



SUSSEX POLICE & CRIME PANEL

Sussex Police and Crime Panel

26 June 2020

Confirmation Hearing for the proposed Chief Constable of Sussex Police

Report by The Clerk to Sussex Police and Crime Panel

Recommendations

- a) That the Panel considers the attached reports provided by the Office of Sussex Police & Crime Commissioner and, following questioning, agrees a recommendation to the Commissioner on whether or not to appoint the proposed Chief Constable of Sussex Police.
- b) That the Panel delegates to the Clerk to Sussex Police and Crime Panel, in consultation with the Panel Chairman and Vice Chairman, the development and submission of the reports to the Commissioner containing the Panel's recommendations.
- c) That the Panel agrees an embargo on the release of the outcomes of the confirmation hearing until 12.00 noon, Tuesday 30 June to be observed by members of the Panel and the Office of the Police and Crime Commissioner.

1. Background

- 1.1 The Police Reform & Social Responsibility Act 2011 (the Act) requires that Police & Crime Panels hold confirmation hearings for certain key appointments to be made by the Police & Crime Commissioner. These requirements are detailed within two Schedules of the Act.
- 1.2 The confirmation hearing of 26 June is for the proposed appointment to the role of Chief Constable for Sussex Police, under Schedules 1 and 8 of the Act.

2. Confirmation Hearings for the Proposed Chief Constable

- 2.1 The Police & Crime Commissioner must provide the Panel with the following information (see the supporting attachments):
 - i. The name of the person whom the Commissioner is proposing to appoint

- ii. The criteria used to assess the suitability of the candidate for the appointment;
- iii. Why the candidate satisfies those criteria
- iv. The terms and conditions on which the candidate is to be appointed.

3. The Panel's Role

- 3.1 Under the terms of the Act, the Panel is required to:
 - i. Review the proposed appointment
 - ii. Make a report to the Commissioner on the proposed appointment
 - iii. Include within the report a recommendation to the Police & Crime Commissioner as to whether or not the candidates should be appointed
 - iv. Publish its report in a manner of its own determination
 - v. In respect of the confirmation hearing for the Chief Constable the Panel has the power of veto by a two thirds majority, if necessary
- 3.2 The Panel is invited to question the candidate in order to confirm they have the necessary professional competence and personal independence to carry out the role.
- 3.3 The Panel will arrive at a conclusion on the proposed candidate during a closed session following the hearing, and then publish a report on the proposed appointment to the Commissioner, with a recommendation as to whether or not the candidate should be appointed.
- 3.4 The Act allows the Police & Crime Commissioner the right to accept or reject the Panel's recommendation. However, she must inform the Panel of her decision. In the event of the Panel exercising the power of veto over the appointment of the Chief Constable the Police and Crime Commissioner must not appoint the candidate.

4. Resource Implications and Value for Money

- 4.1 The cost of this hearing is met from the funds provided by the Home Office for the operation and administration of Sussex Police and Crime Panel.

5. Risk Management Implications

- 5.1 It is essential that residents can have confidence in the soundness and integrity of the recruitment process for senior appointments to public bodies. Scrutiny of the proposed candidate will help inform the PCC's final decision, without influencing the impartial process that preceded that decision.

- 5.2 The hearing must be conducted within the bounds of employment law, and must not stray into unwarranted intrusion, or lines of questioning that might be unfair or unreasonable.

6. Other Considerations – Equality – Crime Reduction – Human Rights

- 6.1 The Panel's positive obligations under the Human Rights Act have been considered in the preparation of these recommendations but none of significance emerges.
- 6.2 Equality and diversity principles apply to an appointment process, in order to ensure compliance with the public sector equality duty.

Tony Kershaw

Clerk to Sussex Police and Crime Panel

Contact:

Ninesh Edwards

(T) 0330 222 2542

(E) ninesh.edwards@westsussex.gov.uk

Appendices:

Appendix i) - Report by the Office of the Police and Crime Commissioner - Proposed PCC appointment to the position of Chief Constable of Sussex Police

This page is intentionally left blank



To:	The Sussex Police & Crime Panel
From:	The Sussex Police & Crime Commissioner
Subject:	Proposed Sussex Police & Crime Commissioner appointment to the position of Chief Constable of Sussex Police
Date:	26 June 2020
Recommendation:	That the Police & Crime Panel commend the proposed appointment of Jo Shiner as Chief Constable of Sussex Police

1.0 Introduction

- 1.1 This report sets out the proposed Sussex Police & Crime Commissioner (PCC) appointment to the position of Chief Constable of Sussex Police.
- 1.2 The report also provides an overview of the assessment, selection and recruitment process used by the PCC, further details about the demonstrable evidence of the proposed candidate to meet the role profile and person specification, together with the terms and conditions for the appointment.

