

Nottinghamshire Police and Crime Commissioner**Notice of Decision**

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For Decision or Information	Decision
Date received*:	09.09.16
Ref*:	2016.040

*to be inserted by Office of PCC


TITLE: CHIEF CONSTABLE RECRUITMENT**EXECUTIVE SUMMARY:**

Recruitment for a new Chief Constable commenced on 1st September 2016. Candidates have until 23rd September 2016 (noon) to submit an application. College of Policing have been asked to support the recruitment process; including undertaking an executive search. In addition, an independent member has been appointed to provide a written report to the Police and Crime Panel on the process.

INFORMATION IN SUPPORT OF DECISION: (e.g report or business case)

Chief Constable Job Description, Person Specification and Chief Constable Relocation and Benefits package.

FINANCIAL INFORMATION (please include if it is capital or revenue or both. What the split is and the totals being requested. Is this a virement/ something already budgeted for or something that requires additional funding. Are there any savings that can be offered up/or achieved)

Signature: 
Chief Finance Officer

Date: 22nd September 2016

Is any of the supporting information classified as non public or confidential information?**

Yes		No	
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If yes, please state under which category number from the guidance**

DECISION:

Approve the revised Chief Constable Job Description, Person Specification and Relocation and Benefits Package in addition to appointment of College of Policing and Independent Member to support the appointment process and to meet statutory legislation.

OFFICER APPROVAL

I have been consulted about the proposal and confirm that the appropriate advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.

Nottinghamshire Police and Crime Commissioner
Notice of Decision

Signature:
Chief Executive



Date:

25/9/16

DECLARATION:

I confirm that I do not have any disclosable pecuniary interests in this decision and I take the decision in compliance with the Code of Conduct for the Nottinghamshire Police and Crime Commissioner. Any interests are indicated below:

The above request has my approval.

Signature:



Date:

23/9/16.

Nottinghamshire Police and Crime Commissioner

** See guidance on non public information



JOB DESCRIPTION

POST TITLE:	CHIEF CONSTABLE
ACCOUNTABLE TO:	NOTTINGHAMSHIRE POLICE AND CRIME COMMISSIONER
RESPONSIBLE FOR:	The direction and control of the Nottinghamshire Police force in accordance with the Police Act 1996, in order to provide Nottinghamshire with an effective and efficient police service, and the fulfilment of all the statutory and legal obligations of the office of Chief Constable.
LOCATION:	Sherwood Lodge, Police Headquarters, Nottinghamshire
TERM:	Four Year Fixed term appointment

The successful candidate will be responsible for:

1. The fulfilment of all statutory and legal obligations of the Office of Chief Constable, ensuring that the business of the force is carried out lawfully.
2. Setting operational strategy for policing in Nottinghamshire to deliver the values, priorities and actions as defined in the Police and Crime Plan.
3. The direction and control of Nottinghamshire Police and the management of resources to provide an effective, efficient and ethical police service.
4. Ensuring the force has a balanced budget and achieves the annual efficiency target set by the Police and Crime Commissioner.
5. Developing and implements a long-term policing model that puts victims needs and protecting the public at its centre.
6. Maintaining and developing a workforce that understands and is representative at all ranks of the community it serves.
7. Ensuring the force works effectively with Nottinghamshire's diverse communities to improve relationships and legitimacy.
8. Providing dynamic and highly visible leadership to the force, promoting the highest professional and ethical standards and harnessing the full potential of staff, officer and volunteers.
9. Ensures the forces PROUD values continues to drive strategy, policy, organisational change and individual behaviour.

10. Leading the organisation successfully through change, creating innovative and resilient plans to achieve necessary savings and protecting and enhancing front line neighbourhood delivery as far as possible.
11. Continuing to develop and deepening Nottinghamshire collaborative efforts with other forces, blue-light partners and other partners across the region and locally.
12. Ensuring the achievement of high performance by the force, in particular by driving down crime, delivering against excellent support for victims, being tenacious in bringing offenders to justice and securing high levels of public satisfaction and confidence.
13. Fostering strong partnerships with the public and partner agencies to fulfil the aims of the Police and Crime Plan, improve community safety, support victims and deliver an effective and efficient local criminal justice system.
14. Ensuring partnerships across the City and County are strong, well lead and working to shared goals and objectives, specifically the Safer Nottinghamshire Board and Nottingham Crime and Drug Partnership.
15. Providing professional advice to the Police and Crime Commissioner to support him in fulfilling his functions and creating effective working relationships with the Office of the Police and Crime Commissioner.
16. Managing and develops operational policing based upon research of 'what works' and what is 'promising'.
17. Developing and understanding the evidence base for threat, harm and risk facing local communities and for prioritising resources accordingly.
18. Representing the best interest of Nottinghamshire in addressing and influences national policing and criminal justice issues. Maximising and responding positively to devolution and public sector reform agendas.
19. Ensuring staff are professional, motivated, informed, well led, flexible capable of adapting to change.
20. Ensuring the force has the right people, systems and processes in place to be the best performing police force in the county.

