

NOTTINGHAMSHIRE POLICE AND CRIME PANEL Confirmation Hearing Interim Chief Finance Officer Appointment

**Monday, 24 January 2022 at 10:30
County Hall, West Bridgford, Nottingham, NG2 7QP**

**There will be a pre-meeting for Panel Members only
in the Rufford Suite at 10.00am**

AGENDA

- 1 Apologies for Absence**

- 2 Declarations of Interests by Members and Officers:- (see note below)**
 - (a) Disclosable Pecuniary Interests
 - (b) Private Interests (pecuniary and non-pecuniary)

- 3 Proposed appointment of an Interim Chief Finance Officer** **5 - 34**

4 EXCLUSION OF THE PUBLIC

The Committee will be invited to resolve:-

“That the public be excluded for the remainder of the meeting on the grounds that the discussions are likely to involve disclosure of exempt information described in Schedule 12A of the Local Government Act 1972 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

Note

If this is agreed, the public will have to leave the meeting during consideration of the following items.

EXEMPT INFORMATION ITEMS

5 Proposed appointment of an Interim Chief Finance Officer – Panel’s Decision-making

Notes

N.B. Please note that on this occasion it is not possible to broadcast this meeting.

- (a) Members of the public are welcome to attend to observe meetings of the Police and Crime Panel. Please note that there is no opportunity for the public to speak at these meetings.
- (b) Declarations of Interests – Persons making a declaration of interest should have regard to their own Council’s Code of Conduct and the Panel’s Procedural Rules.

Members or Officers requiring clarification on whether to make a declaration of interest are invited to contact Jo Toomey (Tel. 0115 9774506) or a colleague in Democratic Services at Nottinghamshire County Council prior to the meeting.

- (c) Members of the public wishing to inspect ‘Background Papers’ referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:

Customer Services Centre 0300 500 80 80

- (d) Membership:

Executive Mayor Andy Abrahams – Mansfield District Council
Councillor Andre Camilleri – Nottinghamshire County Council
Councillor Scott Carlton – Newark & Sherwood District Council

Lesley Dalby – Independent Co-optee
Councillor David Ellis – Gedling Borough Council (Vice-Chair)
Councillor Kevin Greaves – Bassetlaw District Council
Mrs Christine Goldstraw OBE – Independent Co-optee (Chair)
Mrs Suma Harding – Independent Co-optee
Councillor Rob Inglis – Rushcliffe Borough Council
Councillor Mike Introna – Nottinghamshire County Council
Councillor Neghat Khan – Nottingham City Council
Councillor Richard MacRae – Broxtowe Borough Council
Councillor Helen-Ann Smith – Ashfield District Council
Mr Bob Vaughan-Newton – Independent Co-optee
Councillor Linda Woodings – Nottingham City Council

PROPOSED APPOINTMENT OF AN INTERIM CHIEF FINANCE OFFICER

Purpose of the Report

1. To enable the Panel to review this proposed senior appointment by the Police and Crime Commissioner (PCC).

Information and Advice

Background

2. Schedule 1 of The Police Reform and Social Responsibility Act 2011 requires Police and Crime Panels to hold confirmation hearings for proposed appointments to the posts of Chief Executive, Chief Finance Officer and Deputy PCC.
3. Paragraph 6(4) of the Schedule states that the Chief Finance Officer of a Police and Crime Commissioner must meet the criteria set out in section 113 of the Local Government Finance Act 1988.
4. Under section 113, the person having responsibility for the administration of the financial affairs of a relevant authority shall fulfil the requirement in one (or the requirements in each) of the paragraphs in subsection (2)

(2) The requirements are that –

- (a) He is a member of one or more of the bodies mentioned in subsection (3) below;*
- (b) immediately before the commencement day he had responsibility for the administration of the financial affairs of any of the authorities mentioned in section 111(2)(a) to (k) above under section 151 of the 19772 Act or section 73 of the 1985 Act.*

(3) The bodies are –

- (a) the Institute of Chartered Accountants in England and Wales,*
- (b) the Institute of Chartered Accountants of Scotland,*
- (c) the Chartered Association of Certified Accountants,*
- (d) the Chartered Institute of Public Finance and Accountancy,*
- (e) the Institute of Chartered Accountants in Ireland*
- (f) the Chartered Institute of Management Accountants, and*

(g) any other body of accountants established in the United Kingdom and for the time being approved by the Secretary of State for the purposes of this section

The candidate

5. The PCC gave formal notice of the proposed appointment of Mark Kimberley to the post of Interim Chief Finance Officer to the Panel by way of a report submitted on 13 January 2022 (see **Appendix A**). As a result, the Panel must now review this proposed senior appointment via a confirmation hearing.
6. The report includes the PCC's reasons for the appointment and details of the candidate's suitability for the role, including how this was assessed, and the proposed terms and conditions on which the appointment will be made.
7. The curriculum vitae (CV) for the candidate was also included as an Appendix to the Commissioner's report.

Process

8. The confirmation hearing should be held in public, with the proposed appointee requested to attend to answer questions.
9. At the start of the hearing the PCC will introduce her candidate and explain why she feels that the candidate is the most appropriate to undertake this role. Members of the Panel will have the opportunity to ask questions of the Commissioner about the appointment. This will be followed by questions from Panel Members to the candidate.
10. In line with guidance from the Local Government Association and Centre for Public Scrutiny, the focus of questioning from the Panel should be limited to issues of **professional competence** and **personal independence**.
11. This guidance also recommends that the Panel's decision-making should take place in closed session rather than in public.
12. Following the decision-making, the Panel must make a report, including a recommendation as to whether or not the appointment should be made. A recommendation that an appointment is not made is different to a veto and the Police and Crime Commissioner could choose to ignore any such recommendation (with regard to appointments, the Panel only has power of veto over the appointment of a Chief Constable).
13. In response to the Panel's report, the Police and Crime Commissioner must then notify the Panel whether they will accept or reject the Panel's recommendation. There is no duty for the PCC to give reasons for their decision.

