

<b>Consideration</b>	
<b>Public</b>	<b>Public</b>
<b>Report to:</b>	<b>Nottinghamshire Police and Crime Panel</b>
<b>Date of Meeting:</b>	<b>8 February 2022</b>
<b>Report of:</b>	<b>Caroline Henry</b>
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<b>Agenda Item:</b>	<b>3 – Appendix 1</b>

## **Formal Notification of Proposed Chief Executive and Monitoring Officer in compliance with Schedule 1 7 (1) Police Reform and Social Responsibility Act 2011**

### **1. Purpose of the Report**

1.1 I am required by Schedule 1 7 (1) of the Police Reform & Social Responsibility Act 2011 (PRSRA 2011) to appoint a person to act as Chief Executive 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 (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 appointment of Sharon Caddell as the substantive Chief Executive and Monitoring Officer for the Police and Crime Commissioner for Nottinghamshire;
- b) Hold a confirmation hearing to inform a report on the proposed appointment; and,
- c) To make a recommendation to the Commissioner as to whether Sharon Caddell should be appointed in accordance with Schedule 1 10 (4) of the Act.

### **3. Reasons for Recommendations**

3.1 My substantive Chief Executive Officer, Mr Kevin Dennis, left his role on 31st December 2021. Prior to his departure, Mrs Sharon Caddell was successfully appointed via a secondment arrangement, following an interview process, as a Temporary Assistant Chief Executive within my Office by Mr Dennis. Mrs Caddell was seconded to my Office through a mutual aid agreement with the Office of the

Police and Crime Commissioner for Cleveland. I wish to extend my thanks to the Police and Crime Commissioner for Cleveland, Mr Steve Turner, for supporting Mrs Caddell's secondment to my Office and enable me to fulfil my statutory obligations in respect of being able to ensure temporary provision of the Chief Executive function.

- 3.2 I commenced an open recruitment process for the appointment of a permanent Chief Executive Officer for my Office on 20<sup>th</sup> December 2021. The role profile for the post was reviewed and updated following the departure of Mr Dennis. A copy of the role profile is attached at Appendix A. The role incorporates both head of the commissioner's staff, in accordance with section 4 of the Local Government and Housing Act 1989 (LGHA 1989), and that of monitoring officer, in accordance with section 5, LGHA 1989.
- 3.3 Section 7, LGHA 1989 requires that candidates are appointed on merit. The principles of best practice in respect of senior public appointments (HOC 013/2018) include: the requirement to advertise the role for three clear weeks; to appoint in a manner which respects the three principles of merit, fairness, and openness; and, to engage an Independent Member to ensure the selection and appointment process is conducted fairly and openly, and the successful candidate is selected on merit.
- 3.4 I formally commissioned an independent consultant who secured the services of a public sector recruitment team; they oversaw the recruitment process and were responsible for discharging all appropriate steps in order to ensure that an open and fair opportunity for the substantive role was advertised, with the aim of attracting the best and most appropriate candidate for the role.
- 3.5 The advert for the role was publicly advertised on Monday 20<sup>th</sup> December 2021 and closed at the end of Sunday 16<sup>th</sup> January 2022. Advertisements were placed on the website for my Office, Nottinghamshire Police, Indeed, the Association of Police and Crime Commissioners (APCC), the Association of Police and Crime Commissioner's Chief Executives (APACE) and Nottinghamshire County Council. Additionally, the advert was circulated across social media platforms including LinkedIn, Facebook, and Twitter. Analytics for the marketing and advertising of this role show illustrate that the post was widely viewed, and I am assured that the vacancy was openly and proportionately advertised. Appendix B details the advert that was used to promote the CEO role.
- 3.6 A total of 10 applicants applied for the CEO role. A shortlisting process involved a panel which included: myself, ACC Steve Cooper (Notts Police), Martin Davies (Regional Director – the Probation Service), and Cindy Butts (Independent Panel Member). Of the 10 candidates, three were chosen for final interview. Further detail on the marketing, analytics and shortlisting process can be found in Appendix C – the Independent Panel Member's report.
- 3.7 The shortlisted candidates were invited for formal interview on Friday 28<sup>th</sup> January 2022, and were asked to first attend a Stakeholder Panel, comprising key

members of groups and organisations involved in community safety and criminal justice in Nottinghamshire who asked the candidates the same questions. Appendix C details those who were involved.

