

1 September 2016

Dear Applicant

Re: Nottinghamshire Police Recruitment

Nottinghamshire has one of the fastest improving police forces in England and Wales, where crime rates are falling faster than many other areas. The force needs an inspirational and charismatic leader to continue this positive journey.

As Nottinghamshire's Police and Crime Commissioner I am looking for a highly motivated Chief Constable who shares my own ambitions and who will relish the challenges in delivering my Police and Crime Plan. These challenges look ahead to 2020 and incorporate the need for financial savings alongside a balanced budget; extending collaborative working locally and regionally; recruitment and retention of a representative workforce; policing rural, urban and diverse communities, responding to the National Child Abuse Inquiry and further embedding partner relationships.

Please be aware of the key dates below, all of which are non-negotiable, and ensure that, should you be shortlisted, you are available for interview on the dates indicated.

- 23 September 2016, 12noon, Deadline for application
- 30 September 2016 shortlisting
- Shortlisted candidates will be informed no later than 14 October 2016
- Personality profiling week commencing 17 October 2016
- 10 November 2016 Stakeholder panels and media exercise
- 11 November 2016 Appointment panel interviews

It is anticipated that the new post-holder will take up the role by 1 April 2017. You should find attached to this email an application pack, which includes:

- Job Description and Personal Qualities*
- Strategic Challenges and Ambitions for an inspirational Chief Constable
- Application Form*
- Nottinghamshire Relocation and Benefits package
- Equal Opportunities Monitoring Form*
- Vetting Form*

*Please ensure these items are submitted as part of your application. If anything is missing, please inform my office immediately.

As you would expect there is a wealth of information on both my own website, the force's site and other portals, but I fully appreciate that you may feel you wish to get a closer view. Therefore, if you wish to arrange a familiarisation visit we have arranged for the current Chief Constable's PA to help you. Please contact Ruth Clement by telephone on 0115 967 2006 or e-mail ruth.clement@nottinghamshire.pnn.police.uk

continued.....

The Nottinghamshire Office of the Police and Crime Commissioner
Arnot Hill House, Arnot Hill Park, Arnold, Nottingham NG5 6LU

T 0115 844 5998 F 0115 844 5081

E nopcc@nottinghamshire.pnn.police.uk W www.nottinghamshire.pcc.police.uk

If you have any further questions regarding the work of my own Office, please contact Chief Executive Kevin Dennis by e-mail kevin.dennis@nottinghamshire.pnn.police.uk or telephone 0115 844 5998.

I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paddy Tipping'.

Paddy Tipping
Police and Crime Commissioner

JOB DESCRIPTION

POST TITLE:	CHIEF CONSTABLE
ACCOUNTABLE TO:	NOTTINGHAMSHIRE POLICE AND CRIME COMMISSIONER
RESPONSIBLE FOR:	The direction and control of the Nottinghamshire Police force in accordance with the Police Act 1996, in order to provide Nottinghamshire with an effective and efficient police service, and the fulfilment of all the statutory and legal obligations of the office of Chief Constable.
LOCATION:	Sherwood Lodge, Police Headquarters, Nottinghamshire
TERM:	Four Year Fixed term appointment

The successful candidate will be responsible for:

1. The fulfilment of all statutory and legal obligations of the Office of Chief Constable, ensuring that the business of the force is carried out lawfully.
2. Setting operational strategy for policing in Nottinghamshire to deliver the values, priorities and actions as defined in the Police and Crime Plan.
3. The direction and control of Nottinghamshire Police and the management of resources to provide an effective, efficient and ethical police service.
4. Ensuring the force has a balanced budget and achieves the annual efficiency target set by the Police and Crime Commissioner.
5. Developing and implements a long-term policing model that puts victims needs and protecting the public at its centre.
6. Maintaining and developing a workforce that understands and is representative at all ranks of the community it serves.
7. Ensuring the force works effectively with Nottinghamshire's diverse communities to improve relationships and legitimacy.
8. Providing dynamic and highly visible leadership to the force, promoting the highest professional and ethical standards and harnessing the full potential of staff, officer and volunteers.
9. Ensures the forces PROUD values continues to drive strategy, policy, organisational change and individual behaviour.