Other Options Considered

14. None – the Panel is required to hold a confirmation hearing for any senior appointment made by the Police and Crime Commissioner.

Reasons for Recommendation/s

15. To enable the appointment of the Interim Chief Finance Officer of the Office of the Police and Crime Commissioner to be considered by the Panel in line with the confirmation process.

RECOMMENDATION/S

That the Panel review the proposed appointment of Mark Kimberley to the post of Interim Chief Finance Officer for the Office of the Police and Crime Commissioner and make a report to the Police and Crime Commissioner.

Background Papers and Published Documents

- 1) 'Police and Crime panels – Guidance on confirmation hearings' – Local Government Association and Centre for Public Scrutiny (published).
- 2) Briefing Note for Panel Members on Schedule 1 Appointments
- 3) Local Government Finance Act 1988

For any enquiries about this report please contact:-

Jo Toomey, Advanced Democratic Services Officer, Nottinghamshire County Council
jo.toomey@nottscc.gov.uk
Tel: 0115 977 4506

Consideration	
Public	Public
Report to:	Nottinghamshire Police and Crime Panel
Date of Meeting:	24 January 2022
Report of:	Caroline Henry
Report Author:	Sharon Caddell
E-mail:	Carolinehenrypcc@nottinghamshire.pnn.police.uk
Other Contacts:	Katy.owen@nottinghamshire.pnn.police.uk
Agenda Item:	3 – Appendix 1

Formal Notification of Temporary arrangements for an Interim Chief Finance Officer in compliance with Schedule 1 6 (1)(b) and 7 (1)(a) Police Reform and Social Responsibility Act 2011

1. Purpose of the Report

1.1 I am required by Schedule 1 6 (1) (b) Police Reform & Social Responsibility Act 2011 (PRSRA 2011) to appoint a person to be responsible for the proper administration of my financial affairs (referred to as chief finance officer).

1.2 Schedule 1 7 (1) PRSRA 2011 requires me to appoint a person to act as Chief Finance Officer (CFO) if and for so long as the post is vacant or the holder of the post is unable to carry out the duties of the role. I am further required, in accordance with Schedule 1 9 (1) and (2) PRSRA 2011 to notify members of the Nottinghamshire Police and Crime Panel of a proposed senior appointment, as follows:

- the name of the person I am appointing;
- the criteria that were used to assess the suitability of the candidate;
- why the candidate satisfies those criteria; and,
- the terms and conditions upon which the candidate is to be appointed.

2. Recommendations

2.1 For the reasons set out in this report, and in accordance with Schedule 1 9 (1) PRSRA 2011, I invite the panel to:

- a) Review the proposed temporary appointment of Mark Kimberley as Chief Finance Officer (CFO) for my Office. I wish to draw early attention to the fact that an effect of this temporary appointment would be that Mr Kimberley would thereby fulfil a Joint Chief Finance Officer to both myself as Police and Crime Commissioner (PCC) and to Chief Constable (CC) Craig Guildford of Nottinghamshire Police;
- b) Hold a confirmation hearing to inform a report on the proposed appointment; and,
- c) Review and make a recommendation to me as to whether Mark Kimberley should be appointed in accordance with Schedule 1 10 (4) of the Act.

3. Reasons for Recommendations

- 3.1 My substantive CFO, Mrs Charlotte Radford, intends to leave her post on 31st January 2022. Mrs Radford is entitled to take her annual leave entitlement prior to finishing in her employment with us, and she has requested to do this after 22nd December 2021. I wish to extend my formal thanks to Mrs Charlotte Radford for her years of service to the OPCC.
- 3.2 I am obliged by paragraph 7 to PRSRA 2011 to appoint a person to act as CFO to my Office where the role is vacant or where the post holder is unavailable to carry out their duties. While paragraph 9 PRSRA 2011, requires that confirmation arrangements for a statutory post holder in my Office be notified to the Panel, the requirement to ensure continuity in provision of statutory officer is mandatory, and therefore I cannot have a gap in CFO provision.
- 3.3 I am further obliged by Section 151 Local Government Act 1972 to appoint a chief finance officer who is responsible for the administration of the financial affair of my Office. Paragraph 7 PRSRA 2011 prohibits me from appointing a person to act as CFO unless they are qualified to be appointed, as specified in S113 Local Government Finance Act 1988.
- 3.4 It is my intention to conduct a formal process for the appointment of a substantive permanent CFO. I previously commissioned an independent consultant to assist me with the roles and responsibilities review of my Office, and the recruitment for a substantive Chief Executive, following the departure of Mr Kevin Dennis. The consultant has provided support in reviewing the job description and person specification for the CFO role prior to it being formally job evaluated and they have additionally engaged a public sector recruitment team to facilitate the recruitment and interviews for the role.
- 3.5 The role for the vacant CFO post will be advertised in the coming weeks, and in expectation of a successful appointment, we anticipate that the confirmation of the permanent CFO for my Office will take place at the Police and Crime Panel meeting on 28 March 2022.
- 3.6 In the interim, to ensure my Office can discharge my statutory duties and use my powers to best effect in Nottinghamshire, and to maintain an effective and efficient police force for the Nottinghamshire area in accordance with Policing Protocol Order, SI 2011/ 2744 17(g), I made an approach to CC Craig Guildford for assistance. Such requests for support from police forces are enabled under the following specific provisions of the PPO 2011, which sets out how the functions of PCCs and CCs are operated in relation to each other:
- Para 19 In order to enable the PCC to exercise the functions of their office effectively, they will need access to information and officers and staff within their force area. Such access to any information must not be unreasonably withheld or obstructed by the Chief Constable

and/or fetter the Chief Constable's direction and control of the force;
and,
Para 23(d) Providing the PCC with access to information, officers and staff as required.

