



Sussex Police & Crime Commissioner

To	Police and Crime Panel for Sussex
From	Police and Crime Commissioner for Sussex
Subject	Formal notification of preferred candidate for the position of Chief Finance Officer
Date	27 June 2014
Recommendation	That the Panel commend the appointment of Carl Rushbridge as Chief Finance Officer for the Sussex Police and Crime Commissioner

Introduction

1.1 The Police Reform and Social Responsibility Act 2011 (the Act) provides that the Police and Crime Commissioner for a police area must appoint a person to be responsible for the proper administration of the Commissioner's financial affairs (referred to in the Act as the Chief Finance Officer).

1.2 On the 31 March the current postholder John Eagles provided notice that he would be retiring at the end of September. This notice has allowed the opportunity for the Sussex PCC to carry out a comprehensive recruitment exercise and to allow for a short handover period before John Eagles leaves.

1.3 This is an existing post already budgeted for within the organisational structure of the office of the Sussex PCC.

1.4 Under Schedule 1, paragraph 9, of the Act, the Sussex Police & Crime Commissioner must notify the Sussex Police and Crime Panel (the Panel) of her proposed appointment to the post.

1.5 The Commissioner must include the following information in the notification:

- a) The name of the person whom the Commissioner is proposing to appoint (the candidate)
- b) The criteria used to assess the suitability of the candidate for the appointment

- c) Why the candidate satisfies those criteria
- d) The terms and conditions on which the candidate is to be appointed.

1.6 Under paragraph 10 of Schedule 1, the Panel must review the proposed appointment and make a report to the Commissioner within a period of three weeks beginning with the day on which the Panel receives notification from the Commissioner of the proposed appointment, including a recommendation to the Commissioner as to whether or not the candidate should be appointed.

1.7 In accordance with Paragraph 12 of Schedule 1, the Commissioner must notify the Panel of the decision whether to accept or reject the recommendation of the Panel.

The Recruitment and Selection Process

2.1 An advert for the post was published in April on the OSPCC website, CIPFA on-line website, LinkedIn and the Sussex Police website, with a closing date of 10 May. 22 applications were received. The quality of applications was very high.

2.2 Applications were shortlisted by the Sussex PCC, the Chief Executive & Monitoring Officer and the current Chief Finance Officer having regard to the job description and person specification. Four applicants were shortlisted.

2.3 Shortlisted candidates undertook a comprehensive assessment which included a series of psychometric tests measuring personal impact and high level assessments measuring numerical and verbal reasoning abilities. The assessments were carried out by an independent and qualified provider.

2.4 The shortlisted applicants were also asked to attend an interview. The interview panel comprised the Sussex PCC, the Chief Executive & Monitoring Officer and the Director of Finance for Sussex Police. An independent HR professional, Mr Greg Nicol, from East Sussex County Council was asked to attend the interviews and review the recruitment processes to ensure they were fair and appropriate. As part of the interview candidates were asked to deliver a ten minute presentation on the role of the Chief Finance Officer.

2.5 A copy of the advert is attached at Appendix A.

2.6 The job description is attached at Appendix B

2.7 The person specification is attached at Appendix C

Statement from HR

3.1 Mr Greg Nicol, Head of HR Advisory, Business Services Department, East Sussex County Council attended the interviews as an advisor to the Panel. He has made the following statement

'I joined the panel at the beginning of the process. The panel set out the framework for questions/assessment. Scoring was broken down into five areas. Each candidate was provided with an opportunity to give a presentation on a topic notified in advance. Thereafter, each candidate was asked a range of questions and each panel member was involved in this process. Following each interview a total score for each candidate was agreed between the panel.

I was satisfied that a fair and equitable process was followed from an HR recruitment perspective.'

Preferred candidate

4.1 Following the assessment process the Commissioner proposes to appoint Mr Carl Rushbridge to the post of Chief Finance Officer for Sussex.