- 3.8 The final interview panel comprised myself, DCC Rachel Barber (Notts Police), Martin Davies (Probation) and Cindy Butts (Independent Member). Each candidate was asked, prior to interview, to prepare a verbal presentation detailing their priorities for the OPCC, with the aim of enabling the Commissioner to deliver an effective and efficient policing service within Nottinghamshire. This was followed by core interview questions relating to the role and essential criteria for the Chief Executive and Monitoring Officer post, and the questions covered a range of leadership strengths and executive competencies, associated with statutory leadership within an Office of Police and Crime Commissioner.
- 3.9 The interview questions broadly covered: values and ethics; governance; dealing with sensitive situations; managing and resolving conflict between statutory officers; ensuring effective working with all key stakeholders including local elected members; demonstrating leadership in respect of influencing excellence in diversity, and being an effective Monitoring Officer and Head of Paid Service to ensure that my Office's duties are successfully discharged by my Team, and that best use is made of the legislative powers available to me. I am assured that the process for assessing candidates, and Panel's constitution, was proper and ensured impartial assessment of each candidate's suitability in consideration of the role requirements. I am also confident that the interview was fair, transparent, and consistent and that all decisions were on merit alone. The Panel conducted a thorough, objective, and rigorous process and reached a unanimous conclusion. Mrs Caddell was successful in interview and was subsequently offered and accepted the role of Chief Executive and Monitoring Officer.
- 3.10 I wish to extend my thanks to the independent consultant who facilitated the process, the recruitment agency who handled the marketing and application process, team members within my Office who assisted, members of the Stakeholder Panel who support the selection process, and the members of the final interview Panel.
- 3.11 By agreement with the Police and Crime Commissioner for Cleveland, Mrs Caddell's secondment arrangement ended on 31<sup>st</sup> January 2022, and her direct employment with my Office commenced on 1<sup>st</sup> February 2022.

#### **4. Summary of Key Points**

- 4.1 Schedule 1 7 (1) PRSRA 2011 governs my responsibilities in terms of the appointment of a substantive and (as necessary) acting Chief Executive. Members must review my proposal, undertake a confirmation hearing and report within three weeks of being notified of my proposal.
- 4.2 Sharon Caddell is the individual formally proposed for appointment as substantive Chief Executive and Monitoring Officer.

4.3 Mrs Caddell has a demonstrable track record in public service which includes:

- The necessary qualifications for the role, complemented by substantial experience and knowledge gained from working at principal and executive levels within complex organisations.
- Experience of providing statutory functions to a Police and Crime Commissioner.
- Experience of developing, maintaining and where needed, adapting, governance and accountability systems.
- A comprehensive understanding of Police Service governance arrangements and of operating within a corporate governance framework.
- Working knowledge of Nottinghamshire Police and effective collegiate decision-making and scrutiny arrangements which are in place within the organisation.

4.4 Mrs Caddell has significant public sector employment experience, having worked for Middlesbrough Council, between 2007 and 2016, as a Principal Statutory Officer with responsibility for homelessness, housing and support services, domestic abuse and sexual violence, and selective landlord licensing.

4.5 Mrs Caddell also previously acted as an Assistant Chief Executive to North Yorkshire OPCC between April 2019 and July 2020, and then as an Interim Chief Executive to Durham OPCC between July 2020 and June 2021. During that time, she also completed a Master of Studies degree in Criminology and Police Leadership at University of Cambridge, and her thesis focused on the response and pathways for domestic abuse victims. She graduated in October 2021. A copy of Mrs Caddell's CV is attached at Appendix D.

4.6 From her application and responses to Stakeholder Panel and interview questions, I am confident that Mrs Caddell has the necessary skills, knowledge, and experience to perform the role of Chief Executive and Monitoring Officer within my Office.

## **5. Financial Implications and Budget Provision**

5.1 The OPCC Chief Executive and Monitoring Officer is a statutory post and resources have thus been made available within my Office's staffing budget to fund this post.

## **6. Human Resources Implications**

6.1 In accordance with s4, Local Government and Housing Act 1989 (LGHA 1989), as amended by PRSRA 2011, I am required to appoint a Chief Executive who is also designated as the head of paid service.

6.2 The role requirements are set out within the job description and person specification, attached at Appendix A.

## **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 Chief Executive who is also designated as monitoring officer in accordance with s5 LGHA 1989, as amended by PRSRA 2011 will ensure that the discharge of my Office's functions is lawful and fulfils my duties under EA 2010.
- 7.3 As further assurance, Appendices B and C demonstrate that an open and transparent process was undertaken to promote equality of opportunity during the recruitment campaign for a substantive Chief Executive and Monitoring Officer.

## **8. Risk Management**

- 8.1 As noted at paragraph 3.7, the law does not permit me to have a gap in Chief Executive and Monitoring Officer provision. This permanent appointment mitigates against any breach of the requirement at Schedule 1 7 (1) PRSRA 2011. The statutory appointment of a Chief Executive creates provision for management of risk within my Office and in the discharge of its functions.

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

- 9.1 The appointment of Chief Executive and Monitoring Officer, which incorporates head of paid service, will ensure that the staff within my Office discharge its functions in accordance with the PRSRA 2011.

## **10. Changes in Legislation or other Legal Considerations**

- 10.1 As noted at paragraph 3.7, the law does not permit me to have a gap in Chief Executive provision. The proposal of this permanent 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 A: Notts CEO Role Profile  
Appendix B: Notts CEO Recruitment Campaign  
Appendix C: Independent Panel Member report re Notts CEO recruitment  
Appendix D: Sharon Caddell CV

### **13. Background Papers (relevant for Police and Crime Panel Only)**

For any enquiries about this report, please contact:

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