3.7 In response, CC Guildford has offered that his substantive Chief Finance Officer, Mark Kimberley, may temporarily act as a Joint Chief Finance Officer for both the PCC and Nottinghamshire Police until 30th April 2022. I wish to extend my thanks to CC Guildford for providing this collegiate support to my Office, and would further note that CC Guildford's provision of support will ensure the continued operational effectiveness of Nottinghamshire Police.

3.8 Mr Kimberley's CFO service provision to the Office of Police and Crime Commissioner for Nottinghamshire will be enabled through a short-term arrangement between our Office and Nottinghamshire Police. The arrangement will terminate after 30th April 2022.

3.9 This report now explains:

- a) The short-term arrangements since 22 December 2021 made in order to comply with s7 of the 2011 Act; and
- b) By way of statutory notification, the proposed Interim Chief Finance Officer arrangements for the time being.

3.10 Members will note that this report now proposes a Joint CFO arrangement between myself, as PCC, and CC Guildford, to ensure continuity in provision of a statutory CFO in my Office, and the operational effectiveness of Nottinghamshire Police.

4. Summary of Key Points

4.1 Mark Kimberley is the individual formally proposed for appointment as Interim Chief Finance Officer. He is substantively employed as CFO for Nottinghamshire Police, where he has worked for seven years. If he is appointed as temporary CFO for my Office, that will effectively make him a Joint Chief Finance Office for both myself and CC Guildford.

4.2 Schedule 1 7 (1) PRSRA 2011 governs my responsibilities in terms of the appointment of a substantive and (as necessary) acting CFO. Members must review my proposal, undertake a confirmation hearing and report within three weeks of being notified of my proposal.

4.3 The statutory responsibilities for CFOs in policing are brought together by 'The Role of CFOs in Policing,' Chartered Institute of Public Finance and Accountancy (CIPFA) March 2021, which states the CFO:

- is a key member of the leadership team, helping it develop and implement strategy and to resource and deliver the organisation's strategic objectives sustainably and in the public interest;
- must be actively involved in, and be able to bring influence to bear on, all material business decisions to ensure immediate and longer-term implications, opportunities and risks are fully considered, and aligned with the organisation's financial strategy; and,
- must lead the promotion and delivery of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

4.4 As mentioned at paragraph 3.4, the current role profile, attached at Appendix 1 has been reviewed and will be job evaluated shortly. As such, the job description and person specification are subject to change. These documents will be published on my website when recruitment for the role opens, anticipated to be later this month.

4.5 Mr Kimberley is a suitable candidate to act as temporary CFO for my Office; he has a demonstrable track record in public service which includes:

- The necessary qualifications for the role, as set out within S113 Local Government Finance Act 1988;
- Substantial experience and knowledge gained from working at principal and executive levels within public sector organisations;
- Experience of providing statutory functions to a Chief Constable;
- A comprehensive understanding of Police Service finance and governance arrangements and of operating within a corporate governance framework; and,
- Comprehensive knowledge of Nottinghamshire Police, and the decision-making arrangements in place within the organisation.

4.6 Mr Kimberley has significant experience as Chief Finance Officer, having previously worked for Gedling Borough Council between 1991 and 2016, his CV is attached at Appendix 2.

4.7 In view of Mr Kimberley's track record, my own experience of working with him since I was elected to Office, and having taken counsel from my CEO, external auditor and the CC, I am confident that Mr Kimberley has the necessary qualifications, skills, and experience to act as a Temporary Chief Finance Officer to the OPCC until the role is properly appointed to through the impending open process.

4.8 I am cognisant of the risk presented by temporarily combining the two CFO posts and designating a single officer, as described in pages 19-20 of the CIPFA guidance. It should be noted that benefits can also be offered through Joint CFO arrangements, and that this is considered pragmatic at the present time. I am advised that this does not give rise to any contravention of the provisions of the PRSRA 2011, and there will a cost saving benefit in the short-term.

- 4.9 However, while I embrace the interim benefits provided through the Joint CFO, this is not my preferred configuration for fulfilment of the OPCC CFO role beyond the short-term statutory need, thus my intention to recruit into a separate distinct role for the OPCC soon.
- 4.10 In recognition of the corporate risk posed through the Joint CFO role, I have asked by CEO to formally advise the Chair of the Joint Audit Committee of the governance risks presented through the combined CFO post. To mitigate these risk, I have also requested that appropriate safeguards be put in place, including:
- The appointment of a deputy CFO within Nottinghamshire Police;
 - The development of a Joint Protocol between myself and the Chief Constable to establish a control framework, referencing the Policing Protocol Order 2011, for protecting the impartiality of the CFO's advice to the two corporate soles, and to navigate any areas of conflict appropriately;
 - Review of the Joint Code of Corporate Governance;
 - Review of the role profile of the CFO, to ensure its adherence with the five CFO principles set out by CIPFA, and ethical behaviour including
 - Requesting a review by the joint audit committee to ensure that the CFO is not subject to undue pressure by either myself or the CC;
 - Using the resources of internal and external audit, Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services to offer independent advice on specific issues; and,
 - Commissioning a peer review from Durham Constabulary's Assistant Chief Officer (S151 officer) to provide advice on the financial management and efficiency of both corporate soles, including how information and assurance is provided to the PCC, and the process for risk management and dispute resolution.
- 4.11 A further safeguard is available through s36 PRSRA 201, which requires the CC to give all relevant information to the PCC as needed. In ensuring this requirement is fulfilled, the S151 status of the CFO requires him to act in the public interest should he consider that undue pressure is being placed on him to act in a manner which is unprofessional. Internal whistleblowing procedures (Bad Apple) are in place to protect the CFO in this regard. Section 114 of the Local Government Finance Act 1998 requires the Section 151 Officer to issue a report if there is likely to be unlawful expenditure or an unbalanced budget.