2.0 Appointment of a Chief Constable

- 2.1 On 4 March 2020, Chief Constable Giles York announced his intention to stand down from the position of Chief Constable of Sussex Police on 2 July 2020.
- 2.2 The Police Reform and Social Responsibility Act 2011 (Chapter 5 – Section 38) prescribes that the PCC for a police area must appoint the Chief Constable of the police force for that area.
- 2.3 Paragraph 3 of Schedule 8 of the Act requires the PCC to notify the Sussex Police & Crime Panel (the Panel) of her proposed appointment to the post.
 - 2.4 The PCC must include the following information in the notification:
 - a) The name of the person whom the PCC is proposing to appoint (the candidate);
 - b) The criteria used to assess the suitability of the candidate for the appointment;
 - c) The reasons why the candidate satisfies those criteria; and
 - d) The terms and conditions on which the candidate is to be appointed.
 - 2.5 Paragraph 4 of Schedule 8 sets out that the Panel must review the proposed appointment and make a report to the PCC on the proposed appointment, including a recommendation to the PCC as to whether or not the candidate should be appointed. The report should be made within a period of three weeks, beginning with the day on which the Panel receives notification from the PCC of the proposed appointment.
 - 2.6 In accordance with Paragraph 5 of Schedule 8, the Panel may, having reviewed the proposed appointment, veto the appointment of the candidate in exceptional circumstances. The decision must be made by the required majority of at least two-thirds of the members of the current Panel membership at the time the decision is made.

3.0 Assessment, Selection and Recruitment Process

- 3.1 'Home Office – Circular 013/2018' outlines the legal requirements and principles for the appointment of chief officers. For the appointment of Chief Constables, it is for the PCC to decide how they wish to run their recruitment process and which candidate they wish to appoint. The PCC should involve an independent member during assessment, short-listing and interviewing of candidates for Chief Constable positions.
- 3.2 The vacancy was advertised on the 'Senior Leaders Hub' on the College of Policing website for five weeks between the period 23 March and 1 May 2020. In addition, the PCC wrote to every Chief Constable in England and Wales asking that the opportunity to apply be brought to the notice of qualified chief officers. Four applicants were shortlisted for the role and invited to interview on 1 June 2020.
- 3.3 The PCC was joined on the interview Panel by Lynne Owens, Director-General of the National Crime Agency and Air Vice-Marshal Robert W. Johnson (ret'd). Mrs Owens served as Assistant Commissioner of the Metropolitan Police Service and the Chief Constable of Surrey Police from 2012 to 2015. Air Vice-Marshal Johnson spent more than 34 years in the Royal Air Force and is now an independent consultant for leadership development, coaching, crisis and resilience.
- 3.4 The PCC also appointed Mrs Di Newton as the independent member. Mrs Newton has been involved in the selection and appointment of a range of senior policing roles previously, through her position as an Associate Assessor for the College of Policing, including: Senior Police National Assessment Centre (PNAC), High Potential Development Scheme (HPDS) and Direct Entry Inspector and Superintendent programmes. Mrs Newton was also used as the independent member by the PCC for the recruitment of the current Chief Constable in 2014.
- 3.5 Mrs Newton has submitted a full report setting out the details of the recruitment process (Appendix A). The report provides full details about the selection and decision-making processes, as well as a statement that the process fully met the principles of fairness and openness and that the appointment recommendation was based on merit.

4.0 Proposed Appointment

- 4.1 The PCC has selected Deputy Chief Constable Jo Shiner as her proposed candidate. Jo has worked for Sussex Police as Deputy Chief Constable since November 2018 and spent four years as Assistant Chief Constable with Kent Police heading up the local policing command prior to that.
- 4.2 All applicants were assessed against the Competency and Values Framework (CVF) and Policing Professional Profile (PPP) – developed by the College of Policing.
- 4.3 The PPP defines the expectations and accountabilities for all police officers and staff roles. The CVF sets out nationally recognised behaviours and values, with six competencies contained within three groups, set out on the following page:

