

SURREY POLICE AND CRIME PANEL

CONFIRMATION HEARING – APPOINTMENT OF CHIEF FINANCE OFFICER 27TH NOVEMBER 2019

1. 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. This is a statutory post and the statutory responsibilities of the Chief Finance Officer (CFO) 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.
- 1.3. The current postholder, Ian Perkin, is due to retire in March 2020 and as a consequence a selection procedure for a new CFO was undertaken and a preferred candidate, Kelvin Menon, has been identified.
- 1.4. The post is currently budgeted for within the organisational structure.
- 1.5. Under Schedule 1, paragraph 9, of the Act the Surrey Police and Crime Commissioner must notify the Surrey Police and Crime Panel (the Panel) of his proposed appointment to the post.
- 1.6. 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. How the candidate satisfies those criteria
 - d. The terms and conditions on which the candidate is to be appointed.
- 1.7. 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.

- 1.8. Under paragraph 11 of Schedule 1, the Panel must hold a confirmation hearing before making a report and recommendation under paragraph 10 to the Police and Crime Commissioner. This 'confirmation hearing' is a meeting of the Panel, held in public, at which the candidate is requested to appear for the purpose of answering questions relating to the appointment. If not attending in person, the candidate can participate in proceedings by any means that enable the person to hear, and be heard in, those proceedings as they happen.
- 1.9. 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.

2. The Recruitment and Selection Process

- 2.1. An advert for the post was published on 6 September on the OPCC for Surrey website, Surrey Police website, as well Public Finance and Local Government Chronicle websites, with promotion through LinkedIn and Twitter, with a closing date on 9 October. 11 applications were received in total, with one being rejected due to being incomplete.
- 2.2. Applications were shortlisted by the Chief Executive & Monitoring Officer (Interim) and the current Chief Finance Officer on 21 October having regard to the job description and person specification. Five applicants were shortlisted and agreed by the Police and Crime Commissioner to proceed to interview, with one candidate withdrawing prior to interview.
- 2.3. During a formal interview held on 4 and 5 November, the four shortlisted candidates were posed a series of questions based on the College of Policing's Competency and Values Framework. The interview panel comprised the Surrey PCC, the substantive Chief Executive & Monitoring Officer (currently on maternity leave), the current Chief Finance Officer and the Director of People Services for Surrey and Sussex Police.
- 2.4. A copy of the job advert is attached at Appendix A.
- 2.5. A copy of the job profile and specification is attached at Appendix B.

3. Statement from People Services

- 3.1. Mr Adrian Rutherford, Director of People Services for Surrey and Sussex Police attended the interviews as a member of the panel. He has made the following statement:

"I joined the panel at the beginning of the interview process. Each candidate was asked a consistent set of questions and each panel member was involved in this process. A five point scoring system for

each question was used and following each interview a total score for the candidate was agreed between the panel members.

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

4. Preferred candidate

- 4.1. Following the assessment process the Commissioner proposes to appoint Kelvin Menon to the post of Chief Finance Officer for Surrey.
- 4.2. The Panel is asked to review the proposed appointment and publish a report to the Commissioner on the proposal, including a recommendation as to whether or not the candidate should be appointed. It is for the Panel to determine the manner in which the recommendation is to be published. 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, Kelvin Menon remains the preferred candidate for the appointment.

5. Criteria

- 5.1. The competencies for the role are based on the College of Policing’s Competency and Values Framework, which were tested at each stage of the process. The criteria used to assess the suitability of the candidate for the appointment are set out in the ‘knowledge, skills and competencies’ section of the job profile at Appendix B.
- 5.2. Candidates must be a member of a chartered accounting body. The qualifications for the Chief Finance Officer are set out in section 113 of the Local Government Finance Act 1988
- 5.3. The PCC believes Kelvin Menon meets the criteria for appointment, as set out in the person specification. During the interview process the PCC and his Panel were impressed by the depth of Mr Menon’s financial expertise and his approach to stakeholder engagement. The following statements provide a summary of evidence as to how he meets the criteria:
 - Member of the Institute of Chartered Accountants in England and Wales
 - Member of the Chartered Institute of Public Finance
 - 12 years’ experience as Executive Head of Finance and Section 151 Officer
 - Significant experience working in public sector, preparing and delivering financial strategy and being responsible for the management of multi-million pound budgets.
 - Proven experience of providing strategic advice on large scale and complex capital projects.