5. Financial Implications and Budget Provision

- 5.1 The agreement that has been developed between my Office and CC Guildford sets out the terms and conditions of his temporary appointment, which includes:
- Remunerating Mr Kimberley for additional work undertaken to fulfil a temporary full-time joint CFO role, paid at the rate for the OPCC CFO, top of grade, and uplifted by 10% for combined duties undertaken. The top up to his existing salary will be recharged to the OPCC;

- Remunerating an internal Nottinghamshire Police appointee, Mr Danny Baker for additional duties undertaken temporarily to fulfil the role of Deputy CFO, at one full grade above his existing salary to account for the additional responsibility. The top up to his existing salary will be recharged to the OPCC;
- Payment of an honorarium each month to Chief Accountant Maria Fox for additional work undertaken by her to support the above-mentioned temporary arrangements
- Payment of additional monies towards the cost of an internal Nottinghamshire Police appointment to temporarily act up to Head of Transport to cover Mr Kimberley's abstraction into a joint CFO role for the two corporate soles.

6. Human Resources Implications

6.1 In accordance with Schedule 1 6 PRSRA 2011, I am required to appoint a CFO, who:

- acts as my principal advisor in respect of the financial affairs of my Office;
- manages the totality of the Finance Affairs of my Office in all its dealings;
- is a member of a specified accountancy body;
- reports to internal and external auditors, Joint Audit Committee, and Police and Crime Panel on budget and precept, adequacy of financial reserves, compliance with prudential capital regime, and adherence to financial regulations
- reports on any unlawful expenditure or an unbalanced budget; and,
- maintains effective audit, accounting, and control systems

6.2 The terms and conditions of service are set out within the attached job description and person specification. They are also referred to within the written arrangement that my Office has formally agreed with CC Guildford, Mr Kimberley's employer, in respect of the temporary provision of his services.

7. Equality Implications

7.1 The Equality Act 2010 introduced a duty on public authorities to, in the exercise of their functions, have due regard to the need to: eliminate conduct prohibited by the EA 2010, such as discrimination, harassment and victimisation related to an individual's protected characteristics; and, to advance equality of opportunity and foster good relationships between people in carrying out their activities.

7.2 The appointment of a CFO will ensure that the discharge of my Office's functions is lawful and fulfils my duties under EA 2010.

7.3 As further assurance, I have commissioned an open and transparent process to be undertaken in order to promote equality of opportunity during the recruitment

for a substantive Chief Finance Officer following Mrs Radford's departure from the OPCC.

8. Risk Management

- 8.1 As noted at paragraph 3.2, the law does not permit me to have a gap in Chief Finance Officer provision. This temporary appointment mitigates against any breach of the requirement at Schedule 1 7 (1) PRSRA 2011. The statutory appointment of a Chief Finance Officer creates provision for management of risk within my Office and in the discharge of its functions.
- 8.2 However, the appointment of Mr Kimberley as temporary CFO for both myself and the CC does create corporate risk, as noted at paragraphs 4.8-4.11. Mitigations against the identified risks arising from joint CFO provision have been detailed in paragraphs 4.10-4.11.

9. Policy Implications and links to the Police and Crime Plan Priorities

- 9.1 The appointment of temporary Chief Finance Officer will ensure that the staff within my Office discharge its functions in accordance with the PRSRA 2011.
- 9.2 This appointment will also ensure that the delivery of the priorities within my Police and Crime Plan are appropriately costed and budgeted for.

10. Changes in Legislation or other Legal Considerations

- 10.1 As noted at paragraph 3.2, the law does not permit me to have a gap in Chief Finance Officer provision. The proposal of this temporary appointment will mitigate against any breach of the requirement at Schedule 1 7 (1) PRSRA 2011.

11. Details of outcome of consultation

- 11.1 None – for information only.

12. Appendices

- 12.1 Appendix 1a: CFO Job Description and Person Specification
Appendix 1b: Mark Kimberley CV

For any enquiries about this report, please contact:

Katy Owen, Executive Support Officer

ExecutiveSupport@notts.police.uk

Tel: 0115 844 5998

NOTTINGHAMSHIRE POLICE & CRIME COMMISSIONER

JOB DESCRIPTION

Job Title:	CHIEF FINANCE OFFICER
Department/Location:	Nottinghamshire Office of the Police and Crime Commissioner
Responsible to:	The Chief Finance Officer (CFO) is responsible to Nottinghamshire Police and Crime Commissioner, but is line managed on a day to day basis to its Chief Executive.
Responsible for:	Internal and External Audit, Banking and Treasury Management Services procured by the Nottinghamshire Police and Crime Commissioner, from outside organisations. Volunteer Manager and the Management and Technical Accountant in the OPCC.
Date:	February 2018

JOB PURPOSE

Develop, implement and monitor the impact of a variety of strategies, arrangements, systems and procedures, which ensure that the Nottinghamshire Police and Crime Commissioner effectively and efficiently fulfils its statutory duties.

