interests of the appointee and to comply with such directions as may be given by the PCC in order to avoid or mitigate the effect of such a conflict of interest.

# WEST MERCIA POLICE & CRIME PANEL

## AGENDA ITEM 7

### JOB PROFILE

<b>POST TITLE:</b>	<b>Deputy Police and Crime Commissioner</b>
<b>SALARY:</b>	£30,000 to £40,000 subject to time commitment agreed
<b>DIRECTORATE:</b>	OPCC
<b>RESPONSIBLE TO:</b>	Police and Crime Commissioner
<b>LOCATION:</b>	Hindlip
<b>TIME COMMITMENT:</b>	24 to 32 hours per week, subject to negotiation
<b>JOB PURPOSE:</b>	To support and share the responsibilities and vision of the PCC. To help the PCC implement and deliver effective policing and crime reduction initiatives across West Mercia.

#### MAIN RESPONSIBILITIES:

1. To support the Commissioner, as required, including summarising and briefing the PCC on key issues
2. Seeking and representing the views and concerns of the people of West Mercia through a range of means including attending relevant meetings on behalf of the Commissioner
3. Representing these views to the Commissioner and staff so that they may be reflected in the work of the Commissioner
4. Reporting back to the people of West Mercia on behalf of the Commissioner
5. To develop an enhanced understanding of the political landscape in West Mercia and to lobby and influence political stakeholders to support PCC policy.
6. To represent the views of the Commissioner to all relevant stakeholders, including media and politicians
7. To oversee the work of the Commissioner's Ambassadors
8. Hold portfolios of work as required by the Commissioner
9. Develop, promote and maintain effective working relationships with key internal and external stakeholders, staff associations, unions and external collaborative partners and organisations as required, in order to further the aims and objectives of the PCC
10. Support the PCC with the development and shape of the future strategy
11. To support the PCC in the development and delivery of a community engagement and partnership strategy.
12. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.

<b>Special Conditions:</b>	This is not a politically restricted post.
<b>Security level:</b>	The post holder is required to sign the Official Secrets Act

#### PERSON SPECIFICATION

##### Knowledge:

- Crime and policing strategy and policy and PCC vision
- Local and community issues, covering large geographical areas, often with different issues and complexities in rural and urban issues

- Governance and finance matters.

Experience:

- Senior experience in governance of a public body and governing board membership (essential)
- Experience of community engagement and representing communities' views
- Proven experience of building effective strategic relationships with multiple stakeholders
- Proven experience of persuading and influencing at the highest level
- Committed to quality outcomes for all stakeholders in community safety, including victims, witnesses and offenders.
- Participation in successful delivery of major organisational change
- Willing to embrace change and maximise positive outcomes for stakeholders and the community
- Involvement in case work and complaints

Key Skills:

- Leadership
- Chairing meetings
- Networking with community interests
- Problem solving
- Holding to account
- Strategic budget management
- Communication with citizens and local groups
- Working with the Chief Constable and other senior officers
- Proficient use of IT and of Office software
- Full driving licence

Personal Attributes:

- Selflessness
- Honesty and integrity
- Objectivity
- Accountability
- Openness
- Personal judgement
- Respect for others
- Leadership

# WEST MERCIA POLICE & CRIME PANEL

## AGENDA ITEM 7

### Appendix B Independent Panel Interview Questions

Presentation subject: How I will contribute to a safer West Mercia

Please tell us of an occasion where you have used the views of a community to improve the service they received. How was the issue identified, and what did you do about it?

How have you developed good working relationships with a partner agency or other organisation that improved a service to the public?

What major organisational change have you been involved in, and what was your part in delivering that change?

Tell us about when you have successfully influenced a change in course of action.

When have you had to challenge yourself about how you have dealt with the situation? How did you go about it and what was the difference between before and after?

### Final Interview Questions

What are your leadership qualities and shortcomings?

Why did you apply for this?

What would your acting as DPCC look like?

What do you think are the biggest issues or challenges facing the PCC?

How do you go about building new relationships?

Tell me of a time when you showed leadership when there were dissenting voices?

How do you like to chair meetings?

How would you manage your time if appointed?

Are there any potential embarrassments to the Police and Crime Commissioner should you be appointed?

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# WEST MERCIA POLICE & CRIME PANEL

## AGENDA ITEM 7

**Appendix C      Mrs Tracey Onslow CV – Exempt from publication**

### **Appendix D                      Proposed Terms and Conditions**

The terms and conditions of the post of Deputy Police and Crime Commissioner are in part set out in the Police Reform and Social Responsibility Act 2011 (as amended) and associated Regulations and Home Secretary's Determination. These terms and conditions summarize their key points, and augment those to cover specifically the situation of the West Mercia Deputy Police and Crime Commissioner.

You are employed by the West Mercia Police Crime Commissioner and by virtue of Section 18(10) of the Police Reform and Social Responsibility Act 2011 a member of the PCC's staff. Your terms and conditions of employment are those contained in this document. A copy of your Job Profile is attached.

#### **Continuous Employment**

Your continuous service for statutory employment rights commenced on [to be inserted] when you began your service with the PCC. When calculating your entitlement to a redundancy payment, your continuous service is defined by the Redundancy Payments (Local Government) (Modification) Orders.

#### **Salary**

Your salary is £40,000. We will pay your salary each month in 12 equal payments (normally on the 25th day of each month) into your bank account. 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. The PCC will review your salary in line with the reviews that are conducted by the Home Secretary of his own salary.