Resolute, compassionate and committed

- ✓ We are emotionally aware
- ✓ We take ownership

Inclusive, enabling and visionary leadership

- ✓ We are collaborative
- ✓ We deliver, support and inspire

Intelligent, creative and informed policing

- ✓ We analyse critically
- ✓ We are innovative and open-minded

- 4.4 Further information about the PPP and the CVF for the role of Chief Constable can be viewed through the following link:
<https://profdev.college.police.uk/professional-profile/chief-constable/>
- 4.5 Deputy Chief Constable Shiner provided strong evidence in both her application and at interview that she met the expectations, accountabilities and competencies set out in the CVF and scored 'consistently high' or 'good performance' in each of the areas that the Panel assessed her on: personal statement; presentation and interview.
- 4.6 A copy of the completed application form and curriculum vitae received from Deputy Chief Constable Shiner is attached in Part II of the papers for this meeting.
- 4.7 The Panel is asked to review the proposed appointment and make a report to the PCC on the proposal, including a recommendation as to whether or not the candidate should be appointed. Until the conclusion of this process, Deputy Chief Constable Jo Shiner remains the preferred candidate for the appointment.

5.0 Terms and Conditions for the Appointment

- 5.1 Subject to the acceptance of the proposed candidate by the Panel, Deputy Chief Constable Shiner will be appointed for a period of five years at a salary of £162,840 per annum (TBC), in line with the chief officer pay structure for England and Wales.
- 5.2 Annual increment progression will be made on the anniversary of the appointment, subject to satisfactory performance in post. The salary and employer on-costs for this position will be provided for within existing budgetary provisions. A copy of the provisional offer letter is included in Appendix B.
- 5.3 The PCC reviewed the '*Chief Constable Benefits Policy*' in May 2020. A copy of the Benefits Policy is included in Appendix C.

Mark Streater

Chief Executive & Monitoring Officer

Office of the Sussex Police & Crime Commissioner

Appendices:

Appendix A – Mrs Di Newton – Independent Member Report

Appendix B – Provisional offer letter to the proposed candidate

Appendix C – Chief Constable Benefits Policy

**Chief Constable – Sussex Constabulary
Appointment Process**

Independent Member Report

Di Newton

12 June 2020

Report of the Independent Member on the Selection and Appointment Process for the role of Chief Constable for Sussex Constabulary

Introduction

1 Home Office Circular 20/2012 outlines that it up to the Police and Crime Commissioner (PCC) to decide on the process to use in the appointment of their Chief Constable and which candidate to appoint subject to the confirmation of the Police and Crime panel. However, they should involve an Independent Member in the assessment, shortlisting and interviewing of candidates and that member should provide a report on the process for submission to the Police and Crime Panel.

2 This is my report as the Independent Member on the selection and appointment process for the next Chief Constable of Sussex which is the responsibility of Police and Crime Commissioner Katy Bourne. It aims to provide background information about the processes used and an objective assessment of the extent to which the appointment decision was based on the key principles of:

- Merit
- Fairness
- Openness

It also discusses the extent to which the appointments panel was able to fulfil its responsibility to challenge and test candidates' suitability against the agreed requirements.

Roles and Responsibilities

3 The College of Policing (the College) has developed detailed guidance and supporting documentation to support those involved in the selection and appointment of chief officers. It applies nationally and can be adapted to meet local needs and is regularly updated. The guidance includes a wide range of templates and information and gives specific advice on the roles and responsibilities of those involved and are described in the following paragraphs.

Independent Member (IM) Role

4 The role of the IM is to monitor that the selection process is conducted fairly, openly and based on merit. IMs should be suitably experienced and competent in assessment and selection practices. I have a strong background in selection and appointments in a range of roles, including as an HR director, Independent Police Authority member and in a professional capacity as a consultant. I am trained in the use of a range of psychometric and personality assessment tools and a variety of selection and assessment mechanisms. Until 2018 I was an associate assessor of the College of Policing and involved with a range of senior selection and assessment programmes. Further details of my experience are at the Annex.