PRINCIPAL ACCOUNTABILITIES

1.	To secure the efficient and effective administration of the financial affairs of the Nottinghamshire Office of the Police & Crime Commissioner (OPCC) as set out in Sections 112 and 114 of the Local Government Finance Act 1988. Also paragraph 6 of schedule 1 to the Police Reform and Social Responsibility Act 2011.
2.	To hold statutory responsibility under Section 151 of the Local Government Act 1972, to ensure proper arrangements are put in place for the proper conduct of the OPCC's financial affairs.
3.	To provide a high level of strategic advice and financial services to the Commissioner on performance and budget matters to ensure value for money and effective utilisation of resources.
4.	Assess the implications of the Government's grant settlements and advise the Police and Crime Commissioner on all levels of precept and options as part of the budget setting process.

5.	To develop comprehensive strategic financial and risk management strategies and policies that ensure the OPCC fulfils its statutory responsibilities, including compliance with financial regulations, contract standing orders, standing orders for land & property, the scheme of delegation, whistleblowing and anti-fraud and corruption.
6.	To develop the OPCC's Medium and Long Term Financial Strategy advising the Commissioner on the annual budget setting linked to the development of the Police and Crime Plan.
7.	To incorporate the force work force plan into the medium term financial plan and budget planning process.
8.	All aspects of and point of contact for business case planning strategy in relation to regional collaboration, workforce planning, IT, assets and estates. Including nationally funded through grant projects such as the Transformation Fund.
9.	To ensure a capital programme is produced for the short-medium term, which reflects the needs identified in the Estates Management Strategy, IT investment strategy and the regional collaborations capital requirements.
10.	To ensure that the capital programme is affordable and incorporated into the treasury management strategy.
11.	To formulate an effective treasury management strategy and to manage treasury management performance so as to minimise external interest costs, maximise investment returns and guard against financial loss.
12.	To manage the bank accounts of the Commissioner and be the nominated signatory for the bank accounts and cheques.
13.	To prepare a Reserves Strategy and advise the Commissioner on the use and risks relating to the levels of reserves; including the use of regional reserves. To also advise on the levels of provisions held within the accounts and their intended purpose.
14.	To ensure appropriate arrangements are in place for insurance and to let and award the insurance tender.
15.	To develop the efficiency planning strategy and the subsequent implementation with the Force to meet statutory requirements.
16.	Oversee the preparation of statutory and other accounts to meet all applicable accounting standards and codes of practice. Particularly, but not limited to Capital Accounting, Prudential Code and Reserves.
17.	Ensure that an annual statement of accounts is produced providing professional guidance in respect of the preparation, inspection and publication of the financial statements including the annual governance statements, so as to ensure compliance with all statutory requirements..
18.	Ensuring the Force has in place effective internal financial controls covering codified guidance, a budgetary system, physical safeguarding, authorisation procedures and approval processes.
19.	To ensure the delivery of an effective internal audit function, supporting financial governance requirements and controls within the Force and Police and Crime Commissioner in accordance with Accounts and Audit Regulations 1996.
20.	To advise on budgetary matters, both revenue and capital (annual and longer-term).

21.	Accountable for accurate, complete and timely financial management monitoring information provided for the OPCC; including regional collaboration budgets and nationally funded projects.
22.	In specific relation to the Office of the Police & Crime Commissioner: <ul style="list-style-type: none"> • To compile the OPCC's annual budget and medium term financial plan • To monitor expenditure against the budget and ensure best value • To ensure that Audit recommendations are implemented efficiently and effectively • To implement and monitor expenditure relating to the community safety grant and other grant and commissioning activity
23.	To maintain effective working relationships with Police Force s151 Officer and staff, external audit, other inspectorates and Government and other public organisations as appropriate.
24.	To ensure appropriate arrangements are in place relating to police officer and police staff pensions and their financial administration; including the process relating to Internal Dispute Resolution Procedures.
25.	To fulfil any additional duties identified within the scheme of delegation including the signing of contracts on behalf of the OPCC.
26.	To deputise for the Chief Executive in his absence in accordance with the scheme of delegation.
27.	To represent Nottinghamshire OPCC and contribute to national reviews and projects such as Funding Formula, Transformation Fund, NBCS, Business Enablers and PACCTs Senior Team.
28.	To attend and contribute to regional financial governance including the Regional Resources Board and MFSS boards.
29.	To provide s151 Treasurer Service to the Nottinghamshire Fire and Rescue Authority. The job description and person specification is appended to this document.

1 DIMENSIONS

Financial: Circa £1.8 billion (including pensions and excluding Nottinghamshire Fire & Rescue Authority)

Staff: Volunteer Manager, Management & Technical Accountant, and Personal Assistant (shared).

Sphere of activity: The post holder will be based at the OPCC, Arnot Hill House, Arnot Hill Park, Arnold, Nottingham

Other:

2 ORGANISATIONAL/DEPARTMENTAL CHART

3 ACCOUNTABILITY

Prepared by _____ (Post)

Signature _____ Date _____

**NOTTINGHAMSHIRE POLICE AND CRIME COMMISSIONER
PERSON SPECIFICATION**

CHIEF FINANCE OFFICER

CRITERIA
<p>KNOWLEDGE AND EXPERIENCE</p> <ol style="list-style-type: none"> 1. Must have significant years experience of providing financial support and advice at a senior management level within the public or private sector. 2. Must be able to demonstrate a successful history of developing/improving procedures to improve financial management. 3. Must have experience at strategic planning and the successful management of financial resources in a climate of constant change. 4. Must have a working knowledge of the public sector structures, relationships and funding arrangements. 5. Experience of operating as a Section 151 Officer (or similar) or Deputy. 6. Sound understanding of the Police reform and Social Responsibility Act 2011, Finance Code of Practice and Policing protocol.
<p>SKILLS AND ABILITIES</p> <ol style="list-style-type: none"> 1. Ability to utilise a range of systems to produce easily understandable financial information. 2. Ability to creatively manage finance and other resources to deliver priorities efficiently. 3. Ability to establish and develop monitoring systems for the continuous development of financial services. 4. Must be able to demonstrate effective communication, articulately and appropriately both verbally and in writing with internal and external contacts at all levels. 5. Must be able to demonstrate high level, effective negotiating and influencing skills 6. Must have the ability to positively promote and implement change, demonstrating an innovative style and creative thinking