10. Leading the organisation successfully through change, creating innovative and resilient plans to achieve necessary savings and protecting and enhancing front line neighbourhood delivery as far as possible.
11. Continuing to develop and deepening Nottinghamshire collaborative efforts with other forces, blue-light partners and other partners across the region and locally.
12. Ensuring the achievement of high performance by the force, in particular by driving down crime, delivering against excellent support for victims, being tenacious in bringing offenders to justice and securing high levels of public satisfaction and confidence.
13. Fostering strong partnerships with the public and partner agencies to fulfil the aims of the Police and Crime Plan, improve community safety, support victims and deliver an effective and efficient local criminal justice system.
14. Ensuring partnerships across the City and County are strong, well lead and working to shared goals and objectives, specifically the Safer Nottinghamshire Board and Nottingham Crime and Drug Partnership.
15. Providing professional advice to the Police and Crime Commissioner to support him in fulfilling his functions and creating effective working relationships with the Office of the Police and Crime Commissioner.
16. Managing and develops operational policing based upon research of 'what works' and what is 'promising'.
17. Developing and understanding the evidence base for threat, harm and risk facing local communities and for prioritising resources accordingly.
18. Representing the best interest of Nottinghamshire in addressing and influences national policing and criminal justice issues. Maximising and responding positively to devolution and public sector reform agendas.
19. Ensuring staff are professional, motivated, informed, well led, flexible capable of adapting to change.
20. Ensuring the force has the right people, systems and processes in place to be the best performing police force in the county.

NOTTINGHAMSHIRE CHIEF CONSTABLE EXECUTIVE LEVEL - PERSONAL QUALITIES

Serving the public

Promotes a real belief in public service, focusing on what matters to the public and will best serve their interests. Ensures that all staff understand the expectations, changing needs and concerns of different communities, and strive to address them. Builds public confidence by actively engaging with different communities, agencies and strategic stakeholders, developing effective partnerships at a local and national level. Understands partners' perspectives and priorities, working co-operatively with them to develop future public services within budget constraints, and deliver the best possible overall service to the public.

Leading strategic change

Thinks in the long term, establishing a compelling vision based on the values of the Police Service, and a clear direction for the force. Instigates and delivers structural and cultural change, thinking beyond the constraints of current ways of working, and is prepared to make radical change when required. Identifies better ways to deliver value for money services that meet both local and national needs, encouraging creativity and innovation within the force and partner organisations.

Leading the workforce

Inspires people to meet challenging organisational goals, creating and maintaining the momentum for change. Gives direction and states expectations clearly. Talks positively about policing and what it can achieve, building pride and self-esteem. Creates enthusiasm and commitment throughout the force by rewarding good performance, and giving genuine recognition and praise. Promotes learning and development within the force, giving honest and constructive feedback to colleagues and investing time in coaching and mentoring staff.

Managing Performance

Translates the vision into action by establishing a clear strategy and ensuring appropriate structures are in place to deliver it. Sets ambitious but achievable timescales and deliverables, and monitors progress to ensure strategic objectives are met. Identifies and removes blockages to performance, managing the workforce and resources to deliver maximum value for money. Defines what good performance looks like, highlighting good practice. Confronts underperformance and ensures it is addressed. Delegates responsibilities appropriately and empowers people to make decisions, holding them to account for delivery.

Professionalism

Acts with integrity, in line with the values and ethical standards of the Police Service. Delivers on promises, demonstrating personal commitment, energy and drive to get things done. Defines and reinforces standards, demonstrating these personally and fostering a culture of personal responsibility throughout the force. Asks for and acts on feedback on own approach, continuing to learn and adapt to new circumstances. Takes responsibility for making tough or unpopular decisions, demonstrating courage and resilience in difficult situations. Remains calm and professional under pressure and in conditions of uncertainty. Openly acknowledges shortcomings in service and commits to putting them right.

Decision making

Assimilates complex information quickly, weighing up alternatives and making sound, timely decisions. Gathers and considers all relevant and available information, seeking out and listening to advice from specialists. Asks incisive questions to test facts and assumptions, and gain a full understanding of the situation. Identifies the key issues clearly, and the inter-relationship between different factors. Considers the wider impact and implications of different options at a local and national level, assessing the costs, risks and benefits of each. Prepared to make the ultimate decision, even in conditions of ambiguity and uncertainty. Makes clear, proportionate and justifiable decisions, reviewing these as necessary.