Appointment Panel

5 The role of the appointment panel is to challenge and test that the candidate meets the necessary requirements to perform the role. PCCs are responsible for ensuring that panel membership is diverse, suitably experienced, and competent in selection practices. For this exercise the membership comprised:

- Katy Bourne, PCC (chair)
- Bob Judson FRAeS – Management Consultant and Director Deloittes UK
- Lynne Owens CBE QPM– Director General, National Crime Agency
- Di Newton FCIPD, Observer and Independent member

6 All panel members have worked at senior levels within their respective fields and had previous training and experience of appointing senior police officers. They brought with them a range of relevant skills and knowledge. Lynne Owens, in addition to her wide experience of police recruitment and training, brought a high level of professional policing skills and extensive knowledge of policing at national and local level. Lynn was able to provide valuable policing insights to the panel at a strategic and operational level. Members had been briefed on the requirements and were provided with copies of the relevant documents and guidance.

7 Mark Streater as CEO was responsible for supporting the PCC and the panel and ensuring the appointment process overall was properly conducted in line with the key principles of fairness, openness and selection on merit.

Application Process

8 I was invited to join the panel at the shortlisting stage at which point the application pack, including the job description and person specification had been developed. This was not an issue as Mark Streater gave me access to all the documentation that had been used and was readily available to answer any questions that I had. Through this approach I was able to review retrospectively all the steps taken in the design and attraction phases. It was evident that there was a commitment from the outset to having an open and robust system in place, for example, the CEO had involved the College at an early stage so that they could offer support and he and his team had made good use of their guidance and templates. .

9 The advertising and communication strategy was open and transparent with the PCC taking steps to ensure that the vacancy details were widely circulated. Details were advertised online via a number of relevant websites including, the National Police Chiefs Council (NPCC) Office of the Police and Crime Commissioner for Sussex, the College of Policing senior leaders portal. The PCC also demonstrated her desire to attract a wide field by writing to every Chief Constable in the UK asking them to circulate the advert to their chief officers.

10 Candidates were invited to apply by submitting the following documents;

- an up to date CV
- a two 2 page “personal statement” describing their suitability for the role and referring where appropriate to the values set out in the Policing Competency and Values Framework and Policing Professional Profile for a Chief Constable
- a self-disclosure form giving details of any disciplinary matters, outstanding allegations or ongoing investigations

Shortlisting

11 The vacancy attracted four applications, three from external candidates and one from an internal candidate. Whilst this may not seem a large number of responses in comparison with other sectors it is a good response in senior policing terms where campaigns regularly attract only one or two candidates. Key factors impacting on the number of applicants for CC vacancies include the changes to pension legislation that potentially reduces the financial incentive for promotion and reluctance to relocate to the area of the vacancy. The number of candidates applying for this vacancy reflects the efforts made to attract a wide range of candidates.

12 The panel considered the four applications via a virtual shortlisting meeting held on 7 May. Whilst Lynne Owens was unable to join the meeting she had send comments in advance. Using a three point scale, candidates were assessed using evidence from their application on the extent to which they demonstrated the six competences from the Policing Professional Framework (PPF) –

- Innovative and open minded,
- Analyses critically
- Ability to deliver, support and inspire,
- Works collaboratively,
- Takes ownership,
- Emotionally Aware

13 After assessing the evidence, panel members agreed that all four candidates had provided sufficient evidence of meeting the requirements to merit an invitation to the final selection stage. Arrangements to ensure that all interview candidates had every opportunity to access information about the force via a familiarisation day had to be revised in the light of Covid19. As a first step, candidates were invited to initially contact the Chief Constables office to discuss how best to share relevant information on an individual basis.

Final Selection

14 The final selection process comprised two elements, a 10 minute presentation with the topic to be provided in advance followed by 10 minutes of questions and a formal interview. Panel members were consulted on the presentation topic and reached a consensus view that the selected topic was an open one that would not disadvantage any candidate. In a previous appointment exercise, the PCC had involved stakeholder panels as a third element in the selection process however this was not a practical or appropriate option given the current pandemic.

15 In addition to the assessment exercises further information on each of the candidates was obtained by the use of a psychometric/personality questionnaire. The outcomes from this process were used to inform the areas of questioning at the final interview stage.

16 The interviews took place on 1 June and due to the relaxation of some of the restrictions relating to Covid19, candidates and panel members were able to attend in person, subject to social distancing requirements. Living beyond daily travel distance, I was unable to be present in person but joined the panel for the full day via a teleconferencing facility.

17 On the day panel members met an hour and half before the first presentation and interview to be briefed by Helen Slimmon, senior psychologist from the College on the outcomes from the personality questionnaires and to agree the final areas of questioning. At this session members made good use of the opportunity to ask questions and clarify their understanding of the results and, how these might be used to inform the interview process. The questionnaire provides useful information about candidates' preferred operating styles and provides an indicator of areas that might be explored and probed at interview.

