

DECISION NO: PCCG-2013-085

OFFICE OF POLICE AND CRIME COMMISSIONER

TITLE: Interim Staffing Structure for the Office of the Police and Crime (OPCC) Commissioner for Gwent

DATE: 1st July 2013

TIMING: Routine

PURPOSE: For Decision. To present the proposed staffing structure for the Office of Police and Crime Commissioner for Gwent

1.	<p><u>RECOMMENDATION</u></p> <ol style="list-style-type: none">1. That the staffing structure (posts and outline roles) for the OPCC for Gwent, as set out in this report be approved with effect from 1st July 2013;2. The Chief Executive take all necessary steps to bring the structure into effect; and3. That the OPCC staffing structure be reviewed once the second stage transfer process is approved by the Home Secretary.
2.	<p><u>INTRODUCTION & BACKGROUND</u></p> <p>On 22nd November 2012, the OPCC consisted of 8 staff (7.2 FTE), with an additional full-time post working on national policy for the four PCC's in Wales and funded by four equal contributions. Following a review of the skills and capacity in the office (using the Skills for Justice competencies matrix), some gaps had been identified by the Chief Executive. This report identifies a revised structure to address the current workload of the OPCC.</p> <p>The Police Reform and Social Responsibility Act 2011 created the new role of Police and Crime commissioner which necessitated a review of the support available to ensure that new and emerging requirements could be addressed.</p>
3.	<p><u>ISSUES FOR CONSIDERATION</u></p> <p>An efficient and effective OPCC is crucial in helping the Commissioner to achieve his vision and priorities as contained in the Police and Crime Plan. Careful consideration has been given to the proposed interim structure which will provide the skills and capacity necessary to enable the Commissioner to deliver his statutory functions, while still providing Value for Money for the people of Gwent. The structure is flexible and reflects the minimum required to perform the initial functions.</p> <p>The structure relies on the ability to have access to and support from staff and officers working under the direction and control of the Chief Constable.</p>

Currently all support services (e.g. Corporate Communications, Human Resources advise, Finance, legal, estates, IT, performance information etc.) are provided in this way.

In this phase the structure creates three new roles and allows for the change in the CFO post from 2 days per week to full-time. The three new posts are a PA Executive Support Officer for the PCC/DPCC, a Policy Officer (Engagement) and an Administrative Assistant (to be recruited in due course). The PA and Executive Support Officer has been filled from an internal appointment from the force as has the CFO (PCC) (subject to confirmation hearing). The additional hours for the CFO will strengthen the PCC's capacity for financial scrutiny, as well as providing scope for undertaking commissioning responsibilities and other responsibilities as directed by the Chief Executive. The CFOs to the PCC and the CC and the incoming CFO to the PCC have held preliminary discussions on the opportunity for re-structuring the Finance Department following the departure of the Head of Finance and are confident that one post could be saved thereby covering the additional cost in moving to a full-time CFO (PCC).


The post of All Wales Policy Officer is currently hosted by Gwent. The post is a seconded appointment and in August the present occupant will have completed 5 years in the role. The present employee is a substantive employee of the OPCC in Gwent. She was approached on whether she wanted to return to a substantive post within the OPCC by the Chief Executive as the post of Policy officer Engagement is suitable for her skills and at the same pay grade as her substantive post. She has opted to return to the substantive employment of the OPCC.

The revised structure also identifies three staff who work on the Drug Intervention Programme. These staff were employed by Newport City Council until 1st April 2013, when they transferred to the employment of the Commissioner. These staff were to be under the direction and control of the Chief Constable, but due to the link the developing Commissioning Strategy it was agreed that these staff would transfer to the OPCC. The transfer of these staff is cost neutral.

In addition it has been agreed that the Probation service will second two officers to work with the CFO (PCC) in developing the Commissioning Strategy for a period of one year. The Chief Executive will then review what permanent arrangements need to be considered once the scale of the Commissioning work is known.

4.	<p><u>NEXT STEPS</u></p> <p>If the proposed structure is agreed, current staff will be provided with revised job descriptions with a view to the current structure operating from 1st July. Recruitment to other vacant posts will be commenced shortly with preference given to force personnel. Work will continue to refine the requirements of the OPCC and where appropriate support for services will be sort from the Force in the first instance.</p> <p>The Police Reform and Social Responsibility Act 2011 requires a second stage transfer of staff following consultation with the Chief Constable. This transfer must take place by 1st April 2014 and requires the Home Secretary's approval. This will provide a further opportunity for the Chief Executive to refine the structure if necessary.</p>
5.	<p><u>FINANCIAL CONSIDERATIONS</u></p> <p>The approved budget for the OPCC includes provision of £542,000 to cover the salaries and employer's contributions for the Commissioner, Deputy Commissioner, a PA and Executive Support Officer and the 8 staff transferred from the Police Authority, plus a quarter share of the cost of the all Wales post. In addition there is budgetary provision of £198,000 for development proposals giving a gross budget for salaries and related on-costs of £740,000. The total full year cost of the proposals in this report, including the cost of secondments from the Probation Service, amounts to £740,250 in the first year rising to £746,000 at the maximum grade points. However, implementation in July 2013 will result in savings in 2013-14 against the approved budget. Significant additional savings are expected to result from the transfer of posts from the Force that will not be replaced, but further discussions need to take place before they can be quantified. The future of the All Wales Policy officer post is under consideration and there may be some savings available should the post not continue in its current form.</p>
6.	<p><u>PERSONNEL CONSIDERATIONS</u></p> <p>All the staff in the OPCC were able to input into the work undertaken regarding the competency framework. All new posts have been evaluated with the assistance of the People Service Department. Unison has been apprised of the structure and are supportive.</p>
7.	<p><u>LEGAL IMPLICATIONS</u></p> <p>There are no significant legal implications associated with the decision. The statutory transfer of Police Authority staff to the OPPC was dealt with by the Police Reform and Social Responsibility Act 2011 and the Commissioner is empowered to appoint additional staff.</p>

8.	<p><u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u></p> <p>This project/proposal has been considered against the general duty to promote equality, as stipulated under the Strategic Equality Plan and has been assessed not to discriminate against any particular group.</p> <p>A full impact assessment is not required as the decision will not disproportionately affect any protected characteristic community as defined by the Equality Act 2011.</p> <p>Consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998 in preparing this report.</p>
9.	<p><u>RISK</u></p> <p>There is a risk that the Commissioner may not be able to fully meet his statutory duties unless he has the right level and relevantly experienced staff to support him. By putting this structure in place this risk is minimised.</p>
10.	<p><u>PUBLIC INTEREST</u></p> <p>Information in this report is suitable to be made available on the Commissioner's web site.</p>
11.	<p><u>CONTACT OFFICER</u></p> <p>Shelley Bosson, Chief Executive.</p>
12.	<p><u>Annex</u></p> <p>Revised Structure.</p>

Ian Johnston QPM, Police and Crime Commissioner for Gwent	
My decision is as I have recorded in this paper	
Signed 	Date 1.7.13

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Background papers	None

OPCC STAFF STRUCTURE