Working with others

Builds effective working relationships through clear communication and a collaborative approach. Maintains visibility and ensures communication processes work effectively throughout the force and with external bodies. Consults widely and involves people in decision-making, speaking in a way they understand and can engage with. Treats people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination. Treats people as individuals, showing tact, empathy and compassion. Negotiates effectively with local and national bodies, representing the interests of the Police Service. Sells ideas convincingly, setting out the benefits of a particular approach, and striving to reach mutually beneficial solutions. Expresses own views positively and constructively. Fully commits to team decisions.

NOTTINGHAMSHIRE POLICE AND CRIME COMMISSIONER STRATEGIC CHALLENGES AND AMBITIONS FOR AN INSPIRATIONAL CHIEF CONSTABLE

CHALLENGE	CURRENT POSITION	AMBITION FOR 2020
DELIVERING FINANCIAL SAVINGS	The cost of policing Nottinghamshire is currently around £202m per year – which is £12m more than the funding Nottinghamshire Police receives. An efficiency programme which aimed to release savings in terms of restructuring (£2.5m), Voluntary Redundancy (£3.5m), improved contract management (£1.7m) and a more streamlined senior ranking structure (£5m) is unlikely to deliver the savings required in 2016/17 while the ‘Delivering the Future’ programme continues to plan for how the service will operate in 2020 with fewer officers and staff while maintaining and improving positive service outcomes to the public.	<ul style="list-style-type: none"> ➤ The force has a balanced budget and sufficient risk-assessed reserves ➤ Force has the capacity and capability to effectively manage demand, protect the public and invest to save ➤ Policing model that puts victims and public at the centre of its approach.
SUSTAINING AND DEEPENING REGIONAL COLLABORATION	In December 2015 PCCs and Chief Constables agreed to develop a business case for a Strategic Alliance that would lead to the creation of a single policing model for the three forces of Nottinghamshire, Leicestershire and Northamptonshire, which collectively hold a budget of around £0.5 billion. The scope included unified leadership, systems, training, policy and procedures and ways of working. The decision of newly elected PCCs is to adopt a ‘Tri-force Collaboration’ approach, with an initial focus on savings derived from Contact Management, Niche optimization, IT transformation and Professional Standards.	<ul style="list-style-type: none"> ➤ Regional efficiencies are being delivered via consistent and interoperable Police business support functions ➤ The region benefits from the capability, flexibility and resilience of common / shared specialist capabilities ➤ Regional efficiencies from common standards and procedures.
SERVING AND REPRESENTING OUR COMMUNITIES	Nottinghamshire’s population is rapidly growing and diversifying, however our understanding of new and emerging communities is limited. 35% of the area’s population is of Black, Asian or other Minority Ethnic background, compared to only 4.4% of the police’s workforce – with no BAME officers within the ranks of Chief Inspector and above. Gaps in understanding hidden harm and vulnerability continue to present significant safeguarding risks to the police and other local agencies. Despite these issues, the force maintains one of the lowest levels of Stop and Search nationally and public confidence in the police has been rising steadily since 2010.	<ul style="list-style-type: none"> ➤ Notts. Police has a workforce that understands and is representative of the communities it serves ➤ The force works effectively with BME communities to improve relationships and legitimacy. ➤ Force has effective strategies in place to prevent harm, identify vulnerability and manage and reduce risk
PREPARING FOR AND MANAGING RAPID AND EXTENSIVE CHANGE	Nottinghamshire police force and the partnership environment in which it operates has undergone rapid and extensive change over recent years brought about by reducing budgets, structural reform, changing threats and advances in technology and ways of working. With further reform and transformation underway, the service recognises the need to develop a service that is equipped to manage the challenges of 21 st century policing, such as crime committed or facilitated on-line and the threat of extremism, while also managing the risks to organisational efficiency, effectiveness and workforce morale extensive change can present.	<ul style="list-style-type: none"> ➤ Force is recognised as a modern, forward looking service equipped for the challenges of 21st Century policing ➤ Staff are professional, motivated, informed, well-led and flexible and capable of adapting to change ➤ The force has the right people, systems and processes in place to be the best performing Police Force in the Country.

FOSTERING OUR RELATIONSHIPS WITH PARTNER AGENCIES

Changes in the organisational landscape and reductions in police and partnership resources have led to tensions over the contribution and composition of local policing services and strained relationships between some delivery partners, in particular Nottingham City Council. Integrated locality working is proving effective in helping to tackle complex need and deliver organisational efficiencies in some areas, however, there is a recognised need to improve information sharing and develop a clearer joined up vision with regard to collaboration, organisational reform and integrated locality working.