Personality Questionnaire

18 The assessment tool used for this exercise was the NEO PI-R, a widely used broad based measure of the personality. The assessment comprised a number of stages starting with each candidate completing an online self-report – a reflection of how they perceived themselves. This self-assessment was against those facets of personality which based on the role profile were deemed to be the most relevant to the role of Chief Constable of Sussex. The candidates had a telephone confirmatory discussion with Helen to verify how their preferences affected the way in which they operate within the workplace. In addition, the feedback explored any counterbalancing strategies the individual had in place to manage the less desirable impact of their preferred approach. Panel members had sight of the individual candidates reports and a report from the senior psychologist providing an overview of all candidates against the traits measured by the profiling tool for comparative purposes.

Presentation and Interview

19 Candidates were given advance notice of the presentation topic "*What does success look like in the next five years as the Chief Constable for Sussex?*" This was a broad topic that allowed candidates to demonstrate a range of competences and approaches. Where candidates had made use of presentation materials copies of these were given to the panel. A ten minute question session followed giving panel members the opportunity to probe the candidate's thinking and reasoning.

20 Final interview questions were agreed and allocated at the pre-panel meeting ensuring that the areas for exploration took account of the feedback from the personality questionnaires. The questions were designed to be open and to elicit evidence against the key competency requirements of the role.

21 Whilst one panel member took the lead on each question other panel members had the opportunity to pick up and probe any further points. Members took full advantage of this and as a result the panel was able to challenge and thoroughly test the candidate's responses against all the criteria. I took an observer role during the interview and was able to focus on all the panel questions and candidates' responses.

22 The panel used a 5 point rating scale as recommended by the College to assess the evidence from candidates against each competence areas. It was agreed not to use arithmetic totals or average scores as part of the scoring system as these could skew the evidence based outcomes. Where there was a difference in member's individual views on the appropriate rating for each competency all were prepared to justify, clarify and evidence their assessment before reaching a consensus rating.

Agenda Item 8

Appendix A

23 Candidates presentations and interview responses were assessed individually against the relevant competence areas. There was a diverse range of candidates all with strengths in different areas and with differing development needs. The panel scores in isolation did not produce a clear preference. On balance and following careful assessment of all the evidence obtained from the assessment exercises against the role requirements, it was agreed that Deputy Chief Constable Jo Shiner was the preferred candidate. DCC Shiner was clearly appointable; she demonstrated that she met the requirements of the role and that she fully merited the appointment.

Conclusion

24 The selection and appointment process took place against a background of the Covid19 lockdown. This meant that some changes had to be made to the original plans and these were made in good time. The changes showed a high level of commitment to ensuring that candidates were treated fairly, supported and kept informed throughout. The process operated smoothly and effectively with appropriate use made of virtual meetings. Mark Streeter ensured that panel members were well briefed and had access to a range of documentation and guidance

25 Good use was made of the template documents and rating systems designed by the College of Policing specifically to help in chief officer selection exercises nationally. These reflect, “best practice in recruitment and provide a firm foundation on which to plan and implement a fair and merit based process.

26 The advertising strategy attracted a good field of candidates and the selection process enabled them to be rigorously challenged and tested against the requirements. Panel members were involved at the shortlisting, presentation and interview stages ensuring consistency, fairness and transparency. Members were able to engage in robust debate and discussion on the evidence before reaching conclusions.

27 Having had the opportunity to review the documentation and personally observe and be involved in the process from the shortlisting stage onwards I am confident that the process fully complied with the regulations and was based on the principles of fairness, openness and merit.

Appendices:

- Annexe 1 – Independent Member background information
- Annexe 2 – Shortlisting scoring scale
- Annexe 3 – Interview scoring scale

Annex

Di Newton FCIPD

Background Experience

Having worked for eight years as an HR director in the public sector, I established a successful small consultancy business, Di Newton Associates, specialising in working with organisations going through mergers and organisational restructuring. Clients included public, private and charitable sector organisations. I

I have wide experience of independent quality assurance and reporting on selection and appointment processes gained from my involvement with a range of organisations. This includes having been a registered independent assessor with the Office for the Commissioner of Public Appointments, the NHS Appointments Commission and the Welsh Assembly Government. I have worked successfully with chairs from a variety of organisations on the appointment of Non Executive Directors, CEOs, specialist advisers and governors. I am trained in a range of assessment techniques and a Fellow of the Chartered Institute of Personnel and Development.