- 7. Must be able to work effectively and flexibly as part of a team.**
- 8. Must be diplomatic and tactful and able to maintain strict confidentiality in a politically sensitive environment**
- 9. Must be able to establish and maintain internal and external communication links effectively at all levels**
- 10. Must be able to work independently in a dynamic environment and manage own workload effectively with little supervision.**

EDUCATION / QUALIFICATION

- 11. Must hold the CIPFA qualification or hold an equivalent professional accounting qualification, pursuant to S.113 Local Government Finance Act 1988.**

OTHER

- 12. Must demonstrate a personal commitment to Equal Opportunities, managing diversity and customer service.**
- 13. Must be committed to managing own professional development**
- 14. Ability and willingness to travel around the County in connection with the requirements of the job.**
- 15. Must be willing to attend and support community engagement events in the evenings and weekends.**

ACCOUNTABILITY

Prepared by _____ (Post)

Signature _____ Date _____

NOTTINGHAMSHIRE FIRE AND RESCUE SERVICE

JOB DESCRIPTION

Post:	Authority Treasurer
Grade:	Salary as agreed
Conditions of Service:	APT & C
Responsible to:	Combined Fire Authority
Responsible for:	Financial advice to the Fire Authority and the role of S151 Officer under the Local Government Act 1972

General Description of Post

The fulfillment of all statutory obligations of the Treasurer to the Fire Authority as set out in Sections 111 to 116 of the Local Government Finance Act 1988 and other relevant legislative provisions.

Principal Responsibilities

1. Act as the designated officer under S151 provisions of the Local Government Act 1972 and report on annual policy and performance to the Authority.
2. Provide independent scrutiny and advice to the Fire Authority and members on all financial matters; financial propriety; the financial aspects of corporate governance and that the Scheme of Financial Management supports sound financial governance.
3. Work with the Authority and Head of Finance to develop a medium term financial strategy.
4. Provide the Authority with assurances regarding the robustness of estimates and the adequacy of reserves and balances as required by S25 of the Local Government Act 2003.
5. Advise and give assurance to the Authority concerning the potential long-term implications including the financing of the annual capital programme.
6. Ensure that adequate systems are in place for the production of accurate, complete and timely financial management information to the Fire Authority, including the preparation of statutory and other accounts; maintenance of internal Audit, and effective treasury management which is compliant with the CIPFA Prudential Code.
7. Advise the Fire Authority on matters relating to the calculation of the Precept and implications for Council Tax.

8. Attending Fire Authority, Policy and Finance and Resources Committee meeting as well as other meetings as required.
9. In order to maintain appropriate levels of Continuing Professional Development it will be necessary to attend events, seminars and conferences as agreed from time to time with the Chief Fire Officer.
10. Advising in conjunction with the Clerk and Monitoring Officer on the pay and conditions of the Senior Management Team.
11. Represent the Service on regional/national bodies, as required.
12. Any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that normally any significant changes of a permanent nature should be incorporated into the job description in specific terms.

Specific Health, Safety and Environmental responsibilities

None

General Responsibilities (all employees)

(a) Health and Safety

To take reasonable care for your own health and safety at work and that of other persons who may be affected by your work activities.

To co-operate with Nottinghamshire Fire & Rescue's attempts to comply with health and safety legislation. Where appropriate you must safeguard the health and safety of all persons affected by the work activities you supervise at any premises you have control over.

To work in a safe manner in which you have been trained and instructed and advise your line manager of any health and safety problems you become aware of.

To familiarise yourself with the contents of the Service's Written Safety Policy.

(b) Use of equipment and other appliances

To take proper care in handling, operation and safeguarding of any equipment, vehicles or appliance, used or issued by the Service or provided or issued by a third party for individual or collective use in the performance of the job holder's duties

(c) Equalities

To uphold the Nottinghamshire Fire and Rescue Service's Equality Statement and other policies and practices and to treat all colleagues, service users and contacts with respect and in accordance with the expectations laid down by the Service.

To promote and deliver fair and quality services that are sensitive and responsive to all service users.

(d) Code of Conduct

To adhere to the standards of the Code of Conduct established by the Service.

(e) Personal Development

To keep up to date with current practice, undertake training and Continuous Professional Development as appropriate.

(f) Information Technology

To comply with security measures to protect against unauthorised access to, alteration or disclosure of information held on computer and ensure adherence to the principles of the Data Protection Act.

To undertake any training and operation of new technologies and associated systems as required.