6. 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 C.

7. Starting date

7.1. Subject to the Panel's confirmation, receipt of references and security clearance, the PCC would wish for Mr Menon to take up his appointment on 2 March 2020.

RECOMMENDATIONS

The Panel is asked to review the proposed appointment and publish a report to the Commissioner on the proposal, including a recommendation as to whether or not the candidate should be appointed.

EQUALITIES AND DIVERSITY IMPLICATIONS

None arising

LEAD OFFICER: Lisa Herrington, Chief Executive (Interim)
Office of the Police & Crime Commissioner for
Surrey

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Job advert

Chief Finance Officer

£80,559 per annum

Full time (36 hours a week - with flexibility for some home working)

Based at Surrey Police HQ, Mount Browne, Guildford

Surrey's Police & Crime Commissioner (PCC), David Munro, is responsible for overseeing the work of Surrey Police, holding the Chief Constable to account and helping to tackle the crime issues that matter to local people. Every elected PCC must, by law, employ a Chief Finance Officer to support them in the exercise of their statutory duties. They will also act as Local Government Finance Act 1988 Section 151 Officer, with a remit to draw the PCC's attention to any possible financial maladministration or contravention of law.

As the PCC's professional advisor on all financial matters, you will drive the delivery of his Police and Crime Plan through effective resourcing, good governance and financial management. As part of the Commissioner's Senior Leadership Team, you will work closely with the Chief Executive and Monitoring Officer to implement strategy.

As the Chief Finance Officer, you will be adept at working in a political environment and share the PCC's ambition to ensure Surrey residents receive the best possible policing services. You will be skilled at formulating and implementing sound financial strategy so that public money is used appropriately, economically, efficiently and effectively.

You must hold a full CCAB qualification, preferably CIPFA and have significant senior level experience. This post is politically restricted.

Interviews will be held 4th and 5th November 2019.

Apply online via the jobs pages of Surrey Police's website - www.surrey.police.uk.

Closing date: noon, Wednesday 9th October 2019.

If you have any queries about this job, please contact Ian Perkin, Chief Finance Officer on 01483 630200 or email SurreyPCC@surrey.pnn.police.uk. Further information about the role is also available on the Surrey PCC's website - www.surrey-pcc.gov.uk

Job Profile

Job Title:	Chief Finance Officer
Reports to:	Chief Executive Officer
Salary:	£80,559 per annum full time (36 hours a week – with flexibility for some home working)
Supervisory Responsibility:	1 FTE staff
Based at:	Surrey Police HQ, Mount Browne, Guildford

Role summary

The key purpose of the role is to ensure the financial affairs of the Police and Crime Commissioner for Surrey are properly administered and that sound financial management arrangements are in place across the Office of the Police and Crime Commissioner (OPCC) and Surrey Police. The Chief Finance Officer (CFO) also acts as strategic financial advisor to the Police and Crime Commissioner (PCC) and supports the Chief Executive in the delivery of the PCC's vision, strategy and identified priorities, advising on the financial implications of policy options and allocation of resources.

This is a statutory role and the statutory responsibilities 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 Local Government Finance Act 1988 Section 151 Officer for the Police and Crime Commissioner for Surrey.