I have a long standing interest and involvement in policing and the justice system stemming from nine years as an independent member of the Leicestershire Police Authority, including lead member for HR and member of the Appointments Panel. During my time with the Authority I was closely involved with a range of senior appointments, from ACC to CC level. On their abolition in 2012 I continued to work with the PCC and constabulary as an interim member of the Joint Audit Risk and Assurance Panel pending recruitment of the permanent panel members. From 2012 to 2019 I was an associate assessor with the College of Police College and gained experience of police assessment on a wide range of programmes including the High Potential Development Scheme (HPDS), the senior Police National Assessment Centre (PNAC) and the Direct Entry schemes

From December 2013-2018 and following a formal application and selection process I was one of six individuals appointed to the Policing College register of accredited, Independent Members and through this was invited by a number of Police Commissioners and Chief Constables to join their appointment processes as an independent panel member. Since the College's change of focus and abolition of this register in 2018 I have been contacted directly by a number of PCCs and Chief Officers and invited to be the independent member for their senior appointments panels.

In addition to an independent and business focused approach to selection I bring a strong background in employment law and a personal commitment to fairness and diversity. As a member of the Employment Tribunals Service in the East Midlands I have gained a real breadth of knowledge and experience of employment law and its practical application in business environments. As a lay advisor to the East Midlands Lord Chancellors Advisory Committee I work with magistrate colleagues on the selection and appointment of new magistrates in the region and am currently working with a project group aimed at improving diversity within the local magistracy

This page is intentionally left blank

Shortlisting scoring scale

A = Strong Evidence - the candidate provides evidence of many descriptions within the quality / competency area at an appropriate level for the role, with direct relevance to the policing priorities as set by the PCC/CC and answers the question.

B = Acceptable Evidence - the candidate provides some evidence of the descriptors within the quality / competency area at an appropriate level for the role, has some relevance to the policing priorities as set by the PCC/CC and / or does not respond to all the issues in the question.

C = Evidence Not Provided - the candidate provides insufficient evidence or the evidence is at a level below that required for the role applied for or does not have relevance to the policing priorities as set by the PCC/CC.

This page is intentionally left blank

Scoring Scale

Marking should be on a scale of 1-5 with 1 being the highest score and 5 being the lowest. Candidates must score a minimum of 3 in every area to be deemed acceptable.

1 = CONSISTENTLY HIGH PERFORMANCE. The candidate has maintained a consistently high level of performance across all aspects of the described values area/leadership behaviour/technical skill. In some respects their performance is outstanding. Very limited room for improvement.

2 = GOOD PERFORMANCE. The candidate has maintained a consistently good level of performance across the described values area/leadership behaviour/technical skill. There are some definite areas for improvement, but it should be possible for the candidate to address these following experience in the role.

3 = SUITABLE PERFORMANCE. Overall, an acceptable performance across the described values area/leadership behaviour/technical skill has been achieved. There are some definite areas for improvement, but it should be possible for the candidate to address these following experience in the role.

4 = UNSATISFACTORY PERFORMANCE. In some respects the candidate's performance may have been acceptable, but further development is required to bring the overall performance within the described values area/leadership behaviour/technical skill to a satisfactory level.

5 = CONSISTENTLY UNSATISFACTORY PERFORMANCE. The candidate has maintained a consistently unsatisfactory performance across the described values area/leadership behaviour/technical skill. Substantial development is required to bring the candidate to an acceptable level.

This page is intentionally left blank

Katy Bourne OBE
Sussex Police & Crime Commissioner

Tel: 01273 481561
Email: pcc@sussex-pcc.gov.uk
www.sussex-pcc.gov.uk

The Office of the
Sussex Police &
Crime Commissioner
Sackville House
Brooks Close, Lewes
East Sussex, BN7 2FZ



Sussex
Police & Crime
Commissioner

Deputy Chief Constable Jo Shiner
(via email)

5 June 2020

Dear Jo

I am pleased to confirm that, under Schedule 8 of the Police Reform and Social Responsibility Act 2011, I propose to appoint you as Chief Constable of Sussex Police.

I will be notifying the Police and Crime Panel of this decision. You will be required to attend a 'confirmation hearing' of the Police and Crime Panel on Friday 26 June 2020.