4.2 The Panel is asked to review the proposed appointment and make a report to the Commissioner on the proposal, including a recommendation as to whether or not the candidate should be appointed. The Commissioner will consider the report when issued and decide whether to accept or reject the Panel's recommendation on the proposed appointment. Until the conclusion of this process, Mr Rushbridge remains the preferred candidate for the appointment.

Criteria

5.1 The criteria used to assess the suitability of the candidate for the appointment are set out in the person specification at Appendix C.

5.2 The essential criteria applied were:

- qualified member of the Chartered Institute of Public Finance and Accountancy (CIPFA). (The qualifications for the Chief Finance Officer are set out in section 113 of the Local Government Finance Act 1988.)
- significant experience at a senior level as a finance professional in a public sector organisation, including experience advising political leaders on financial matters and developing financial plans and strategies.

- experience of public finance within a policing or criminal justice agency.

5.3 The following statements provide a summary of evidence as to how Mr Rushbridge meets the criteria:

- Member of the Chartered Institute of Public Finance and Accountancy (1984)
- 17years experience in public sector finance including 10 years at a senior level
- Has operated at a senior strategic level on a departmental management team and within a political environment

5.4 A copy of the application form received is attached in Part 2 of the papers for this meeting.

The terms and conditions on which the candidate is to be appointed

6.1 A summary of the terms and conditions relating to the post of Chief Finance Officer are attached at Appendix D.

Financial implications

7.1 The salary and employer on-costs will be provided for within existing budgetary provisions.

Background papers

None

Contact Officer:

Mary Clarke
Senior Policy Officer
01273 481587



Sussex Police & Crime Commissioner

Job advert

Chief Finance Officer
Circa £77k

Use your financial acumen to make Sussex safer.

- Ensure the financial affairs of the Police and Crime Commissioner (PCC) are properly administered.
- Act as the PCC's strategic financial adviser.
- Help shape policing issues at a local and national level.

Job Summary

You will drive the delivery of the Police and Crime Plan through effective resourcing and financial management. A dynamic leader you will work closely with the Chief Executive and Monitoring Officer to implement strategy. As part of the Commissioner's Senior Management Team, you will lead on the development of our medium term financial strategy and deliver good financial management so that public money is used appropriately, economically, efficiently and effectively

Under the leadership of the Police and Crime Commissioner (PCC), we are working to make Sussex safer through new ideas, innovation, and partnership work with colleagues in community safety and criminal justice.

Key Expertise

- You will need to have experience of public finance in a local authority, policing or criminal justice agency.
- You will definitely be a qualified member of the Chartered Institute of Public Finance and Accountancy (CIPFA) with significant senior level experience.
- Known for your integrity and openness to innovation, you will have the ability to build public confidence in policing and criminal justice systems and services.

- Above all, you will need the credibility and energy to provide comprehensive and at times critical advice to senior managers and political leaders.

If you would like to talk to the Chief Executive informally about the role, please call Gina Marshall, Office Manager, on 01273 481561 to organise a suitable time.

To apply please download the application form from our website www.sussex-pcc.gov.uk.

Closing date: 10 May 2014.

Assessment Centre: 19 May 2014.

Interview: 23 May 2014.

Police & Crime Panel confirmation hearing: 27 June 2014.

LinkedIn

Hello. I'm contacting you on behalf of The Office of the Sussex Police and Crime Commissioner (OPCC). We are looking for a talented finance professional, who can help shape policing issues at a national level. Of course, if it's not the right time to make a move, but you feel someone in your professional network would be interested, please don't hesitate to forward on.

Closing date: 10 May 2014.

Assessment Centre: 19 May 2014.

Interview: 23 May 2014.

Police & Crime Panel confirmation hearing: 27 June 2014.