- Partnerships across the city and county are strong, well-led and working to shared goals and objectives
- The Aurora model in Nottingham City is well established and continues to identify and deliver tangible benefits
- Policing is aligned and integrated with other public services wherever there are clear demonstrable benefits

Role Reference	
Candidate Name:	
Application Reference:	



Nottinghamshire Police & Crime Commissioner

Application for the post of
Chief Constable
Nottinghamshire Police

Competency Based Self Assessment Application Form

Chief Constable, Nottinghamshire Police

Competency Based Self Assessment Application Form

Private & Confidential

Before completing the application form you are advised to read the instructions for completion carefully.

Instructions for Completion

You are strongly advised to read the job description, the competencies in the Personal Qualities and the Police & Crime Commissioner's priorities.

- a. The form should be completed in black ink or type-face (of not less than 10 pt). No attempt should be made to redesign the form.
- b. Complete all sections of the application form.
- c. Be as succinct and concise as possible although not to the point of omitting critical information. If you need to use supplementary sheets for other responses, clearly identify on the extra sheet which questions your response relates to.
- d. All information you want to convey **MUST** be contained within the application form (or on the supplementary sheets as specified). In deciding who to call for interview no additional information will be taken into account.
- e. It is your responsibility to ensure the application form and Equal Opportunities monitoring form are completed and are returned to the specified address and by the date given.

The information that you provide in **Part Three** will be used to evaluate how closely your skills, knowledge and experience align with the competencies required to perform effectively in the role and will enable you to deal with issues facing the force. When answering these questions you need to:

- a. Be open and honest with your responses, demonstrating **your personal involvement** i.e. what **you** actually did, why and how **you** did it.
- b. Provide specific, concrete examples from the **last three years**. Evidence needs to be specific and focused on **your personal involvement/experience and actions**. The appropriateness of your application will be determined by the extent that your evidence relates to the competency area being asked about, how thoroughly you respond to the questions asked and how appropriate your examples are in relation to the issues facing Nottinghamshire Police.
- c. Provide a verifier (with current contact number) who can vouch for the accuracy of **each** competency based example you provide.
As part of the assessment process this person may be contacted to verify your actions and subsequent outcomes. If you provide several examples under each competency area, please ensure it is clear which referee relates to which example.

PART ONE

POST APPLIED FOR:	
Chief Constable of Nottinghamshire	
LAST NAME:	FORENAME(S):
CURRENT JOB TITLE:	CURRENT FORCE & DEPT/UNIT/DIVISION
WORK ADDRESS:	CORRESPONDENCE ADDRESS:
TELEPHONE:	TELEPHONE:
EMAIL:	EMAIL:
PLEASE PROVIDE DATES FOR:	
Birth	Promotion to ACC
Joining the Police Force	Promotion to DCC
ASSESSMENTS AND INTERVIEWS WILL BE HELD ON THE DATES SHOWN IN THE TIMETABLE PROVIDED IN THE APPLICATION PACK. YOU WILL NEED TO BE AVAILABLE ON ALL DATES. PLEASE PROVIDE DETAILS OF ANY SPECIAL ARRANGEMENTS YOU WOULD REQUIRE AT INTERVIEW (e.g. building access).	
Nottinghamshire's Police and Crime Commissioner is committed to equality and diversity and welcomes applications from all suitably qualified candidates.	

PART TWO

DETAILS OF PREVIOUS THREE POSTS – MOST RECENT FORCE FIRST

CURRENT ROLE TITLE:		FORCE:	
START DATE:		FINISH DATE:	
BRIEF DESCRIPTION OF ROLE AND RESPONSIBILITIES, INCLUDING KEY ACHIEVEMENTS: (Max words 300)			

PREVIOUS ROLE:	FORCE:
START DATE:	FINISH DATE:
BRIEF DESCRIPTION OF ROLE AND RESPONSIBILITIES, INCLUDING KEY ACHIEVEMENTS: (Max words 300)	

PREVIOUS ROLE:	FORCE:
START DATE:	FINISH DATE:
BRIEF DESCRIPTION OF ROLE AND RESPONSIBILITIES, INCLUDING KEY ACHIEVEMENTS: (Max words 300)	

DETAILS OF RELEVANT QUALIFICATIONS AND TRAINING

Please list any educational qualifications you consider are relevant to the role for which you are applying.