PERSON SPECIFICATION

Authority Treasurer

	ESSENTIAL	DESIRABLE
Education and Training	Evidence of Further Education in a finance or public sector related discipline.	
	CIPFA Qualified Accountant with minimum of 5 Years PQE.	
	Evidence of participation in Continuing Professional Development (CPD)	
Skills /Attributes	High level of numeracy i.e. understanding of mathematical concepts up to GCSE standard (or equivalent) along with ability to perform calculations accurately and at speed	
	Effective oral communications i.e. to include presentation of information to elected members, senior management and managers in other departments	
	Clear written expression. To include ability to adapt to written style according to audience/material	
	Ability to organise own time and programme the work of others.	
	Logical and determined approach to problem solving – includes having confidence to raise questions where necessary	
	Ability to work under pressure	
	Evidence of influencing skills	

	ESSENTIAL	DESIRABLE
Skills /Attributes	Ability to use spreadsheets word processing packages and computerised Accounting Systems	Ability to use Microsoft Word and Excel
	Ability to understand, influence and develop strategy.	
	An ability to take an “out of the box” view of traditional accountancy approaches.	Practical application of innovative projects/ideas.
	Ability to explain complex financial matters to non-financial managers and elected Members and to adopt a “problem solving” approach	
	Negotiating skills	
Knowledge	Detailed knowledge of Local Government Accounting procedures and regulations	Considerable experience of running a finance function in a “stand alone” body.
	Knowledge of Capital Accounting requirements.	
	Detailed knowledge of the role of the Treasurer in respect of the requirements of relevant legislation	
	Knowledge of the CIPFA code for the role of the Chief Financial Officer in so far as this relates to the Treasurers role.	An appreciation of risk management concepts.
	Knowledge of budget management techniques.	
	Knowledge of Accounting Codes of Practice and their practical application.	
	Knowledge of option appraisal techniques	Knowledge of Cost Benefit Analysis techniques.
	Knowledge of Treasury Management practices and appropriate standards	

	Understanding of the role of the finance function and its interfaces to other functions such as Internal and External Audit, IRMP etc.	
	Understand the reporting requirements of elected Members.	
Experience	Experience of working with Elected Members on strategic financial matters	Experience of working in a Fire Authority or other body with nominated Members
	Practical experience of accounts closure and preparation of accounts for audit.	
	Experience of working with internal/external auditors and other external inspectors.	
	Experience of devolved budgeting and the calculation of and monitoring of devolved budgets.	
	Experience of dealing with Senior Officers and Members requirements for information.	

Curriculum Vitae / Career History

Name **Mark Kimberley**

Profile

- Very experienced, results driven individual who is currently Chief Finance Officer with Nottinghamshire Police.
- Over 15 years' experience as a Corporate Director and Chief Finance Officer within local government.
- Experience as non-executive Chairman, Vice-Chairman and Chairman of Audit and Remuneration Committee of an Arm's Length Management Organisation responsible for Housing provision to over 7,000 tenants and their families.
- Has extensive experience of running and developing back office functions with a specific focus on improvement, financial stability, new ways of working and corporate governance.
- A Qualified Accountant (CIPFA) with extensive post-qualification experience at a senior level in the Public Sector.
- Has lead up to 258 staff with operational budgets in excess of £39m.
- Has strong management and leadership skills, having led teams as diverse as Finance, ICT, Customer Services, Leisure, Estates and Asset Management, Car Parking, Building Services, Transport, Revenues & Benefits, Procurement and Housing.
- Has extensive experience of running and developing front line and customer services with a specific focus on improvement, customer satisfaction, and new ways of working.
- Key Achievements include:
 - Led on a business case bid to the Home Office for the termination of a PFI deal, securing £6.5m grant for Nottinghamshire police and then leading on the return in-house of the Transport function, giving annual savings of over £650k p.a.
 - Led the turn around of financial management at a Police Force moving from a unsustainable business plan which led to an overspend of £9m to a sustainable balanced budget position and introduced robust Medium Term Planning arrangements
 - Created a strategy and led the introduction of a £2.5m transformation programme for a district authority that achieved a 5 year balanced medium Term Financial Plan without the need for significant service reductions or redundancies.
 - Led the successful project for the transfer of Council owned Housing stock to a newly formed Registered Social Landlord.
 - Led or had significant contribution to several programmes that transformed services, reduced costs and/or improved performance.
 - Implemented a strategy of obtaining best use of our Civic Centre asset by creating a 'virtual' unitary public sector provider. This has achieved a one stop service provision covering Upper and Lower tier Local authority Services, DWP, Voluntary Sector providers, Housing, Policing and the local Clinical Commissioning Group of the NHS. In addition the feel of the civic centre has been transformed to be a vibrant place of community business with improved services and satisfaction levels of our joint customers.
 - Developed and implemented robust financial management policies and practices across the organisation

Key Skills are:

- Ability to maintain a high level of performance for myself and the organisation and being committed to delivering continuous improvement
- Excellent inter-personal skills and people management.
- Development and delivery of corporate strategies, policies and plans.
- Ability to deal with ambiguity and uncertainty and remain resilient in times of change

- Strong analytical, forward planning and problem solving skills
- Ability to exploit the most out of new and existing technologies
- Excellent negotiating and influencing skills

Education/Qualifications

Chartered Institute Of Public Sector Accountants (CIPFA) 1990 – Trent University

Advanced Professional Development Programme 1994-1996 – Bristol University

Association of Accounting Technicians (AAT)

Advanced Internal Audit – Post Office Training Centre

A Levels: Pure Maths & Statistics

Economics

General Studies

Technical, Professional & Managerial Courses – Various to ensure compliance with post professional CPD requirements

Employment History

**Nottinghamshire Police Force
Chief Finance Officer**

May 2016 - Present

Key Achievements:

- Created a Force based Medium Term Financial Strategy linking workforce planning, financial ledger, risk management and IS strategy.
- Led on a business case bid to the Home Office for the termination of a PFI deal, securing £6.5m grant for Nottinghamshire police and then leading on the return in-house of the Transport function, giving annual savings of over £650k p.a.
- Significantly improved the confidence and robustness of financial performance and quarterly monitoring within the organisation.
- A member of the Force Executive Board charged with overall governance and performance management of the Nottinghamshire Police Force.
- Introduced new change control systems for Monthly and Quarterly budget monitoring.
- Supported the Chief Constable in achieving a transformation of the Force which includes funding for a new Force/Fire HQ Office Block, a new Custody Suite, the termination of the MFSS support service contract as well as overseeing the return of Procurement Services back to force and delivering significant savings in the service costs of the Finance function.
- Implemented a further phase of development in Financial Services that will see the creation of the 'Business Partnership' approach for Corporate Services.