NOTTINGHAMSHIRE CHIEF CONSTABLE EXECUTIVE LEVEL - PERSONAL QUALITIES

Serving the public

Promotes a real belief in public service, focusing on what matters to the public and will best serve their interests. Ensures that all staff understand the expectations, changing needs and concerns of different communities, and strive to address them. Builds public confidence by actively engaging with different communities, agencies and strategic stakeholders, developing effective partnerships at a local and national level. Understands partners' perspectives and priorities, working co-operatively with them to develop future public services within budget constraints, and deliver the best possible overall service to the public.

Leading strategic change

Thinks in the long term, establishing a compelling vision based on the values of the Police Service, and a clear direction for the force. Instigates and delivers structural and cultural change, thinking beyond the constraints of current ways of working, and is prepared to make radical change when required. Identifies better ways to deliver value for money services that meet both local and national needs, encouraging creativity and innovation within the force and partner organisations.

Leading the workforce

Inspires people to meet challenging organisational goals, creating and maintaining the momentum for change. Gives direction and states expectations clearly. Talks positively about policing and what it can achieve, building pride and self-esteem. Creates enthusiasm and commitment throughout the force by rewarding good performance, and giving genuine recognition and praise. Promotes learning and development within the force, giving honest and constructive feedback to colleagues and investing time in coaching and mentoring staff.

Managing Performance

Translates the vision into action by establishing a clear strategy and ensuring appropriate structures are in place to deliver it. Sets ambitious but achievable timescales and deliverables, and monitors progress to ensure strategic objectives are met. Identifies and removes blockages to performance, managing the workforce and resources to deliver maximum value for money. Defines what good performance looks like, highlighting good practice. Confronts underperformance and ensures it is addressed. Delegates responsibilities appropriately and empowers people to make decisions, holding them to account for delivery.

Professionalism

Acts with integrity, in line with the values and ethical standards of the Police Service. Delivers on promises, demonstrating personal commitment, energy and drive to get things done. Defines and reinforces standards, demonstrating these personally and fostering a culture of personal responsibility throughout the force. Asks for and acts on feedback on own approach, continuing to learn and adapt to new circumstances. Takes responsibility for making tough or unpopular decisions, demonstrating courage and resilience in difficult situations. Remains calm and professional under pressure and in conditions of uncertainty. Openly acknowledges shortcomings in service and commits to putting them right.

Decision making

Assimilates complex information quickly, weighing up alternatives and making sound, timely decisions. Gathers and considers all relevant and available information, seeking out and listening to advice from specialists. Asks incisive questions to test facts and assumptions, and gain a full understanding of the situation. Identifies the key issues clearly, and the inter-relationship between different factors. Considers the wider impact and implications of different options at a local and national level, assessing the costs, risks and benefits of each. Prepared to make the ultimate decision, even in conditions of ambiguity and uncertainty. Makes clear, proportionate and justifiable decisions, reviewing these as necessary.

Working with others

Builds effective working relationships through clear communication and a collaborative approach. Maintains visibility and ensures communication processes work effectively throughout the force and with external bodies. Consults widely and involves people in decision-making, speaking in a way they understand and can engage with. Treats people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination. Treats people as individuals, showing tact, empathy and compassion. Negotiates effectively with local and national bodies, representing the interests of the Police Service. Sells ideas convincingly, setting out the benefits of a particular approach, and striving to reach mutually beneficial solutions. Expresses own views positively and constructively. Fully commits to team decisions.

Police & Crime Commissioner Nottinghamshire



Chief Constable Relocation and Benefits Package

CHIEF CONSTABLE

RELOCATION & BENEFITS PACKAGE

1. Introduction

- 1.1 These provisions only apply to the Chief Constable for Nottinghamshire appointed under section 38 (1) Police Reform and Social Responsibility Act 2011.
- 1.2 The Police & Crime Commissioner reserves the right to amend the provisions of this agreement at any time but following consultation with the Chief Constable.
- 1.3 The provisions do apply to the Chief Constable who is working part time.
- 1.4 The attention of the Chief Constable is drawn to the fact that the HM Revenue and Customs will regard the benefits set out below as benefits in kind on which the Chief Constable will be taxed. It is the responsibility of the individual recipient to identify their potential exposure to tax for the benefits set out.

2. Assisted Relocation

- 2.1 To facilitate the recruitment of a high quality Officer to the rank of Chief Constable, a relocation package is available to successful candidates who decide relocate their home to Nottinghamshire, upon appointment.
- 2.2 Eligibility for the relocation package will be agreed at the interview stage and confirmed in writing in the letter of appointment.
- 2.3 Where the Chief Constable relocates their home the following is payable under Police Regulations:
 - The reasonably incurred cost of removal including removal fees and storage costs, against estimates agreed beforehand,
 - Solicitors fees and Estate Agents fees reasonably incurred in disposing of former home, against estimates agreed beforehand,
 - Solicitors fees, Estate Agents fees and Stamp Duty reasonably incurred in acquiring a new property, against estimates agreed beforehand,
 - Up to three family visits to view prospective houses at the approved mileage rate.
- 2.4 Where the Chief Constable is either the owner and/or the legal tenant of two properties simultaneously the following are also payable under the Police Regulations.