Please note the following courses or assessment centres must be satisfactorily completed:

- a) The Senior Police National Assessment Centre ("Senior PNAC")
- b) The Strategic Command Course ("SCC")

COLLEGES, UNIVERSITY ATTENDED OR CORRESPONDENCE COURSES TAKEN	FROM	TO	QUALIFICATIONS AND GRADE ATTAINED

Please list any training courses attended that you consider are relevant to the role for which you are applying

COURSE TITLE	FROM	TO	SUMMARY OF COURSE

Please provide details of any Equal, Diversity and Human Rights training you have received

COURSE TITLE	FROM	TO	SUMMARY OF COURSE

PART THREE

SERVING THE PUBLIC

Please give an example of a particular project/activity or key decision you have been involved in which meets the criteria set out in the Personal Qualities?
(350 word count limit)

DATE OF EXAMPLE(S) PROVIDED:

REFEREE(S):

CONTACT NUMBER(S):

OFFICIAL USE – ASSESSOR NOTES

RATING:

LEADING STRATEGIC CHANGE

Please give an example of a particular project/activity or key decision you have been involved in which meets the criteria set out in the Personal Qualities?
(350 word count limit)

DATE OF EXAMPLE(S) PROVIDED:**REFEREE(S):****CONTACT NUMBER(S):****OFFICIAL USE – ASSESSOR NOTES****RATING:**

LEADING THE WORKFORCE

Please give an example of a particular project/activity or key decision you have been involved in which meets the criteria set out in the Personal Qualities?
(350 word count limit)

DATE OF EXAMPLE(S) PROVIDED:

REFEREE(S):

CONTACT NUMBER(S):

OFFICIAL USE – ASSESSOR NOTES

RATING:

MANAGING PERFORMANCE

Please give an example of a particular project/activity or key decision you have been involved in which meets the criteria set out in the Personal Qualities?
(350 word count limit)

DATE OF EXAMPLE(S) PROVIDED:

REFEREE(S):

CONTACT NUMBER(S):

OFFICIAL USE – ASSESSOR NOTES

RATING:

PROFESSIONALISM

Please give an example of a particular project/activity or key decision you have been involved in which meets the criteria set out in the Personal Qualities?
(350 word count limit)

DATE OF EXAMPLE(S) PROVIDED:

REFEREE(S):

CONTACT NUMBER(S):

OFFICIAL USE – ASSESSOR NOTES

RATING:

DECISION MAKING

Please give an example of a particular project/activity or key decision you have been involved in which meets the criteria set out in the Personal Qualities?
(350 word count limit)

DATE OF EXAMPLE(S) PROVIDED:**REFEREE(S):****CONTACT NUMBER(S):****OFFICIAL USE – ASSESSOR NOTES****RATING:**

WORKING WITH OTHERS

Please give an example of a particular project/activity or key decision you have been involved in which meets the criteria set out in the Personal Qualities?
(350 word count limit)

DATE OF EXAMPLE(S) PROVIDED:

REFEREE(S):

CONTACT NUMBER(S):

OFFICIAL USE – ASSESSOR NOTES

RATING:

PART FOUR

Please give details below of any outstanding criminal investigations or disciplinary proceedings being carried out in relation to your conduct and of any previous disciplinary offences which have not been expunged.

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Number of day's sickness absence over the past 12 months.

Please give details of any relationships to Members/Officers of the Nottinghamshire Police or Police and Crime Commissioners Office. (Answer 'non' if no relationship exists).

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PART FIVE

DISABILITY

You are disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long term' negative effect on your ability to do normal daily activities. Employers must make reasonable adjustments to make sure applicants aren't disadvantaged during the recruitment process.

If you have a disability or feel you may require reasonable adjustments to comply with the appointment process please advise us about any specific access or support requirements required below:

**PART SIX
DECLARATION**

I APPLY FOR THE APPOINTMENT OF CHIEF CONSTABLE IN ACCORDANCE WITH THE TERMS OF THE SELECTION PROCESS AND I DECLARE THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION AND STATEMENTS CONTAINED WITHIN THIS APPLICATION ARE CORRECT. I UNDERSTAND THAT SHOULD I CONCEAL ANY MATERIAL FACT, I WILL, IF APPOINTED, BE LIABLE TO THE TERMINATION OF MY APPOINTMENT.

SIGNATURE **DATE**

Thank you very much for completing this form.

