**APPOINTMENT OF TREASURER TO THE OFFICE OF THE POLICE AND CRIME COMMISSIONER**

This report is written for the West Yorkshire Police and Crime Panel, following interviews to appoint a Treasurer to the Office of the Police and Crime Commissioner for West Yorkshire.

This report describes the process applied to the recruitment and selection of a new Treasurer. The recommendation for appointment 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 Katherine Johnson is appointed as Treasurer, Office of the Police and Crime Commissioner.**

**Background**

Section 151 of the 1972 Local Government Act requires every Local Authority to make arrangements for the proper administration of their financial affairs, and to appoint an officer to have responsibility for those arrangements. The Section 151 requirement was applied to the Police and Crime Commissioner under the 2011 Police Reform and Social Responsibility Act.

**Independent Adviser**

The role of the independent adviser is to play a full part in the recruitment process and to ensure that the appointment is made with the principles of merit, fairness and openness. This role was undertaken by Bill Wilkinson, previously Chief Executive and Treasurer of South Yorkshire Joint Secretariat. Bill has also been a national lead for the Chartered Institute of Public Finance and Accountancy (CIPFA) on the Police Authority Treasurers’ Society (PATS) and is adviser to the Association of Police and Crime Commissioners (APCC) on strategic finance.

**Independent Observer**

In response to an invitation from the Police and Crime Commissioner, Roger Grasby agreed to observe the recruitment and selection process as a representative of the Police and Crime Panel. Roger has substantial experience of governance, strategic planning and performance and selection at senior level.

**Recruitment and Selection**

**Role Profile**

Following Judith Heeley’s retirement in May 2014 the role profile for Chief Finance Officer (Treasurer) was reviewed and updated in line with CIPFA’s statement on the role and responsibilities of the CFO in Local Government.

The role profile (attached at Appendix A) was evaluated by the Joint HR function for South Yorkshire and Humberside police forces using the HAY job evaluation methodology. In monetary terms the role was evaluated at Executive Grade 7, £78,741 - £87,831.

**Timetable for Recruitment**

Advertisement w/c 22 September (allowing 3 weeks to closing date)

Closing date 13 October 2014

Shortlisting 23 October 2014

1st stage Interviews 7 November 2014

Final stage Interviews 21 & 25 November 2014

**Advertisement**

The advert (attached at Appendix B) was widely circulated on websites for public finance and accountancy jobs, the OPCC/WYP website and circulated to members of the Police and Crime Commissioners Treasurers Society (PaCCTS), Association of Chief Police Officer (ACPO), Association of Police and Crime Commissioners (APCC) and local councils.

The advert attracted a total of 10 applications.

**Shortlisting**

The Shortlisting Panel comprising Fraser Sampson, Chief Executive and Solicitor and Bill Wilkinson, Independent Adviser met on 23 October 2014 to consider each application and to agree a shortlist. The Panel were supported by Elaine Shinkfield, Business Support Manager with the OPCC.

Prior to shortlisting each panel member had separately considered the anonymised applications and independently scored the evidence provided in each application against the 16 expertise in role areas and 7 personal qualities. These scores were combined and compared. Candidates deemed to have provided sufficient evidence of suitability were invited to attend 1st stage interviews.

Of the 10 applications received, 7 candidates were selected for interview at 1st stage.

**1st Stage Interviews**

The Interviewing Panel at 1st stage interviews comprised Fraser Sampson and Bill Wilkinson.

On arrival, candidates were given 30 minutes to prepare a 10 minute presentation to the Panel on the following “What do you understand as corporate governance in the setting of a Police and Crime Commissioners office”. This was followed by a structured interview. Candidates were assessed against the relevant competencies and personal qualities and were given an opportunity to expand on the evidence within their application form. Those who demonstrated the required level of capability against the scoring criteria to be deemed appointable were invited to a final interview with the Police and Crime Commissioner.

Of the 7 candidates interviewed, 3 were selected for final stage interview.

**Final Stage Interviews**

The PCC was supported at final stage interviews by Fraser Sampson, Bill Wilkinson and Roger Grasby.

10 questions, including supplementaries, were allocated across all four panel members and this process was adhered to across all four interviews. Each of the 10 questions was supported by the identification of a range of issues that candidates might be expected to include in their responses. Interview recording sheets were completed on an individual basis by each panel member (with the exception of Roger Grasby).

From the outset it was agreed that the quality of the candidates was of a high standard and therefore all were assessed to be appointable.

**Decision Making**

The application of the scoring matrix, using a four point scale, allowed for a full picture of raw scores (prior to any moderation). A full scrutiny of these prompted a significant amount of discussion on an individual candidate basis. Comparisons of the scores were also made to assess relativities between the cores in specific areas as well as across each interview as a whole.

There was full and open discussion amongst the Panel of each candidate based on an overall view of their performance at interview and those specific areas where particular strengths and weaknesses were in evidence. At all times the focus was on the expertise in role, competencies and personal qualities needed to perform successfully in the role of Treasurer.

The Police and Crime Commissioner’s preferred candidate is Katherine Johnson. Katherine is a CIPFA qualified accountant.  She has held her current position as Divisional Audit and Risk Manager with Liverpool City Council since February 2012.  She has previously worked as Principal Audit Manager with Leeds City Council (October 2007 to January 2012) and Principal Auditor with the Audit Commission (September 2001 to October 2007).  Katherine is also a volunteer member of the Joint Independent Audit Committee for North Yorkshire’s PCC and North Yorkshire Police.

Katherine has been offered the position subject to satisfactory references, vetting clearance and confirmation by West Yorkshire’ Police and Crime Panel. Satisfactory vetting and references have now been received.