You will be appointed as Chief Constable on an initial contract of 5 years and I will shortly confirm your start date and salary, which will be in line with the chief police officers pay structure. Annual incremental progression will be made on the anniversary of your appointment, subject to satisfactory performance in post.

The Sussex Chief Constable Benefits Policy, which I reviewed in May 2020, will apply with respect to your appointment in this post.

I look forward to working with you and am excited for both the future of the Force and the safety of all those who live, visit and work in Sussex.

Yours sincerely

A handwritten signature in black ink, appearing to read "Katy Bourne".

Katy Bourne OBE
Sussex Police & Crime Commissioner

This page is intentionally left blank



Chief Constable Benefits Policy

Introduction

The Police Reform and Social Responsibility Act 2011 sets out the Police & Crime Commissioner (PCC) responsibility for the Chief Constable's appointment and terms and conditions. The Chief Constable has responsibility for the appointment of the Deputy Chief Constable, Assistant Chief Constables and Directors and in establishing their terms and conditions, in consultation with the PCC. This policy document sets out the benefits available to the Chief Constable.

Removal and Relocation Expenses

Where the Chief Constable relocates their home (based on the assumption that the Chief Constable was the owner of the former home) the following relocation package is offered, subject to agreement by the PCC, and detailed in accordance with Police Regulations 199:

- a. The reasonably incurred cost of removal including removal fees, against estimates agreed beforehand.
- b. Provision of accommodation or payment up to half maximum rent allowance or half housing allowance for a maximum of 26 weeks.
- c. Disposal costs on sale of premises including legal and agent fees reasonably incurred in disposing of former home, against estimates agreed beforehand.
- d. Solicitors fees, Estate Agents fees and Stamp Duty reasonably incurred in acquiring a new property, against estimates agreed beforehand.
- e. Mortgage payments on the former main home for a maximum of 26 weeks. This reimbursement is subject to a maximum limit of 40% of the relevant officer's annual salary, calculated at the top point of the incremental scale at the time of appointment.

An estimate should be provided and agreed with the PCC before any commitments are entered into. Three quotations must be obtained for removal fees – reimbursement will be made on the basis of the lowest quote.

Value: Removal and relocation expenses will be reimbursed up to a maximum limit of 40% of the relevant officer's annual salary, calculated at the top point of the incremental scale at the time of appointment.

Tax position: Expenses above £8000 are subject to tax and national insurance under HMRC rules. Tax will be payable under the P11D arrangements. Qualifying removal expenses under £8,000 currently do not attract a tax or NIC liability.

NPCC Subscriptions

The Force will meet cost of annual membership subscriptions to the National Police Chiefs' Council (NPCC) and the cost of the Chief Police Officers' Staff Association Insurance Premiums.

Value: Annual rate as set by NPCC

Tax position: Not taxable

Agenda Item 8

Appendix C Medical Screening

Medical screening is undertaken every two years at a local Nuffield hospital. Medical screening is conditional upon the Chief Constable's agreement to provide the medical report to the Force Medical Adviser (FMA), as well as to the PCC and, if they wish, their GP.

The FMA will review the report on the Chief Constable to determine whether there are any issues affecting that officer's medical fitness to have command. Administration of the medical screening arrangements is undertaken by the Chief Constable's Staff Officer who will be responsible for arranging appointments (including reminders), authorising payment and ensuring that the provider issues screening reports to the FMO.

Value: N/A

Tax position: Not taxable

Health Care Subscriptions

The PCC will reimburse the Chief Constable's privately-arranged health care insurance subscriptions and other costs subject to an annual ceiling, up-rated annually and subject to periodic reviews. Within the respective ceiling individuals may include the cost of health insurance for spouses/partners and dependent children under the age of 18. Expenditure that is not eligible for reimbursement includes glasses and dental fees.

Value: £2,096 per year

Tax position: Taxable

Vehicle Scheme

The Chief Constable is required to travel extensively around the county and to be readily available for on call or recall to duty in urgent situations.

1. Cash Allowance Option

The Sussex Police Chief Officer Vehicle Scheme provides an annual 'cash allowance option'. The cash allowance is paid monthly with salary and is taxed at source. The value of the allowance is up-rated annually in line with the Chief Officer Pay award made in the previous September.

Value: £10,113 per year

Tax position: Taxable

In exceptional circumstances, the Chief Constable, if in receipt of the cash allowance and with specific command responsibility may occasionally have use of a role equipped operational vehicle provided as part of the Sussex Police fleet. Chief Officers should not use these vehicles for general business purposes (including general on call duties) and private use is not permitted. These vehicles are part of the Sussex Police vehicle fleet and are rotated to meet force requirements.