- Mortgage interest or rent payable in respect of the former home for the first 26 weeks following the move which may be extended at the discretion of the Police and Crime Commissioner provided they are satisfied that all reasonable steps to dispose of the property are being made.
 - Where two properties are occupied at the same time by the Chief Constable and their spouse any difference in Council Tax liability compared with the liability the existed on the former property for the first 26 weeks following the move which may be extended at the discretion of the Police and Crime Commissioner provided they are satisfied that all reasonable steps to dispose of the property are being made.
 - Reimbursement of incidental expenses in respect of the move, e.g alteration and/or replacement of curtains, carpets, blinds and related fittings; relaying of floor covering; cleaning of carpets; plumbing in of washing machines; fitting of gas/electric cooker; fitting of gas fridge/freezer; fitting of television aerial; interior redecoration – materials and labour; school uniforms.
- 2.5 Full reimbursement of the reasonable costs (removal, estates agent and legal) of sale of the former home will be made by the Police and Crime Commissioner. The Chief Constable will be expected to produce receipts, vouchers or documentation as appropriate before reimbursements or payments of allowances are made. Three quotations must normally be obtained for removal fees, storage fees and reimbursement will be made on the basis of the lowest quote.
- 2.6 Additional costs associated with the purchase of a new property in the County of Nottinghamshire are also to be reimbursed. In the case of stamp duty and legal fees the payment made shall be subject to a maximum ceiling of an amount equivalent to the stamp duty payable on the actual sale price of a former home plus an additional 10%, or £22,000, whichever is the lower. In the event that the Chief Constable has no such property then the figure will be determined by the Police and Crime Commissioner the maximum amount payable being limited to £20,000.
- Incidental expenses in relation to land registry, survey costs, utility costs for connection of services, removal & storage costs, travel costs for preliminary visits, will be limited to £2,000. Three quotations must be obtained for removal and storage fees and reimbursement will be made on the basis of the lowest quote.
- 2.7 Personal tax liability will be incurred on amounts received above current Inland Revenue limits and payments of any tax due will be the personal responsibility of the Chief Constable. It is essential that individuals take their own advice in relation to any possible tax liability at their own cost.

- 2.8 These entitlements will not apply if the Chief Constable already has permanent accommodation within the force area or has already benefited from the relocation allowance operated by the Police and Crime Commissioner. Payment is dependent on the accommodation to which the Chief Constable is moving, temporarily or permanently, being within the force area. Assistance to an existing Chief Constable in Nottinghamshire is subject to the specific approval of the Police and Crime Commissioner, who will consider each application on its merits. If a Chief Constable leaves the Nottinghamshire force within 2 years of the allowance being made available the payments, except in so far as these are a legal entitlement, must normally be reimbursed to the Police and Crime Commissioner as follows: up to 2 years - 100%; over 2 years and up to 4 years 50%. Where the Police and Crime Commissioner determines to provide this allowance to an existing Nottinghamshire Chief Constable it will also consider whether to also waive the time limit in relation to the requirement for repayment.

3. Home Security

- 3.1 A risk assessment is to be carried out in respect of the property of the Chief Constable, without delay and appropriate reasonable security provision carried out at the cost of the Police and Crime Commissioner. Quotations for the security work should be provided to the Police and Crime Commissioner for approval prior to expenditure being incurred.

4. Medical provision

- 4.1 A maximum payment of £550 (subject to review) per year, payable monthly, to cover an existing insurance policy excluding cash back policies. A copy of the policy is to be provided as evidence. Deductions for tax and national insurance will be made at source via the payroll.

Any other related payments under this category would require Police and Crime Commissioner approval prior to expenditure being incurred.

5. Professional Subscriptions

- 5.1 The Police & Crime Commissioner will not pay CPOSA legal insurance premium, NPCC and CPOSA subs or fees to their relevant Chartered Institutes.

6. Other expenses

- 6.1 The following provisions will be made to the Chief Constable:
- Refreshment, subsistence and lodging allowances paid at rates determined by PNB reimbursed through expenses.

- First Class Rail Travel for any rail journey required to travel in the execution of duty reimbursed through expenses.
- Reimbursement of all reasonable expenses incurred in the execution of duty, (i.e. conference expenses reimbursed through expenses).

7. Car Allowance

7.1 **£8,000 p.a.** This is to be paid monthly and pro rata for part years. Claims for business mileage to be paid at the HM Revenues & Customs approved Mileage Rate (for cars and vans); currently 45p per mile.

- (i) Business mileage in this context will be calculated from the approved base.
- (ii) Deductions for tax and national insurance will be made at source via the payroll.
- (iii) Subject to the approval of the Police and Crime Commissioner and the Chief Constable confirming that this is operationally necessary, the Chief Constables personal car may be fitted with covert 'blues and twos' at the expense of the Police and Crime Commissioner. Such provision will however be subject to the Chief Constable holding an up to date permit and the provision will be subject to review.
- (iv) Any vehicles purchased by the allowance should be fitted with hands free mobile telephone facilities as part of the specification.
- (v) For the avoidance of doubt the Police and Crime Commissioner will not be responsible for speeding/parking fines or any other financial penalties incurred.