#### **Allowances**

Allowances shall be paid in accordance with those payable to the Police and Crime Commissioner. Paragraph 3 of Schedule 1 to the Police Reform and Social Responsibility Act 2011 ('the 2011 Act') provides that a police and crime commissioner (PCC) is to be paid authorised allowances. 'Authorised allowances' means allowances, in respect of expenses incurred by the commissioner in the exercise of the commissioner's functions, which are of the kinds and amounts determined by the Secretary of State. A determination under paragraph 3 may make different provision for different cases.

The purpose of authorised allowances is to reimburse expenses incurred by PCCs in carrying out their duties, not to provide a general gratuity for undertaking the role. Commissioners are paid a salary determined by the Secretary of State on the advice of the senior salaries review board.

The kinds of allowances determined by the Secretary of State for the purposes of paragraph 3 of Schedule 1 to the 2011 Act are allowances in respect of:

- travel expenses
- subsistence expenses
- exceptional expenses

reasonably incurred by a PCC in the exercise of the commissioner's functions.

The amounts of such allowances determined by the Secretary of State are set out in the below table: **Table of PCC authorised allowance amounts**

Type of expense	Key restriction	Rates
Train	In course of business	Reimbursed up to standard class rates
Mileage allowances	Only if necessary	As per HMRC rates
Taxis	Only where public transport not available	Cost of taxi fare
Foreign travel	Prior authority from chief executive and for business purposes	Economy class for flights
Hotel accommodation	Business purposes and agreed in advance Value for money and best use of public funds - lower priced suitable accommodation	No explicit limitation on star standard of hotel accommodation
Subsistence (UK and foreign)	Only paid for evening meals and, where applicable, breakfast (not lunch)	Breakfast £10 Dinner £30
Exceptional expenses not falling within any of the other types	Reasonable incurred in carrying out business of the authority	As approved by the chief executive

Your base for calculating travel expenses and other normal personnel matters shall be Hindlip, Worcestershire.

### Hours of work

Your working hours are 30 hours a week Monday to Friday, and normally will require attending on any day, or parts of days as reasonably required by the PCC. To meet PCC requirements you may be required to vary your normal working arrangements. This will involve working outside normal office hours. No overtime payment will be made for such working.

We must protect the health and safety of all our staff. The PCC has a policy on hours of work under the Working Time Regulations 1998 with which you must comply and which may be amended from time to time by the PCC in its absolute discretion. A copy of this policy can be obtained from the Chief Executive.

### Holiday

You are entitled to 28 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 PCC, you may carry over 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.

The PCC must approve any time you want to take off. However you may have to work on public and bank holidays and will be entitled to take appropriate time off in the remainder of the leave year.

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**

Payments during any absence due to sickness or injury will be in accordance with the requirements of the legislation relating to statutory sick pay. For these purposes your "qualifying day(s)" will be those day(s) on which you are normally required to work. SSP is payable from the fourth qualifying day in any 'period of incapacity for work'.

Arrangements for reporting and monitoring sickness absence are those applicable to staff. The PCC has right at any time to require that you are examined by a medical practitioner /clinician and to cease your pay if you do not comply with the PCC's attendance policy.

### **Pension and Retirement**

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.

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.

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.

### **Notice Period/Termination of Contract**

The appointment as DPCC may be terminated by notice at any time by the PCC and will terminate in any event upon the PCC ceasing to hold office for any reason, including reaching the end of the term of office under which the appointment is made subject to the foregoing. On termination by notice you will be entitled to payment equivalent to 3 months pay. This contract will also terminate in the event of you being subject to a relevant disqualification as defined by paragraph 8 of Schedule 1 to the Police Reform and Social Responsibility Act 2011. You may terminate this appointment by the giving of notice with immediate effect.

### **Complaints**

If you have a complaint about your employment you should first contact the Chief Executive.

### **General Behaviour and Conduct**

The PCC 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 PCC code of conduct which applies to the PCC and the DPCC by virtue of the statutory Protocol.

If your behaviour falls below the necessary standard, the PCC may take action against you under the relevant disciplinary procedure. You are also subject to the Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012.

## **Disciplinary and Grievance**

You must adhere to all of the relevant employment policies of the PCC 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.

## **Dress Code**

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

## **Diversity and Equal Opportunities**

The PCC'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 PCC 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 PCC will recognise and develop the talents of all and treat everyone with dignity and respect. The PCC will treat you fairly and you must behave in this way towards others, in accordance with the PCC's Equal Opportunities Policy which is available from the Chief Executive.

## **Confidentiality**

The PCC expects you to keep official information and documents strictly confidential. Any unauthorised disclosure of information which is confidential to the PCC or the Force 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.

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**

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. In order to assist you to comply with the Act you will be required to satisfactorily complete an e-learning course prior to being given access to the PCC's information technology systems.

## **Freedom of Information Act 2000**

Under this Act every employee has a duty to provide assistance to any applicant 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.

## **Government Protective Marking Scheme**

It is important that official documents and other data sources which you may handle are adequately protected and managed. You will be required to satisfactorily complete a training package designed to familiarise you with the requirements of the scheme.

### **Other employment**

You should not carry out extra employment where this conflicts with your employment with the PCC, or which harms your performance at work or your employment.

### **Health & Safety**

We are committed to protecting the health and safety of all staff, visitors, contractors and the public. You must co-operate with us on all issues of health and safety. This is an important part of your health and safety responsibility. You must take reasonable care of your own health and safety and the safety of others who may be affected by your actions. A copy of the PCC's policy is attached.

### **Smoking at Work**

All West Mercia and Police Crime Commissioner's premises are designated as smoke free. Smoking is not permitted by law in any part of any building or within the perimeter of any grounds; this includes car parks on these premises.

In order to maintain the professional image of the PCC and Force, smoking is not permitted in front of any premises.