No travel claims for business vehicle mileage undertaken in private vehicles are permitted under this policy. However, the Chief Constable, if they wish to, may reduce his/her personal tax liability if they undertake business mileage in their own vehicle.

Her Majesty's Revenue and Customs (HMRC) currently allow business travel expenses that are not reimbursed by an employer to be used in the calculation of individuals' tax liability. This means that, in effect, under current rules, the HMRC will reduce individuals' tax assessment for business miles at the rate of 45p per mile for the first 10,000 miles and certain other expenses that are not reimbursed by the employer. Claim forms and further details are available from the HMRC website as follows <http://www.hmrc.gov.uk/forms/p87.pdf>.

The Chief Constable must maintain a record of business mileage in order to support claims to the HMRC.

2. Provided Car Option

In line with the Assisted Vehicle Scheme for Superintendents, the provided car option is a 'provided' car serviced, insured, taxed and maintained as part of the Force fleet. Vehicles that are purchased for the Chief Constable are replaced in line with the core fleet replacement policy. This policy provides an enhanced vehicle specification (to include high performance vehicles) but conforms to all the other terms and conditions of the Assisted Vehicle Scheme. The vehicle is available for the Chief Constable's private use for which a charge is made (see below). The vehicle may also be used by any authorised driver when the officer is off duty.

As the vehicle is provided as part of the Force fleet, it must be suitable for operational purposes. The choice and specification of the vehicle must therefore be commensurate with Force requirements. Requirements will be managed by the Head of Joint Transport Service who will determine the choice of vehicles available and, if necessary, with guidance from the Director of Finance. The vehicle will be covertly fitted with suitable radio and public warning equipment,

In line with the Business Travel and Subsistence Policy, published on the Sussex Police intranet, the Force will recharge the cost of all personal travel, monthly in arrears, at the prevailing rate through Payroll. The Chief Constable is responsible for the cost of all travel commuting between their home and normal place of work; circumstances that represent exceptions to this rule are outlined in section 10 of the Business Travel and Subsistence Policy. The rate for private mileage is set annually in accordance with the HMRC Advisory Fuel Rates + VAT. Rates are detailed in Appendix 1. Records of private mileage have to be submitted monthly in order that the appropriate salary deduction can be made.

The provided car option represents a taxable benefit. The tax treatment is determined by the HMRC.

Insurance is arranged as part of the Force fleet. Cover is comprehensive subject to an excess as set out in the Assisted Vehicle Scheme for Superintendents and these arrangements extend to include authorised drivers, including family members. Details need to be provided to the Head of Insurance Services in the Finance Department.

If the provided car option is chosen, the Chief Constable is required to complete and sign the Assisted Vehicle Scheme agreement.

A vehicle log book, recording business and private mileage is required. The log book has to be submitted for inspection at no less than monthly and not more than three monthly intervals. The inspection is to ensure completion of the log book and compliance with the need to record private mileage.

Tax position: Taxable

Home Telephone

If the Chief Constable lives in or moves to an area where mobile or internet connections are either not available or very poor, the costs of the rental of one home telephone line will be met subject to the approval of the PCC. The cost of business calls made from home will be reimbursed.

Tax position: Taxable benefit for the rental for one home telephone line and business calls made from home

Agenda Item 8
Appendix C

Sussex Police Mileage Rates

Appendix 1

The current Sussex Police mileage rates for the Chief Constable Benefits Policy can be viewed in the table below:

Fuel Type	Engine Size	Amount per mile
Petrol	1400cc or less	10 pence
	1401-2000cc	12 pence
	Over 2000cc	17 pence
Diesel	1600cc or less	8 pence
	1601-2000cc	9 pence
	Over 2000cc	12 pence
Liquid Petroleum Gas (LPG)	1400cc or less	6 pence
	1401-2000cc	8 pence
	Over 2000cc	11 pence
Electricity	Electricity is not a fuel for car fuel benefit purposes.	4 pence

These rates are in line with HMRC Advisory Fuel Rates and are accurate as at 1 June 2020.

HMRC review these rates quarterly on: 1 March; 1 June; 1 September and 1 December.

Further information about mileage rates can be viewed through the following link:

http://www.hmrc.gov.uk/cars/advisory_fuel_current.htm