Chief Finance Officer £77k

You will drive the delivery of the Police and Crime Plan through effective resourcing and financial management. A dynamic leader you will work closely with the Chief Executive and Monitoring Officer to implement strategy. As part of the Commissioner's Senior Management Team, you will lead on the development of our medium term financial strategy and deliver good financial management so that public money is used appropriately, economically, efficiently and effectively

Under the leadership of the Police and Crime Commissioner (PCC), we're working to make Sussex safer through new ideas, innovation, and partnership work with colleagues in community safety and criminal justice.

It's likely you'll have experience of public finance in a local authority, policing or criminal justice agency. You will definitely be a qualified member of the Chartered Institute of Public Finance and Accountancy (CIPFA) with significant senior level experience. Known for your integrity and openness to innovation, you will have the ability to build public confidence in policing and criminal justice systems and services. Above all, you will need the credibility and energy to provide comprehensive and at times critical advice to senior managers and political figures.



**Sussex
Police & Crime
Commissioner**

JOB DESCRIPTION

Job Title: Chief Finance Officer

Responsible to: Reporting to the Sussex Police & Crime Commissioner (SPCC)

Job Summary

The key purpose of the role is to ensure that the financial affairs of the SPCC are properly administered and that adequate financial management arrangements are in place across the OSPCC and Force. The Chief Finance Officer (CFO) also acts as the SPCC's strategic financial adviser, ensuring all policies and plans are appropriately resourced.

This a statutory role and the statutory responsibilities of the CFO of the SPCC are set out in the following legislation:

- paragraph 6 of Schedule 1 to the Police Reform and Social Responsibility Act 2011
- section 114 of the Local Government Finance Act 1988.

This role is the Section 151 Officer for the Police and Crime Commissioner for Sussex.

Key Working Relationships

- The Police and Crime Commissioner and Chief Executive & Monitoring Officer
- The Police and Crime Panel
- Audit Committee
- Sussex Police Director of Finance
- Sussex Police Chief Constable and Chief Officers

- National and regional treasurer and finance officer bodies and networks
- Local authority and partnership finance leads
- Formal member of the Pension Fund

Key strategic and management responsibilities

The Chief Finance Officer is the SPCC's professional adviser on financial matters and will:

- be a key member of the SPCC's Senior Management Team, working closely with the Chief Executive to implement strategy and to resource and deliver the SPCC's strategic objective sustainably and in the public interest;
- lead on development of the SPCC's medium term financial strategy;
- be actively involved in, and able to bring influence to bear on, all strategic business decisions, of the SPCC, ensuring that all financial implications, opportunities and risks are fully considered, and align with the SPCC's financial strategy;
- lead the promotion and delivery by the SPCC of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively; and must ensure that the finance function is resourced to be fit for purpose;
- liaise with the Chief Constable's Director of Finance to advise the SPCC and Chief Constable on value for money in relation to all aspects of SPCC and Chief Constable/Force expenditure;
- represent the SPCC at national and regional networks including the Police and Crime Commissioners Treasurers Society (PaCCTs), East Sussex Finance Officers' Association (ESFOA), West Sussex Finance Officers Association (WSFOA);
- ensure publication of Statement of Accounts and other external reporting requirements of the SPCC;
- lead on the development of the Treasury Management Strategy;
- jointly responsible with Director of Finance for managing the Internal Audit function and supporting the Audit Committee.
- any other reasonable duties as required by the SPCC.