Key working relationships

- The Police and Crime Commissioner and Chief Executive
- The Police and Crime Panel
- Joint Audit Committee
- Surrey Police Director for Commercial & Financial Services
- Surrey Police Chief Constable and Chief Officers
- National and regional finance officer bodies and networks
- Local partnership finance leads
- Office of the Police and Crime Commissioner for Sussex Chief Finance Officer

Key strategic and management responsibilities

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

- Be a key member of the OPCC Senior Leadership Team, working closely with the Chief Executive to implement and deliver the PCC's strategic objectives in the public interest
- Advise the PCC, separately and in liaison with the Chief Constable and Chief Constable's Director for Commercial & Financial Services, on the overall financial plan
- Ensure effective financial governance arrangements and a clear communication strategy are in place for the council tax precept and grant, in line with best practice.
- Lead on development of the PCC's financial strategy and actively influence all key business decisions of the OPCC ensuring financial implications, opportunities and risks are fully considered
- Lead the promotion and delivery by the OPCC of good financial management so public money is safeguarded at all times and used appropriately, economically, efficiently and effectively
- Liaise with the Surrey Police Director for Commercial & Financial Services to advise the PCC and Chief Constable of Surrey Police on value for money in relation to all aspects of OPCC and Chief Constable/Force expenditure
- Represent the OPCC at national and regional networks including the Police and Crime Commissioners Treasurers Society (PaCCTS) and the Surrey Treasurers Association
- Ensure publication of the Annual Statement of Accounts and other external reporting requirements of the Police and Crime Commissioner for Surrey, in accordance with statutory requirements and deadlines
- Lead on the development of the medium term financial strategy, and associated reserves and treasury management strategy and arrangements
- Arrange for the determination and issuing of the relevant precept demands
- Be jointly responsible with the Surrey Police Director for Commercial & Financial Services for managing the Internal Audit function
- Take the lead role in supporting the effective functions of the Joint Audit Committee
- To take client side responsibility for effective financial management of the Building the Future new headquarters construction project
- Manage the OPCC Office Manager, and work closely with other OPCC staff to lead, develop and support the team

- Chair the Surrey Homes Board, the Surrey Police Officer Pension Board and the Surrey Police Staff Pension Board

1. Statutory responsibilities

The Chief Finance Officer of the OPCC is responsible for:

- Ensuring the financial affairs of the OPCC are properly administered and financial regulations are observed and kept up to date.
- Ensuring regularity, propriety and Value for Money (VfM) in the use of public funds.
- Ensuring the funding required to finance agreed programmes is available from government funding, precept, other contributions and recharges.
- Reporting to the PCC, the Police and Crime Panel and to the external auditor any unlawful, or potentially unlawful, expenditure by the PCC or officers of the OPCC.
- Reporting to the PCC, the Police and Crime Panel and to the external auditor when it appears expenditure is likely to exceed the resources available to meet that expenditure.
- Advising the PCC on the robustness of the budget and adequacy of financial reserves.
- Ensuring production of the statements of accounts of the OPCC.
- Ensuring receipt and scrutiny of the statement of accounts of the Chief Constable and ensuring production of the group accounts.
- Treasury Management and control of what Bank Accounts Surrey Police can open and close.
- Advising the PCC in his statutory duty to manage the level of reserves that should be prudently maintained.
- Liaising with the internal auditor and the external auditor.
- Advising the PCC on the application of value for money principles by the police force to support the PCC in holding the Chief Constable to account for efficient and effective financial management.
- Advising, in consultation with the Chief Executive, on the safeguarding of assets, including risk management and insurance.

Note: The CFO of the Police and Crime Commissioner for Surrey has certain statutory duties which cannot be delegated, namely, reporting any potentially unlawful decisions by

the PCC on expenditure and preparing each year, in accordance with proper practices in relation to accounts, a statement of the PCC of Surrey's accounts, including the Surrey Police Group Accounts. The Chief Finance Officer of the Office of the Police and Crime Commissioner is the PCC's professional advisor on financial matters.

