

CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No. 3
	APPENDIX A
10 March 2021	Public Report

Report of the Cambridgeshire Acting Police and Crime Commissioner

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APPOINTMENT OF THE CHIEF EXECUTIVE, CAMBRIDGESHIRE OFFICE OF THE POLICE AND CRIME COMMISSIONER

1. PURPOSE

- 1.1 The purpose of this report is for the Acting Cambridgeshire Police and Crime Commissioner (the “Acting Commissioner”) to formally notify the Cambridgeshire Police and Crime Panel (the “Panel”) under Schedule 1 to the Police Reform and Social Responsibility Act 2011 (the “Act”) of his proposal to appoint Jim Haylett as the Chief Executive of the Cambridgeshire Office of the Police and Crime Commissioner (OPCC).
- 1.2 In accordance with the legislation this report provides the Panel with:
 - the name of the person whom the Acting Commissioner is proposing to appoint; (the “candidate”)
 - the criteria used to assess the suitability of the candidate for appointment;
 - why the candidate satisfies those criteria; and
 - the terms and conditions on which the candidate is to be appointed.

2. RECOMMENDATIONS

- 2.1 The Panel reviews the proposed appointment of Jim Haylett as the Chief Executive of the OPCC and makes a recommendation to the Acting Commissioner that he appoints Jim Haylett to that role.

3. TERMS OF REFERENCE

- 3.1 Item 3 – To hold a Confirmation Hearing and review, make a report, and recommendation (as necessary) in respect of the proposed senior appointments made by the Acting Commissioner.

4. BACKGROUND

- 4.1 Following the secondment of Dorothy Gregson, Chief Executive of the OPCC, to Public Health England in May 2020, the Acting Commissioner decided to ask Jim Haylett to be his Acting Chief Executive to cover Dr Gregson’s secondment. Dr Gregson was offered a permanent post with Public Health England in November 2020. Consequently, the Acting Commissioner began a recruitment process for the appointment of a Chief Executive.

5. LEGISLATIVE REQUIREMENTS

- 5.1 Schedule 1 of the Act provides that an Acting Commissioner ‘*must appoint a person to be the head of the Commissioner’s staff (referred to in the Act as the Commissioner’s ‘Chief Executive’)*. The Chief Executive is also designated as the Monitoring Officer as provided for in Schedule 16

of the Act, which makes consequential amendments to the Local Government and Housing Act 1989.

5.2 The Act states that the Acting Commissioner must notify the Panel of the proposed appointment of the Chief Executive.

5.3 Under the Act, the Panel must:

- review the proposed appointment;
- hold a public Confirmation Hearing;
- make a report to the Acting Commissioner on the proposed appointment, which must include a recommendation to the Acting Commissioner as to whether or not the candidate should be appointed, and must publish their report.

5.4 Under the Act, the Panel may, having reviewed the proposed appointment, make a recommendation to the Acting Commissioner as to whether or not the candidate should be appointed.

6. CRITERIA USED TO ASSESS THE SUITABILITY OF THE CANDIDATE FOR APPOINTMENT

6.1 Advertising

6.1.1 The post was advertised from the 18th December 2020 with a deadline for applications to be submitted by the 18th January 2021. A copy of the advert and the Candidate Information Pack, which contains the Role Requirements, Person Specification, Terms and Conditions, and the application process, are given at Appendix 1 and 2 respectively.

6.1.2 The position was advertised as follows:

- Acting Commissioner's website
- Cambridgeshire Constabulary's website
- Association of Police and Crime Commissioner's website

It was also distributed via the:

- Association of Police and Crime Commissioner's Red Box briefing to over 850 email addresses across OPCCs
- Association of Police and Crime Commissioner's Chief Executives network

It was also promoted on LinkedIn.

6.1.3 In addition, the Independent Member has confirmed that she was '*fully satisfied that the Acting Police and Crime Commissioner advertised the vacancy openly to attract the best possible candidate pool*' (paragraph 5.3 of Independent Member's report as given at Appendix 3).

6.2 Application process

6.2.1 Applicants were asked to submit their CV and a Personal Statement, with their Personal Statement demonstrating how their personal skills and experience met both the Role Requirements and Person Specification and their motivation for applying for the role. Potential applicants were also given the opportunity to speak with the Acting Commissioner prior to submission of their application.

7. WHY THE CANDIDATE SATISFIES THE SELECTION CRITERIA

7.1 Shortlisting

- 7.1.1 Six applications for the post of Chief Executive were received by the closing date.
- 7.1.2 The shortlisting of the applications was undertaken by the Acting Commissioner, the Chief Finance Officer, and the Chief Constable (the "Shortlisting Panel"). All Shortlisting Panel members had been sent a copy of the CVs and Supporting Statements for all of the applicants. The Shortlisting Panel each separately assessed the applications based on an understanding of the evidence, a review of the evidence and an evaluation of the evidence given in each of the CVs and Supporting Statements against 13 key elements within the Person Specification. They then gave a score based on a 1 – 5 rating against each of the 13 elements.
- 7.1.3 The Shortlisting Panel then came together on the 22nd January 2021 and collectively discussed each of the applications based on their assessment, review, and evaluation of the evidence in the CVs and Supporting Statements and the scores that they had given each applicant. From this exercise, the Shortlisting Panel agreed that three applicants should be put forward for the assessment process.
- 7.1.4 These three candidates were then invited to attend the assessment process, all of whom accepted the invitation. Candidates were informed that as part of the assessment they would be asked to give a presentation to the Interview Panel. They were informed of the broad scope of the presentation and that the presentation would be testing their approach to collaborative working, and that further details on the scope of the presentation would be provided to them on the day of the interview.

