

CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No. 3a
6 November 2023	Public Report

Report of the Cambridgeshire Police and Crime Commissioner

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APPOINTMENT OF THE CAMBRIDGESHIRE POLICE AND CRIME COMMISSIONER’S CHIEF FINANCE OFFICER

1. PURPOSE

1.1 The purpose of this report is to notify the Cambridgeshire Police and Crime Panel (the “Panel”) under Schedule 1 to the Police Reform and Social Responsibility Act 2011 (the “Act”) that the Police and Crime Commissioner (the “Commissioner”) is proposing to appoint Philip Trussell to discharge the duties of his Chief Finance Officer within the Office of the Police and Crime Commissioner (OPCC).

1.2 In accordance with the Act this report provides the Panel with:

- the name of the person whom the Commissioner is proposing to appoint.
- 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. RECOMMENDATION

2.1 The Panel endorses the appointment of Philip Trussell to discharge the duties of OPCC Chief Finance Officer. This process falls under paragraph 9 of Schedule 1 to the Act and therefore the Panel has no power of veto over the appointment.

3. BACKGROUND

- 3.1 Under Paragraph 6 of Schedule 1 to the Act a Police and Crime Commissioner must appoint a person to be responsible for the proper administration of their financial affairs (referred to as the Commissioner's Chief Finance Officer). This is the same arrangement as a s151 Officer¹ under the Local Government Act 1972.
- 3.2 Section 113 of the Local Government Finance Act 1988 'Qualifications of responsible officer' applies to the Commissioner's Chief Finance Officer. These are that the post holder is a member of one or more of the following bodies: the Institute of Chartered Accountants in England and Wales (ICAEW); the Association of Chartered Certified Accountants (ACCA); the Chartered Institute of Public Finance and Accountancy (CIPFA); or the Chartered Institute of Management Accountants (CIMA). Therefore, to perform this role the post holder must be a professionally qualified accountant and be suitably experienced.

4. THE CHIEF FINANCE OFFICER ROLE

- 4.1 The Chief Finance Officer works in close liaison with the OPCC's Chief Executive, Cambridgeshire Constabulary's (the "Constabulary") Director of Finance and Resources and a range of collaborative partners. The role of the Chief Finance Officer is to provide strategic advice to the Commissioner on all aspects of financial strategy, financial management and risk mitigation. The post holder acts as the OPCC's professional expert on finance and provides support to the Commissioner in respect of the effective, efficient and economic use of resources, delivering the required financial targets and duties, and on the best possible stewardship of over £180m of public money. The post holder works collaboratively with policing partners across both Bedfordshire and Hertfordshire, regionally across the Seven Force collaboration (Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Kent, Norfolk, and Suffolk) and nationally, and with other public sector bodies in Cambridgeshire and Peterborough. They hold a fiduciary responsibility to local taxpayers. The post is politically restricted.

¹ The term S151 Officer has been used as a short hand expression to refer to the role and duties of the 'Responsible Financial Officer' as defined by CIPFA i.e the function of the most senior finance officer employed by an organisation.

4.2 The job description and person specification for the role is attached at Appendix A.

As a key member of the Commissioner's Senior Leadership Team the Chief Finance Officer will:

- be the Commissioner's Section 151 Officer under the Local Government Act 1972;
- help to develop and implement strategies and to enable resourcing and delivery of strategic objectives sustainably as given in the Commissioner's Police and Crime Plan and which are in the public interest;
- be actively involved in, and able to bring influence to bear on, all material business decisions (subject to the Commissioner's statutory responsibilities) to ensure immediate and longer-term implications, opportunities and risks are fully considered and mitigated (where necessary), and aligned with the financial strategy; and
- lead the promotion and delivery of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

5. COMMISSIONER'S EXISTING FINANCE TEAM ARRANGEMENTS

5.1 Matthew Warren, the Deputy Chief Executive of the Fire and Rescue Service, and Treasurer to the Fire Authority, has been acting as the Commissioner's Chief Finance Officer (and consequently the Acting Section 151 Officer). It was agreed that this would be for an initial period to 31 December 2017 (Commissioner's Decision Notice CPCC 2017-001 refers).

5.2 On the 12 September 2018 the Police and Crime Panel held a confirmation hearing to confirm the continued appointment of Matthew Warren as Chief Finance Officer, which has been the case to date.

5.3 The Chief Executive of the OPCC and the current OPCC Chief Finance Officer have discussed the longer-term sustainability of the current operating model, whereby the CFO is also the full time Deputy Chief Executive of Cambridgeshire Fire and Rescue Service. Research across OPCCs shows various alternative arrangements are in place across the country. Options range from a shared CFO between the Constabulary and OPCC, shared CFO between OPCC and Fire and a mix of full time and part-time arrangements.

5.4 Following that discussion the Chief Executive proposed to the Commissioner that a recruitment process should be undertaken for a permanent part-time Chief Finance Officer for the OPCC.

