

SURREY POLICE AND CRIME PANEL**APPOINTMENT OF TEMPORARY CHIEF EXECUTIVE AND MONITORING OFFICER FOR THE OFFICE OF THE PCC****6th February 2013****SUMMARY:**

Senior appointments made by the Police & Crime Commissioner are normally subject to a scrutiny process undertaken by the Police & Crime Panel. PCC Kevin Hurley has recently advised the Panel that his Chief Executive and Monitoring Officer, Alison Bolton, will be taking up to one year's maternity leave from early April 2014. During Alison's absence, the PCC will be asking his Senior Policy Officer, Johanna Burne, to fulfil the role of temporary Chief Executive.

Whilst this is a temporary appointment, the PCC wishes to reflect the spirit of Schedule 1 to the Police Reform & Social Responsibility Act by providing the panel with information about the temporary appointment so that they can undertake a confirmation hearing.

Role of the Chief Executive and Monitoring Officer

The Chief Executive and Monitoring Officer is one of two statutory posts that every Police & Crime Commissioner (PCC) must fill. It is a senior role that is expected to work closely with the PCC to enable the delivery of his vision, strategy and priorities. The post holder must ensure the PCC discharges his statutory duties and responsibilities; that robust governance arrangements are in place; and help facilitate the accurate and appropriate scrutiny of Surrey Police's activities. The Chief Executive provides operational and strategic leadership to the Office of the PCC. He or she also engages with senior colleagues from central and local government, criminal justice and other partnership/voluntary sectors at a local, regional and national level.

The Chief Executive also holds the role of the Monitoring Officer, with a remit to draw to the PCC's attention to any actual or possible contravention of law, maladministration or injustice. The post fulfils the statutory function of the Head of Paid Service. It is a politically restricted role and must be appointed on merit.

A copy of the role description is attached at Appendix A. This sets out the criteria against which an appointment to the role is made.

Proposed Appointee

Johanna Burne is currently the Senior Policy Officer for the Office of the Police & Crime Commissioner. In her substantive role, Johanna has responsibility for the PCC's team of policy staff and provides advice and policy support to the PCC, focusing particularly on police/partner performance, scrutiny, strategic planning, inspections, crime and protective services.

Johanna has undertaken this role for the past 10 years, having previously worked for Surrey Police Authority prior to the PCC elections. Johanna has also worked in the Metropolitan Police Authority, British Transport Police and Sussex Police over the last 20 years. She therefore has considerable experience in policing governance and community safety related issues.

Johanna is well briefed on national and local developments affecting PCCs and is familiar with senior partners in policing both in Surrey and further afield. She is able to provide a smooth transition and continuity during Alison Bolton's absence. Furthermore, her current job description requires Johanna to deputise for the Chief Executive in her absence so she already has direct experience of undertaking the role. Johanna has deputised for the Chief Executive on occasions of annual leave during the last year and has done so to the PCC's satisfaction.

The PCC is confident that Johanna's experience and knowledge demonstrate that she will be able to meet the criteria for the role. The PCC intends to undertake a recruitment process to backfill Johanna's substantive role during her period as Chief Executive.

Process for recruiting to the role of Temporary Chief Executive

The PCC has sought HR advice on whether he needs to undertake an external recruitment process to fill the position of temporary Chief Executive. He must be able to demonstrate that the post has been filled on merit. Given that the role is a temporary one; that Johanna is able to demonstrate the requisite skills; and that her job description specifically states that she will deputise for the Chief Executive during any absence, we have been advised that an external recruitment process is not necessary. Johanna's appointment provides a pragmatic and cost effective solution for the Office of the PCC.

Terms and Conditions

The main terms and conditions attached to the role are as follows:

1. Term of appointment – maximum of one year from early April 2014. However, subject to giving notice of 8 weeks, Alison Bolton is able to return to her substantive post at an earlier stage.
2. Salary of £80k per annum. There is no provision for claiming overtime. No bonuses or additional allowances are payable.
3. Hours of work – 36 hours per week. As this is a senior role, it is mutually expected that flexibility is required in both the pattern and extent of working hours in order to fulfil the requirements of the job.

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