7.2 Interview

- 7.2.1 The Interview Panel consisted of: Ray Bisby, Acting Commissioner; Nick Dean, Chief Constable Cambridgeshire Constabulary; Rachel Wilkinson, Director of Human Resources for Bedfordshire, Cambridgeshire, and Hertfordshire police forces; and Carolyn Dhanraj, Independent Member.
- 7.2.2 The Interview Panel met virtually on the 9th February 2021 to discuss the approach to the assessment process the following day, and agreed upon the questions that candidates would be asked in line with the College of Policing's Competency and Values Framework (CVF).
- 7.2.3 The CVF states that it *'aims to support all policing professionals, now and into the future. It sets out nationally recognised behaviours and values, which will provide a consistent foundation for a range of local and national processes. Each competency includes a description and a list of behaviours which indicate that a person is displaying that particular competence. The framework has six competencies that are clustered into three groups. Under each competency are three levels that show what behaviours will look like in practice. All of the competencies are underpinned by four values that should support everything we do as a police service'*. OPCC Chief Executives are expected to be operating at Level 3.
- 7.2.4 The assessment process took place on the 10th February 2021. Candidates were given further details of the scope of the presentation and given 30 minutes to prepare for it. They then gave a 10 minute presentation to the Interview Panel which they were then questioned on. The presentation was assessing the 'We are collaborative' competency and the 'Transparency' value as part of the CVF.
- 7.2.5 The Interview Panel then went on to ask each candidate questions to test how their competencies and values would enable them as a Chief Executive and Monitoring Officer to deal with specific issues both current and future. The competencies and values tested were as follows:
- Competencies:
 - We deliver, support and inspire
 - We take ownership
 - We are innovative and open-minded
 - We analyse critically

- Values:
 - Public service – *testing their motivation for applying for the role*
 - Integrity and impartiality

The interview lasted about 60 minutes for each candidate.

- 7.2.6 Each Interview Panel member then independently assessed and scored the candidate's presentation and answers for each competency and value being assessed against the CVF. Interview Panel members then collectively discussed their assessment and scores for each candidate. The total scores for all candidates was calculated using a comparative grid. One candidate scored higher in more questions than the other candidates.

8. THE NAME OF THE PERSON WHOM THE ACTING COMMISSIONER IS PROPOSING TO APPOINT

- 8.1 The outcome of the assessment process was that the Interview Panel unanimously supported the Acting Commissioner in his decision to notify the Panel that Jim Haylett would be the candidate that he is proposing to appoint as Chief Executive of the OPCC.

- 8.2 Jim proved himself to be well qualified and experienced for the role of Chief Executive. A biography of his professional career is given at Appendix 4.

9. INDEPENDENT MEMBER'S REPORT

- 9.1 Following the outcome of the interview the Independent Member prepared a report on the appointment process. The report concluded at para 8.4 of her report (as given at Appendix 3) that:

'I am confident that the Interview Panel appointed, performed their duty on Wednesday 10th February 2021 to challenge and assess the candidates in a manner that was fair, transparent and merit based, following the best practice recruitment principles such as those articulated in the College of Policing Guidance'.

10. TERMS AND CONDITIONS OF APPOINTMENT ON WHICH THE CANDIDATE IS TO BE APPOINTED

- 10.1 There is no set salary for an OPCC Chief Executive, as there is for a Chief Constable which is determined by Regulations. It is therefore at the discretion of a Police and Crime Commissioner to set the salary. The advertised salary was £95,000. The full time equivalent salary of the former postholder was £111,969.

- 10.2 The salary for the Chief Executive has been agreed as being £105,000. This is a 6% reduction from the previous incumbent's salary. The salary will also, at the discretion of the future Police and Crime Commissioner, benefit from any nationally agreed annual increment as arrived at by the Police Staff Council. The salary will be benchmarked every three years. Should a future Police and Crime Commissioner be in a position to take on the governance of the Fire and Rescue Service, the Chief Executive's salary will be reviewed at that point.

- 10.3 The post is a permanent appointment. As Jim has proven himself in the role of Acting Chief Executive since May 2020 a probation period is not necessary. This position has been agreed by the Director of Human Resources. The post is subject to a six month notice period.

- 10.4 The Acting Commissioner is supportive of all of the Terms and Conditions relating to Jim undertaking the role of Chief Executive of the OPCC.

- 10.5 The Acting Commissioner led a fair and open selection and assessment process. The advice of the Director of Human Resources for the collaborated Bedfordshire, Cambridgeshire and Hertfordshire police forces was sought throughout the process.

LIST OF APPENDICES

Appendix 1 – Advert

Appendix 2 – Candidate Information Pack

Appendix 3 – Report of the Independent Member

Appendix 4 – Candidate’s professional career biography

BACKGROUND PAPERS

Police Reform and Social Responsibility Act 2011

<http://www.legislation.gov.uk/>

‘Competency and Values Framework for policing – Overview of framework’, College of Policing

http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

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