**Gedling Borough Council
Corporate Director & Chief Finance Officer**

January 2012 – March 2016 (voluntary redundancy)

Key Achievements:

- Created a strategy and led the introduction of a £2.5m transformation programme that achieved a 5 year balanced medium Term Financial Plan without the need for significant service reductions.
- Significantly improved the efficiency in the use of Assets generating both significant capital receipts and much improved rental incomes
- Led the way in Nottinghamshire in the development of a Council Tax Reduction Scheme.
- Set the strategy for improvement in the Revenues and Benefits Service that has reduced on-going costs by over £1/4m p.a. as well as improving performance and customer satisfaction levels
- Help develop the multi award winning Nottinghamshire CIPFA graduate recruitment scheme, resulting in high calibre graduates being employed/trained across both the public and private sectors
- Achieved an error free unqualified Annual Accounts and ongoing Annual Audit Letters that have had no recommendations for improvement.
- Worked with private companies to develop new ways of working in response to the technical reforms in both Business Rates and Council Tax administration.
- Developed a fully integrated approach to risk management linking audit, risk management, health & safety, VFM reviews with the overall Annual Governance Statement. Delivered savings in both Internal and External Audit costs as well as delivering savings in annual insurance premiums.
- Short term dual role as section 151 officer for the Nottinghamshire Combined Fire & Rescue Service
- Overseen significant investment in the redevelopment of Arnold Town centre, accessing European Funding, improved free car parking provision, assisting in ensuring the Building of a New Health centre was completed on time and developing the use of the Councils town centre theatre as a regular Cinema venue.
- Carried out negotiations on land sales, including detailed negotiations with the City Council in order to ensure the multi million pounds investment in the Gedling Access Road continued on track

**Gedling Borough Council
Head of Corporate Services and CFO**

October 2004 – December 2011

Key Achievements:

- Reviewed managerial arrangements across all Corporate Services to ensure they were fit for purpose, efficient and focused on core priorities.
- Worked with Members and Chief Officers, following a change in political control, to review the Council's Vision developing a longer term plan for the strategic direction of the Council that was integrated with the Medium Term Financial Plan
- Review organisation against CIPFA corporate governance standard identifying gaps and developed action plan to bridge gaps.
- Introduced a shared service for payroll across both Rushcliffe and Gedling Borough Councils, building on services already provided to the voluntary sectors.
- Took an active role in redesigning the Treasury Strategy following the implementation of the prudential code. Changing our risk approach and funding outlook allowed the Council to deliver significant

reduction in financing costs.

- Played a significant part in leading the 'Gedling Transformation Programme' designed to deliver efficiency savings, improve the focus on customer services and to change behaviours/attitudes across the council employ's in order to increase flexibility in working practises.
- Recovered over £1.5m of VAT from Government in respect of the Flemming case, with further amounts to come.
- Led the successful transfer of Council owned Housing stock to a newly formed Registered Social Landlord. This resulted in 3700 properties achieving not only the 'decent homes standard' but meeting the local 'Gedling Standard' a much higher quality provision for tenants. It also resulted in additional investment of over £48m in Housing as well as reducing the Councils' pension deficit by £6m, seeing over £3m investment in public infrastructure (which helped secure the opening of Gedling Country Park in 2014), reduced PWLB debt by £4m and provided the Council with ongoing operational savings.
- Responsible for the management and delivery of a range of European and Central Government funding streams.

Gedling Borough Council Head of Finance

June 1994 – September 2004

- responsible for back office including finance, exchequer & payroll, audit, insurance, risk & business continuity, revenues & benefits, ICT, and business improvement,

Key Achievements:

- Improved corporate governance and adherence to council's processes and regulations.
- Over an 18-month period replaced 6 major IT systems, all on time and within budget, including one of the first collaborative procurement exercises across the County for the purchase of a new Revenues & Benefits system.
- Led employee relations with trade union and staff around the changes surrounding new systems and their implementation.
- Worked closely with the Director of Environment on the successful tender for Refuse Collection which brought back in-house a service that had been previously been lost to a private sector supplier.
- Led the project for a major upgrade of the Councils IT mainframe and other hardware
- Completely refreshed the Councils Financial Regulations and Standing Orders for procurement in line with a move to the Cabinet system of governance.
- Played a crucial role in the development, trade union negotiations, introduction and subsequent appeals process of the authority's job evaluation scheme. Being one of the first organisations in the county to successfully implement this approach to fair pay at a cost of less than 4% of the pay bill.

Gedling Borough Council Manager of Audit Services

April 1991 – May 1994

Key Achievements:

- Turned around a failing internal audit service that was in the process of being out-sourced, to a service that began to be commissioned by the Senior Management Team to do research and development work across the council.
- Led the Councils financial and overall submission for Unitary Local Government to the Boundary Commission, with them commenting on the quality of the financial analysis provided.
- Project led the implementation of Council Tax as a replacement for Community Charge.

**Post Office Counters
Accounting Development Manager**

September 1990 – April 1991

- Working for the central accounting team developing new accounting processes for the sub-office network
- A 'trouble-shooter' sent on short term assignments to both the main and sub-office networks where accounting issues could not be sorted out locally.

**The Post Office
Audit Manager
September 1989 – August 1990**

- Responsible for the audit of financial & management accounts and development of financial systems for the corporate centre of the organisation.
- Won special Finance Directors recognition for an audit of HR activities that identified over £4m p.a. savings.

**Mansfield District Council
Various
October 1983 – August 1989**

