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**Originator: Peter Skelton
Chief Finance Officer**

Decision number: D11-2018

Submitted to: Martin Surl, Police & Crime Commissioner for Gloucestershire

**Subject: Head of People Services and Workforce Development
Head of Digital and Data Services**

Executive summary:

The revised role profiles for the following two roles and have been reviewed and amended by the Chief Constable and DCC:

- Head of People Services and Workforce Development, replacing the Head of HR role.
- Head of Digital and Data Services – replacing the Head of ICT role.

Both of these roles are expected to drive considerable transformation, both within their functions and as part of the Enabling services Transformation Portfolio.

Both posts will be fixed term appointments for up to 18 months, and it is proposed to pay market factors because of the fixed term appointments and the need to drive transformation. This will result in additional costs, above the existing budgets, up to £40k. These costs will be spread across 2018/19 and 2019/20 and will be funded from the police staff salaries budget, from underspends in other areas.

Recommendation:

That the report is noted, that the Constabulary will recruit to the following two roles on fixed term contracts, up to 18 months:

- Head of People Services and Workforce Development
- Head of Digital and Data Services

Outcome/approval by:

Date: 27 March 2018

Signature:

A handwritten signature in black ink, appearing to read 'MASI', written over a horizontal line.

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<p>Public access to information</p> <p><i>Information in this form and associated reports is subject to the Freedom of Information Act 2000 and the Elected Local Policing Bodies (Specified Information) Order 2011. Where it has been indicated that this is a decision of significant public interest, all of this form except Part Two will be made available on the website of the OPCC.</i></p> <p><i>Any information that should not be automatically available on request should not be included in Part One but instead on a separate Part Two form.</i></p>	
<p>Is this a decision of significant public interest?</p> <p><i>This includes a decision with any impact on the community, expenditure in excess of £50,000, or any decision that would be of obvious interest to the media or the general public</i></p>	<p>Yes</p>
<p>Is there a Part Two form? <i>This section should only include information that, if published:</i></p> <ul style="list-style-type: none"> <i>a) would, in the view of the chief officer of the police, be against the interests of national security;</i> <i>b) might, in the view of the chief officer of police, jeopardise the safety of any person;</i> <i>c) might, in the view of the chief officer of police, prejudice the prevention or detection of crime, the apprehension or prosecution of offenders, or the administration of justice; or</i> <i>d) is prohibited by any enactment.</i> <i>e) breaches commercial sensitivity</i> 	<p>No</p>

Originator checklist (must be completed)	Comments including who has approved the report if applicable
Has legal advice been sought on this submission if required?	N/A
Has the Chief Finance Officer been consulted, if required?	Consulted on funding for posts
Have equality, diversity and human rights implications been considered, as appropriate?	N/A

[Title of Decision Paper]

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How is the recommendation consistent with the objectives of the Police and Crime Plan?	The two posts will drive digital transformation and ensure that the HR department is fit for purpose. Both of these are essential to ensuring that the objectives within the Police and Crime Plan are met.
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	The roles have been reviewed and approved by the Chief Constable and the DCC
Has communications advice been sought on areas of likely media, community, staff or partner interest and how they might be managed?	No
Have all relevant implications and risks been considered?	Yes

Part One – For publication

1. Purpose of the report

To inform the PCC and Governance Board of the plans to recruit to two critical roles within the Constabulary:

- Head of People Services and Workforce Development, replacing the current Head of HR post
- Head of Digital and Data Services, replacing the current Head of ICT post.

2. Background

• Head of People Services and Workforce Development

The Head of HR post is graded at PO11 – salary of £69k (at top of scale). The role profile for the post has been reviewed and amended, and the person taking that role will be expected to drive considerable transformation both within the HR function and as part of the Enabling Services transformation portfolio. The role profile has been attached. The post will report to the DCC and will manage the HR department and the Head of Learning and Development. It is proposed to advertise this post as a fixed term contract, up to 18 months.

It is proposed that the role is graded at PO11 and that market forces are added, up to £85k salary, to attract the right candidate. This is because of the temporary nature of the role and because of the transformation requirement.

The budget implications are considered below.

• Head of Digital and Data Services

The Head of ICT post is graded at PO11 – salary of £69k (at top of scale). For the last 12 months this post has been covered by the Service Delivery Manager, acting up on a salary of £75k.

The role profile for the Head of ICT has been reviewed and amended and replaced with the role profile for the Head of Digital and Data Services. The role profile is attached. This role will lead the ICT team and deliver a digitally enabled, high performing Constabulary. The post will report to the Chief Information Officer (CIO) and manage the ICT department. It is proposed to advertise this role as a fixed term contract up to 18 months.

It is proposed that the role is graded at PO10 and that market forces are added, up to a salary of £75k. This is because of the temporary nature of the role and because of the transformation requirement.

The budget implications are considered below.

3. Recommendation

That the report is noted, that the Constabulary will recruit to the two roles above on fixed term contracts, up to 18 months.

4. Financial and resource implications

For both posts additional costs have been projected. As the posts are for fixed term market factors have been added to the salary to attract suitable candidates. The total costs for each post, including pension and national insurance contributions are:

<u>Head of People Services and Workforce Development</u>			
			£
	Head of HR (PO11)		90,654
	Revised Role (up to £85k)		110,697
	Difference - 12 months		20,043
	Difference - 18 months		30,065
<u>Head of Digital and Data Services</u>			
			£
	Head of HR (PO11)		90,654
	Revised Role (up to £75k)		97,537
	Difference - 12 months		6,883
	Difference - 18 months		10,325
	<u>Total difference - 18 months</u>		40,389

The total additional costs for the two posts for 18 months will be around £40k. It is proposed that these costs will be covered within the existing police staff salaries budgets. Assuming the posts are filled in July the additional costs would be:

- 2018/19 £20k
- 2019/20 £20k

It is assumed that after these 18 month appointments either:

- The posts will be filled within the existing budgets (PO11 for both post, with no market factors), or
- New posts will be part of a new, costed structure for the departments, approved by Governance Board.

5. Risk assessment

It is really important that these two posts are filled. There are significant risks around HR and the HR post will lead and transform the function. Progress on digital transformation is also important to drive the changes required within the Constabulary and ensure that the Constabulary can show efficiency and productivity gains.

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6. **Equality & Diversity impact assessment**
N/A

7. **Environmental impact assessment**
N/A

8. **Consultation**
The roles have been reviewed and approved by the Chief Constable and the DCC. The salaries and funding have been discussed with the CFO.

9. **Discussed with Communications & Engagement**
N/A

10. **Conclusion**

Originator approval

Name: Peter Skelton

Job title: Chief Finance Officer

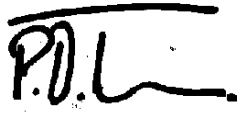
Signature: Peter Skelton

Date: 24/03/18

Chief Executive approval

I am satisfied that relevant advice has been taken into account in the preparation of the report and that this is an appropriate request to be submitted to the PCC.

Signature:



Date: 26 March 2018