2. Knowledge, Skills and Competencies

1.	Member of a chartered accounting body. The qualifications for the Chief Finance Officer are set out in section 113 of the Local Government Finance Act 1988
2.	Understanding and ideally experience of fulfilling the role of a section 151 officer and the relevant statutory duties
3.	Experience of managing large multi-million pound budgets in a public sector organisation
4.	Experience of operating at a strategic level within a political and high profile environment
5.	Ability to devise sound and effective financial strategies, and to be innovative in developing better ways to deliver value for money and improved services
6.	Ability to identify, assess and manage financial risk effectively
7.	Ability to provide clear, authoritative and impartial advice based on objective financial analysis and interpretation of complex situations
8.	Knowledge of the financial environment within which policing operates
9.	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
10.	Ability to make sound and timely decisions, weighing up the wider impact of costs, benefits and risks involved
11.	Ability to work with and influence senior finance and other operational colleagues to achieve agreed objectives
12.	Understanding the importance of scrutiny, audit, governance and risk management arrangements
13.	Ability to network and build effective stakeholder relationships at a local and national level
14.	Ability to lead and manage staff, providing direction and guidance and effectively leading colleagues through change, as a key member of the OPCC Senior Leadership Team

3. Other Job Requirements

- To carry out other duties of the role as reasonably required by the Police and Crime Commissioner for Surrey
- The post holder is required to successfully pass Security Check Vetting
- There may be occasions when the PCC requires additional out of hours working, which is arranged flexibly to accommodate individual needs
- This is a politically restricted post under Section 1 of the Local Government and Housing Act 1989. In summary, the restrictions for the post-holder 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 officers;
 - Holding office in a political party;
 - Canvassing at elections; and
 - Speaking or writing publicly on matters of party political controversy

The post holder should note that some or all of the duties and responsibilities detailed in this Job Profile require compliance with nationally agreed operating rules for accessing PNC and other information systems.

- **PNC Code of Connections Volume 1 (version 2.1)**
- **Data Protection Act 1998**
- **Computer Misuse Act 1990**
- **Official Secrets Act 1989**

Chief Finance Officer
Summary of Terms and Conditions of Appointment

The 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.

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.

The main terms and conditions of appointment are:

Job title	Chief Finance Officer (CFO)
Responsibilities	<p>The CFO is responsible for the proper administration of the financial affairs of the Police and Crime Commissioner.</p> <p>This is a statutory role and the statutory responsibilities are set out in the following legislation:</p> <ul style="list-style-type: none"> • Paragraph 6 of Schedule 1 to the Police Reform and Social Responsibility Act 2011. • Section 114 of the Local Government Finance Act 1988.
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 Police and Crime Commissioner for Surrey 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 Surrey Police and Crime Commissioner considers requires formal consultation with the CFO will be subject to such consultation.
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 make any representations he so wishes and to discuss the terms of the repayment.
Hours of work	This is a full-time position of 36 hours a week
Holidays	The CFO will be entitled to receive normal remuneration for all Bank and Public holidays normally reserved in England and Wales and to a further 180 hours each holiday year (being 1 st April – 31 st March). After completing 5 years' service this entitlement will increase to 209 hours.
Pension scheme	The CFO is entitled to join the Local Government Superannuation Scheme which is administered by Surrey County Council. This Scheme is contracted out of the State Earnings Related Scheme. If the CFO does not opt out of the

	Scheme it follows that a contracting out certificate under the Social Security Pensions Act 1975 will be in force in respect of his employment.
Place of work	The main place of work for the CFO will be Mount Browne, Guildford although the CFO may be required to work in other venues across Surrey and Sussex from time to time and the role may also require travel within the UK.
Political restrictions	This is a politically restricted post under Section 1 of the Local Government and Housing Act 1989.
Probationary Period	Initial employment will be on the bases of a probationary period of six months.
References and vetting	This appointment is subject to the receipt of references, security clearance and medical examination or assessment (where deemed necessary), all of which must be satisfactory.
Remuneration	£80,559 per annum

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