Statutory responsibilities

The Chief Finance Officer of the SPCC is responsible for:

- ensuring that the financial affairs of the SPCC are properly administered and that financial regulations are observed and kept up to date;

- ensuring regularity, propriety and Value for Money (VfM) in the use of public funds;
- ensuring that the funding required to finance agreed programmes is available from government funding, precept, other contributions and recharges;
- reporting to the SPCC, the Police and Crime Panel and to the external auditor any unlawful, or potentially unlawful, expenditure by the SPCC or officers of the SPCC;
- reporting to the SPCC, the Police and Crime Panel and to the external auditor when it appears that expenditure is likely to exceed the resources available to meet that expenditure;
- advising the SPCC on the robustness of the budget and adequacy of financial reserves;
- ensuring production of the statements of accounts of the SPCC;
- ensuring receipt and scrutiny of the statements of accounts of the Chief Constable and ensuring production of the group accounts;
- liaising with the external auditor;
- advising the SPCC on the application of value for money principles by the police force to support the SPCC in holding the Chief Constable to account for efficient and effective financial management; and
- advising, in consultation with the Chief Executive, on the safeguarding of assets, including risk management and insurance.

NB The CFO of the SPCC has certain statutory duties which cannot be delegated, namely, reporting any potentially unlawful decisions by the SPCC on expenditure and preparing each year, in accordance with proper practices in relation to accounts, a statement of the SPCC's accounts, including group accounts.

Political Restrictions

The post of the Chief Finance Officer is politically restricted. The Local Government and Housing Act 1989 places an obligation upon staff of the Police and Crime Commissioner to prepare a list of all posts which are regarded as politically restricted. The Act imposes restrictions on public political activity by the holders of such posts. All staff of the Police and Crime Commissioner, except for

the Commissioner and the Deputy Police and Crime Commissioner, are politically restricted.

In summary, the restrictions imposed on postholders include:

- Becoming (whether by election or otherwise) or remaining a member of a Local Authority, of the National Assembly for Wales, of the European Parliament or of the House of Commons, or Police and Crime Commissioner;
- Announcing, or allowing others to announce, ones candidature for one of the aforementioned offices;
- Holding office in a political party;
- Canvassing at elections; and
- Speaking or writing publicly on matters of party political controversy

Selection Criteria

Qualifications and experience

- Qualified member of the Chartered Institute of Public Finance and Accountancy (CIPFA). (The qualifications for the Chief Finance Officer are set out in section 113 of the Local Government Finance Act 1988.)
- Significant experience at a senior level as a finance professional in a public sector organisation, including experience advising political leaders on financial matters and developing financial plans and strategies.
- Ideally experience of public finance within a policing or criminal justice agency.

Skills and qualities

1. Demonstrable public service ethos and ability to build public confidence in policing and criminal justice systems and services.
2. Demonstrate experience of commissioning and partnerships at a senior level.
3. Ability to act with integrity in line with values, standards and codes of corporate governance.
4. Ability to devise sound and effective financial strategies, and to be innovative in developing better ways to deliver value for money and improved services.
5. Ability to identify, assess and manage financial risk effectively.
6. Ability to provide clear, authoritative and impartial advice based on objective financial analysis and interpretation of complex situations.
7. Ability to operate with sensitivity in a political environment.
8. Ability to give clear professional advice to political leaders and senior colleagues including the ability to challenge where legal and professional standards are not being upheld.
9. Ability to make sound and timely decisions weighing up the wider impact of costs, benefits and risks involved.
10. Ability to work with and influence senior finance and other operational colleagues to achieve agreed objectives.

11. Ability to network and build effective stakeholder relationships at a local and national level.

12. Ability to lead and manage staff giving direction but building enthusiasm and commitment, and effectively leading colleagues through change.

Chief Finance Officer
Summary of Terms and Conditions of Appointment

Office of the Sussex Police & Crime Commissioner
 Sackville House
 Brooks Close
 Lewes
 East Sussex, BN7 2FZ

This Contract of Employment, together with The Police and Social Responsibility Act 2011, (Section 18 and Schedule 1), sets out the employment relationship between the Parties. Where references and procedures are non-contractual, these may be reviewed and changed from time to time. Any references made are intended to refer to the current Version in force at the time of writing.

The Chief Finance Officer will be employed by the sussex PCC and be subject to a contract of employment which will generally reflect the terms and conditions applying to the PCC's staff. This post is a "politically restricted" post within the terms of the Local Government and Housing Act 1989 and Local Government (Political Restrictions) Regulations 1990.

