

<b>CAMBRIDGESHIRE POLICE AND CRIME PANEL</b>	<b>Agenda Item No 8</b>
<b>30 JULY 2014</b>	<b>Public Report</b>

## **Report of the Police and Crime Commissioner**

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### **INTERIM CHIEF FINANCE OFFICER ARRANGEMENTS**

#### **1. PURPOSE**

- 1.1 The purpose of this report is to inform the Police and Crime Panel (the “Panel”) on the interim Chief Finance Officer arrangements, until a permanent appointment is made and in post.

#### **2. RECOMMENDATIONS**

- 2.1 To note the report.

#### **3. BACKGROUND**

- 3.1 The Police Reform and Social Responsibility Act 2011 (PRSRA) under paragraph 6 of Schedule 1 requires every Police and Crime Commissioner (PCC) outside London to appoint a Chief Finance Officer. An identical duty under paragraph 4 of Schedule 2 and paragraph 1 of Schedule 4 to the PRSRA, the Chief Constable is also required to appoint a CFO. The PRSRA requires both CFOs to comply with relevant provisions within the Local Government Acts.
- 3.2 Since I took office on 22nd November 2012 the CFO has been a permanent established post within my Office, undertaken by a member my team. The position became vacated on 30th September 2014. At this time, the Director of Finance and Resources for Cambridgeshire Constabulary (the “Constabulary”) agreed to undertake the role and responsibilities of the PCC CFO until a suitable replacement was appointed.
- 3.3 An interim Head of Finance was appointed to my office on 3rd February 2014. The main function was to develop a common Bedfordshire, Cambridgeshire and Hertfordshire Scheme of Governance, provide support to myself, my Chief Executive and PCC CFO and to provide advice and guidance as appropriate whilst allowing the dual role of Director of Finance and Resources for the Chief Constable/CFO for the PCC to continue.
- 3.4 The interim Head of Finance, (a CIPFA qualified accountant) has previous experience working in the Police and Crime Commissioner environment, having occupied the Chief Finance Officer Role was appointed the Interim Chief Finance Officer on 8<sup>th</sup> May 2014. A decision notice was presented to the panel at its meeting on 19<sup>th</sup> June 2014.

#### **4. ROLE AND DUTIES**

- 4.1 The CFO’s statutory responsibilities are set out in: Paragraph 6 of Schedule 1 to the PRSRA, Sections 112 and Section 114 Local Government Finance Act 1988 (formal powers to safeguard lawfulness and propriety in expenditure); The Accounts and Audit Regulations 2011; and within Financial Management Code of Practice, the Chartered Institute of Public Finance and

Accountancy (CIPFA) guidance and Codes of Practice.

- 4.2 My Scheme of Governance is published on my website. It can be found under Transparency Information/Governance Information. This is a common scheme with Bedfordshire and Hertfordshire Police and Crime Commissioners. This scheme details the role and responsibilities of the CFO.
- 4.3 The Scheme of Governance details the CFO as having to be a member of a prescribed body such as Consultative Committee of Accountancy Bodies with the responsibility for proper financial administration and a personal fiduciary responsibility to the local council taxpayer.
- 4.4 Under the Scheme of Governance the CFO is also responsible for :
- Ensuring that the financial affairs of the PCC are properly administered and that 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 funding required to finance agreed programmes is available from Central Government, council tax precept, other contributions and recharges;
  - Reporting to the PCC, the Panel and to the external auditor: any unlawful, or potentially unlawful, expenditure by the PCC or officers of the Commissioner when it appears that any expenditure is likely to exceed the resources available to it to meet that expenditure;
  - Advising the PCC on the robustness of the estimates and the adequacy of financial reserves;
  - Preparing the annual statement of accounts, in conjunction with the Chief Constable's Director of Finance and Resources;
  - Ensuring the provision of an effective internal audit service, in conjunction with the Chief Constable's Director of Finance and Resources.
- 4.5 The CFO, in consultation with the Chief Executive, the Chief Constable's Director of Finance and Resources and/or Chief Constable as appropriate, has powers to institute any proceedings or take any action necessary to safeguard the finances of my office, the Office of the Police and Crime Commissioner and the Constabulary.

## **5. RECRUITMENT TO PERMANENT POSITION OF CHIEF FINANCE OFFICER**

- 5.1 I am currently undertaking the recruitment for a permanent CFO. Hays Recruitment has been engaged in this process to identify the best candidates possible for the role.
- 5.2 There are several steps in the process which involved:
- Hays Recruitment identifying, targeting and screening potential candidates;
  - The Constabulary's Director of Finance and Resources, in conjunction with a Hays representative interviewing potential candidates from a long list, with a view to shortlisting for a further interview;
  - An interview panel consisting of myself, the Deputy Police and Crime Commissioner, my Chief Executive and the Chief Constable to interview the short listed candidates, including an "on the day" presentation to the panel members.

- 5.3 Once the above process is complete, I will write to the Panel requesting a meeting to be convened, within three weeks of the request.

## **6. BACKGROUND DOCUMENTS**

- 6.1 Police Reform and Social Responsibility Act 2011  
<http://www.legislation.gov.uk/ukpga/2011/13/contents>

Scheme of Governance for Cambridgeshire, Bedfordshire and Hertfordshire PCCs  
<http://www.cambridgeshire-pcc.gov.uk/wp-content/uploads/2013/04/Scheme-of-Governance-March-2014-final-issued.pdf>

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