Please return by 12 NOON on 23 September 2016 to:

**The Chief Executive of the Office of Police & Crime Commissioner
Nottinghamshire Police & Crime Commissioner
Arnot Hill House
Arnot Hill Park
Arnold
Nottinghamshire
NG5 6LU**

Kevin.Dennis@nottinghamshire.pnn.police.uk

Police & Crime Commissioner Nottinghamshire



Chief Constable Relocation and Benefits Package

CHIEF CONSTABLE

RELOCATION & BENEFITS PACKAGE

1. Introduction

- 1.1 These provisions only apply to the Chief Constable for Nottinghamshire appointed under section 38 (1) Police Reform and Social Responsibility Act 2011.
- 1.2 The Police & Crime Commissioner reserves the right to amend the provisions of this agreement at any time but following consultation with the Chief Constable.
- 1.3 The provisions do apply to the Chief Constable who is working part time.
- 1.4 The attention of the Chief Constable is drawn to the fact that the HM Revenue and Customs will regard the benefits set out below as benefits in kind on which the Chief Constable will be taxed. It is the responsibility of the individual recipient to identify their potential exposure to tax for the benefits set out.

2. Assisted Relocation

- 2.1 To facilitate the recruitment of a high quality Officer to the rank of Chief Constable, a relocation package is available to successful candidates who decide relocate their home to Nottinghamshire, upon appointment.
- 2.2 Eligibility for the relocation package will be agreed at the interview stage and confirmed in writing in the letter of appointment.
- 2.3 Where the Chief Constable relocates their home the following is payable under Police Regulations:
 - The reasonably incurred cost of removal including removal fees and storage costs, against estimates agreed beforehand,
 - Solicitors fees and Estate Agents fees reasonably incurred in disposing of former home, against estimates agreed beforehand,
 - Solicitors fees, Estate Agents fees and Stamp Duty reasonably incurred in acquiring a new property, against estimates agreed beforehand,
 - Up to three family visits to view prospective houses at the approved mileage rate.
- 2.4 Where the Chief Constable is either the owner and/or the legal tenant of two properties simultaneously the following are also payable under the Police Regulations.
 - Mortgage interest or rent payable in respect of the former home for the first 26 weeks following the move which may be extended at the discretion of the Police and Crime Commissioner provided they are satisfied that all reasonable steps to dispose of the property are being made.
 - Where two properties are occupied at the same time by the Chief Constable and their spouse any difference in Council Tax liability compared with the liability the existed on the former property for the first 26 weeks following the move which may

be extended at the discretion of the Police and Crime Commissioner provided they are satisfied that all reasonable steps to dispose of the property are being made.

- Reimbursement of incidental expenses in respect of the move, e.g alteration and/or replacement of curtains, carpets, blinds and related fittings; relaying of floor covering; cleaning of carpets; plumbing in of washing machines; fitting of gas/electric cooker; fitting of gas fridge/freezer; fitting of television aerial; interior redecoration – materials and labour; school uniforms.

2.5 Full reimbursement of the reasonable costs (removal, estates agent and legal) of sale of the former home will be made by the Police and Crime Commissioner. The Chief Constable will be expected to produce receipts, vouchers or documentation as appropriate before reimbursements or payments of allowances are made. Three quotations must normally be obtained for removal fees, storage fees and reimbursement will be made on the basis of the lowest quote.

2.6 Additional costs associated with the purchase of a new property in the County of Nottinghamshire are also to be reimbursed. In the case of stamp duty and legal fees the payment made shall be subject to a maximum ceiling of an amount equivalent to the stamp duty payable on the actual sale price of a former home plus an additional 10%, or £22,000, whichever is the lower. In the event that the Chief Constable has no such property then the figure will be determined by the Police and Crime Commissioner the maximum amount payable being limited to £20,000.

Incidental expenses in relation to land registry, survey costs, utility costs for connection of services, removal & storage costs, travel costs for preliminary visits, will be limited to £2,000. Three quotations must be obtained for removal and storage fees and reimbursement will be made on the basis of the lowest quote.

2.7 Personal tax liability will be incurred on amounts received above current Inland Revenue limits and payments of any tax due will be the personal responsibility of the Chief Constable. It is essential that individuals take their own advice in relation to any possible tax liability at their own cost.