As this post represents a new statutory role, the delegated functional responsibilities of the post and associated terms and conditions will be subject to review at the discretion of the Commissioner.

Notwithstanding the above, the main terms and conditions of appointment are:-

Job Title	Chief Finance Officer (CFO)
Responsibilities	The CFO is responsible for the proper administration of the financial affairs of the Police and Crime Commissioner for Sussex
Term of Contract	This is a permanent contract of employment. The employment is subject to the provisions regarding Notice as set out below.

Job Description	The Sussex Police & Crime Commissioner will advise the CFO of the normal duties required of the role however it may be necessary for these to be amended or changed from time to time in accordance with organisational need, which may include specific responsibilities of a similar or lesser graded post. Any changes which the Sussex Police & Crime Commissioner considers require formal consultation with you will be subject to such consultation.
Place of Work	The main place of work for the CFO will be Sackville House, Lewes although he may be required to work in other venues across Sussex from time to time. The role will also require regular travel around Sussex.
Eligibility to Work	It is also a condition of employment that the CFO is and remains eligible to work in the United Kingdom. The CFO may be dismissed without notice if it comes to our attention at any time that he is not eligible to work in the United Kingdom.
Hours of Work	This will be a full-time position of 37 hours a week.
Basic Salary – Full Time	The full time gross salary for this role will be £77,000 per year.
Pension Scheme	The CFO is entitled to join the Local Government Superannuation Scheme. A Contracting Out certificate under the Pension Schemes Act 1993 is in force in respect of the employment.
Deductions from Pay	During the employment and upon its termination, as well as the normal National Insurance, income tax and any agreed pension deductions, we may also make deductions from the CFO salary in respect of any sums owed to us including any overpayment of wages, loans, elective training provided, loss or damage to organisational property, expenses and any excess holiday pay received. Where this applies the CFO will be consulted prior to the deduction to discuss the terms of the repayment.
Holidays	The CFO will be entitled to the annual bank and national holidays where these fall annually. The annual leave entitlement for the CFO will be 27 days plus bank and public holidays.

Holiday Pay	<p>Holiday pay is paid at the basic rate for contracted hours.</p> <p>Any leave request must be agreed with the Chief Executive in advance</p>
Sick Pay & Rules	<p>The CFO will be entitled to statutory sick pay in the event of properly notified sickness absence, where the necessary criteria are met.</p>
Notice	<p>The CFO may bring his employment with the Office of the Sussex Police & Crime Commissioner to an end at any time by giving three months notice in writing.</p> <p>The Office of the Sussex Police & Crime Commissioner may otherwise bring the CFO's employment to an end by giving three months written notice.</p>
Conduct	<p>The Office of the PCC code of conduct will apply.</p>
During Notice	<p>The CFO will be entitled to contractual pay during any notice period provided the correct amount of notice in writing has been given.</p>
Equal Opportunities	<p>The Office of the Sussex Police & Crime Commissioner operates equality of opportunity in compliance with legislation. We recognise and accept our responsibility to promote equal opportunities both as an employer and a provider of services.</p>
Dignity at Work	<p>The CFO must respect the dignity of everyone he comes into contact with during his employment and must not unlawfully discriminate against, harass, victimise or bully any other person. Such behaviour is regarded as gross misconduct and may lead to dismissal without notice.</p>

Data Protection	<p>The CFO must consent to the Office of the Sussex Police & Crime Commissioner processing their personal data including information about their sex, status, racial or ethnic origin, in order to properly fulfil its obligations under this Agreement, and as otherwise required by law in relation to your employment in accordance with the Data Protection Act 1998.</p> <p>The processing of this data will principally be for personnel, administrative and payroll purposes and the CFO will be entitled to access personal information held on request.</p>
Security vetting	The CFO is required to be security vetted.