

APPOINTMENT OF A TEMPORARY CHIEF EXECUTIVE TO THE OFFICE OF THE POLICE AND CRIME COMMISSIONER

This report is written for the West Yorkshire Police and Crime Panel, following a recruitment process to provide a Temporary Chief Executive to the Office of the Police and Crime Commissioner for West Yorkshire.

This report describes the process applied and the rationale for the process. The recommendation for secondment is supported by sufficient evidence to allow the Police and Crime Panel to approve the proposed candidate with the confidence that the process has been appropriately comprehensive and robust.

Recommendation

It is recommended that Susan Field is seconded as Temporary Chief Executive, Office of the Police and Crime Commissioner.

Background

In July 2016 the current post holder requested a secondment to North Yorkshire OPCC to the end of May 2017. A request was also made by the North Yorkshire Police and Crime Commissioner to second in the individual. In the interests of collaboration within the Yorkshire and Humber Region and the desire to allow my employees to gain different experience and development I agreed to the secondment.

The Chief Executive is seconded to North Yorkshire for 90% of his contracted hours, the remaining 10% of his time is retained in West Yorkshire and utilised based on business need as determined by me.

Recruitment and Selection

As the secondment provides an opportunity to further develop working relationships across the criminal justice system in West Yorkshire, I contacted partner organisations to identify an appropriate individual to be seconded into the role of Temporary Chief Executive.

Having had discussions with a number of people, Susan Field was identified as an excellent candidate for the role. Susan provided her CV and personal statement and attended two suitability interviews with the Police and Crime Commissioner and the Deputy Police and Crime Commissioner.

Role Profile / Terms and Conditions

As the role is a secondment Susan will remain an employee of the Prison Service on her current terms and conditions and the OPCC will pay a monthly charge which will equate to a salary in the region of £80,000. A copy of the final secondment agreement will be provided to the panel once appointment is confirmed.

The arrangement will be formalised through a secondment agreement to which the role profile will be appended as a guide. The role profile is shown at **Appendix A**.

Suitability

Susan has a wealth of experience and key skills as detailed below that will enhance the operations of the OPCC:

Employment Experience

- **Head of Reducing Reoffending HMP & YOI New Hal and HMP & YOI Askham Grange – April 2012 to date.** Responsibilities include;
 - Manage and develop through the gate resettlement work implementing the CRC structure at both sites.
 - Strategic oversight of learning skills and employment.
 - Business and community development.
 - External stakeholder engagement.
 - Development of employment and training with business partners and education providers.
 - Lead on the children and families and domestic and sexual violence pathways.
- **Cluster Business Development lead / Learning and skill manager Askham Grange ; Feb. 2011 to April 2012.**
 - Four month Secondment to regional learning and skills manager covering HMP Leeds, Wealstun and New Hall.
 - Acting Deputy Governor Askham Grange 3 months.
 - Development of partnership in Social Enterprise Askham Grange , Outstanding OFSTED Level 1` Askham Grange .
 - Tendering of family services at both sites.
- **Head Of Reducing Reoffending and Offender management HMP & YOI Askham Grange and New Hall August 2008 to Feb. 2011**
 - All reducing reoffending responsibilities with the addition of managing substance misuse strategy and contract both sites.
 - Managing Offender management both sites including introduction of a new offender management approach and Integrated Offender Management model with West Yorkshire Police at HMP New Hall.
- **Performance Management 2004 to 2008**
 - Part of the performance team within the Regional manager's office carrying out work on safer custody and then Prison culture and performance Improvement in 3 Prisons.
 - Latterly performance manager Askham Grange.
- **HMP Leeds 1999 to 2003 – Reducing Reoffending**
 - Both within the reducing reoffending function and then as leading the function.

- European Social Fund project bided for and achieved for offender employment and mentoring in partnership with local business and the careers service.
- Strategic management of learning and skills, Management of Offender management.
- **Accelerated Promotion Scheme 1997 – 1999**
 - Experience at HMP Manchester and HMP Wymott.
 - Secondment to the Government office for 6 months with Probation and Police secondees. Influencing regional strategy on Careers, housing and training particularly with respect to offenders.
- **Prison Service Psychologist 1989 – 1997**
 - Psychologist developing for the main part and delivering services across 5 Prisons in the North West.
 - Strategic partnership delivery engaging Lifeline as one of the first substance misuse services in Custody at HMYOI Lancaster Farms.
 - Masters in Applied Criminological Psychology.

Key Skills

- Excellent partnership manager being awarded Regional partnership manager of the year by our Deputy Director of Custody in 2014.
- Senior manager at establishment level accountable for delivery of contracts including learning and skills, substance misuse, housing services, counselling and careers services. Led on the implementation of the new Community Rehabilitation Company Through the gate contracts at both Askham Grange and New Hall.
- Leading partners into delivering goals around reducing reoffending through management of reducing reoffending strategic work at three Prisons in the Yorkshire Region.
- A good understanding of the Region and the strategic context and relevance to West Yorkshire Prisons particularly around the Leeds City Region and its allocation of European Structural Investment Fund for example.
- Excellent knowledge and ability within Education, learning and skills funding and contract process having worked closely for many years with the Regional Head of Learning and skills in mobilising, reviewing and managing these and other related funds and contracts.
- Good knowledge of the troubled families' strategy and the opportunity it presents supporting crime reduction.
- Active member of strategic delivery groups in the region as part of the TTG contract management group, the Community Rehabilitation Company Reducing reoffending partnership and a period representing Prisons at the West Yorkshire Police and Crime Commissioners Partnership Executive Group.
- Sound ability within risk management of offenders as part of rehabilitation and crime reduction and how different organisations contribute to this.
- Work with partners to develop new structures to more effectively resettle offenders. Examples being A European Social Fund Initiative around employability for HMP Leeds, establishing a Business focused social enterprise at Askham Grange, a Womens' Centre with Together Women at HMP New Hall and a call centre with Census data at New Hall. The key strategy to have activities in the Prison that link in real ways to activity outside the gate and in the community.