2.8 These entitlements will not apply if the Chief Constable already has permanent accommodation within the force area or has already benefited from the relocation allowance operated by the Police and Crime Commissioner. Payment is dependent on the accommodation to which the Chief Constable is moving, temporarily or permanently, being within the force area. Assistance to an existing Chief Constable in Nottinghamshire is subject to the specific approval of the Police and Crime Commissioner, who will consider each application on its merits. If a Chief Constable leaves the Nottinghamshire force within 2 years of the allowance being made available the payments, except in so far as these are a legal entitlement, must normally be reimbursed to the Police and Crime Commissioner as follows: up to 2 years - 100%; over 2 years and up to 4 years 50%. Where the Police and Crime Commissioner determines to provide this allowance to an existing Nottinghamshire Chief Constable it will also consider whether to also waive the time limit in relation to the requirement for repayment.

3. Home Security

3.1 A risk assessment is to be carried out in respect of the property of the Chief Constable, without delay and appropriate reasonable security provision carried out at the cost of the Police and Crime Commissioner. Quotations for the security work

should be provided to the Police and Crime Commissioner for approval prior to expenditure being incurred.

4. Medical provision

- 4.1 A maximum payment of £550 (subject to review) per year, payable monthly, to cover an existing insurance policy excluding cash back policies. A copy of the policy is to be provided as evidence. Deductions for tax and national insurance will be made at source via the payroll.

Any other related payments under this category would require Police and Crime Commissioner approval prior to expenditure being incurred.

5. Professional Subscriptions

- 5.1 The Police & Crime Commissioner will not pay CPOSA legal insurance premium, NPCC and CPOSA subs or fees to their relevant Chartered Institutes.

6. Other expenses

- 6.1 The following provisions will be made to the Chief Constable:

- Refreshment, subsistence and lodging allowances paid at rates determined by PNB reimbursed through expenses.
- First Class Rail Travel for any rail journey required to travel in the execution of duty reimbursed through expenses.
- Reimbursement of all reasonable expenses incurred in the execution of duty, (i.e. conference expenses reimbursed through expenses).

7. Car Allowance

- 7.1 **£8,000 p.a.** This is to be paid monthly and pro rata for part years. Claims for business mileage to be paid at the HM Revenues & Customs approved Mileage Rate (for cars and vans); currently 45p per mile.

- (i) Business mileage in this context will be calculated from the approved base.
- (ii) Deductions for tax and national insurance will be made at source via the payroll.
- (iii) Subject to the approval of the Police and Crime Commissioner and the Chief Constable confirming that this is operationally necessary, the Chief Constables personal car may be fitted with covert 'blues and twos' at the expense of the Police and Crime Commissioner. Such provision will however be subject to the Chief Constable holding an up to date permit and the provision will be subject to review.
- (iv) Any vehicles purchased by the allowance should be fitted with hands free mobile telephone facilities as part of the specification.
- (v) For the avoidance of doubt the Police and Crime Commissioner will not be responsible for speeding/parking fines or any other financial penalties incurred.

Nottinghamshire Chief Constable Recruitment: Next Steps

Item	Date
Closing date for applications	12noon, 23 September 2016
Short-listing	30 September 2016
Personality profiling	W/c 17 October 2016
Stakeholder panel and media exercise	10 November 2016
Panel Interview	11 November 2016
Police and Crime Panel Confirmation Hearing	9 December 2016

Closing date for applications

Completed applications should be returned to Kevin Dennis, Chief Executive of the Office of the Police and Crime Commissioner by 12noon on Friday 23 September 2016.

Short-listing

The completed applications will be considered by the PCC and his panel of advisors on Friday 30 September 2016 and the short-listed candidates will be notified no later than 14th October 2016.

Assessment process

The assessment process will include an interview, psychometric testing, media exercise and stakeholder panels.

The stakeholder panel and media exercise will take place at Eastwood Hall, Mansfield Road, Eastwood, Nottingham, NG16 3SS on Thursday 10 November 2016. Overnight accommodation will be provided.

The panel interview will take place on Friday 11 November 2016 at Nottinghamshire Police HQ, Sherwood Lodge, Arnold, Nottinghamshire, NG5 8PP.

Police and Crime Panel Confirmation Hearing

The Police and Crime Commissioner will make an appointment subject to a confirmation hearing convened by the Police and Crime Panel, at which the preferred candidate will be expected. This will be held on 9th December 2016.

Candidates are advised to visit www.nottinghamshire.pcc.police.uk to find out more or telephone the Office of the Police and Crime Commissioner Chief Executive Kevin Dennis on 0115 8445998 who will be happy to discuss the post informally.