6. THE NAME OF THE PERSON WHOM THE COMMISSIONER IS PROPOSING TO APPOINT

6.1 The Commissioner is proposing to appoint Philip Trussell to discharge the duties of the Commissioner's Chief Finance Officer.

7. Selection Process

7.1 On 1 August 2023 a vacancy was placed on the Cambridgeshire Constabulary Police website. This was advertised on the OPCC Website and social media channels. In addition, it was advertised on the Public Finance Jobs website, which is the official recruitment website for CIPFA, the accountancy institute that specialises in public sector. This national advertisement ran from 7 August to 7 September 2023. The CFO advert is attached at Appendix B. The closing date for applicants was 11 September 2023. Three applications were received from a variety of sectors and professional backgrounds.

7.2 Submitted applications were shortlisted in accordance with normal practise, with the shortlisting panel consisting of the Commissioner, the Chief Executive, the current OPCC Chief Finance Officer and the Constabulary's Director of Finance and Resources. Philip Trussell was the only candidate who had the appropriate experience and qualifications for the role and was invited for interview.

The interview panel consisted of the OPCC Chief Executive, the OPCC current Chief Finance Officer and the Constabulary's Director of Finance and Resources. The interview panel determined that Philip Trussell met the selection criteria and was suitable for appointment into the role.

- 7.3 The preferred candidate then had a final confirmation interview with the Police and Crime Commissioner who supported the interview panel's assessment.

8. CRITERIA USED TO ASSESS THE SUITABILITY OF THE CANDIDATE

- 8.1 Applications and interview were assessed against the criteria set out in the job description and person specification.
- 8.2 In addition, the job advert specified experience of shared service cost modelling, large capital programmes and provision of advice on investment opportunities as important areas for the Commissioner.

These areas were specifically identified given the degree of services Cambridgeshire Constabulary has in collaboration with other forces, and the scale of the future capital programme that the Commissioner has.

9. WHY THE CANDIDATE SATISFIES THOSE CRITERIA

- 9.1 Under Section 113 of the Local Government Finance Act 1988, the OPCC CFO must be a member of one of the accountancy bodies specified in the Act. Philip Trussell is a qualified accountant for 30 years and is a member of the Association of Chartered Certified Accountants (ACCA).
- 9.2 The role requirements are very broad and as such the postholder needs to have experience in a wide range of financial and leadership matters. Throughout the selection process Philip demonstrated his depth of experience and suitability for the role including financial management and monitoring, forecasting, budgeting and modelling for both revenue and capital.

- 9.3 Around 30% of the Constabulary budget is dedicated to collaborated functions, during selection Philip demonstrated his understanding and experience of the complexities of cost modelling and what is required to achieve desired outcomes. This is an important area of work for the OPCC.
- 9.4 The Constabulary have a significant capital programme in place. Philip demonstrated through the selection process his knowledge and experience of capital programme management and its relationship to Treasury Management and the revenue budget, gained from his time as head of finance for a large water company.
- 9.5 It is clear that during the course of the medium-term financial plan (MTFP) that there is a savings requirement, this needs to be achieved whilst ensuring value for money is delivered for the whole of the budget. Throughout selection Philip demonstrated his strong competence in understanding this and will provide support and challenge to the Constabulary in oversight of the MTFP and the challenges within it.
- 9.6 There are a number of key relationships that the postholder needs to have, particularly with the Constabulary Director of Finance and Resources but equally the CFOs of our collaborative partners in particular. Philip demonstrated the ability to work collaboratively and a communication style conducive to achieving desirable outcomes without necessarily relying upon statutory powers, but through trust and credibility so his voice is listened to.
- 9.7 With a small team within the OPCC it is critical that all members work together and have a style that promotes a “whole office” approach, this is important generally but specifically with the precept setting process. Philip demonstrated a management style that is conducive to that team dynamic.

9.8 Philip Trussell has proved himself to be well qualified and experienced. Philip stood out as being an excellent candidate, whose skills, experience and drive will be key to meeting the challenges the future brings for policing.

9.9 Philip Trussell's CV is attached at Appendix C.

10. TERMS AND CONDITIONS OF APPOINTMENT

10.1 The Chief Finance Officer will be employed by the Cambridgeshire OPCC under standard terms and conditions, including a six-month probationary period. The post will be 0.6fte and the full-time post salary is £101,650 to be paid pro rata. There are no additional financial remuneration such as bonus or car allowance being payable under the terms of the appointment.

LIST OF APPENDICES

Appendix A – Job Description for Chief Finance Officer

Appendix B – CFO Advert

Appendix C – Philip Trussell CV

BACKGROUND PAPERS

Police Reform and Social Responsibility Act 2011

[Police Reform and Social Responsibility Act 2011 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

Chartered Institute of Public Finance and Accountancy statement on the role of the Chief Finance Officer in Policing

[The Role of Chief Financial Officers in Policing | CIPFA](#)

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