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COMISIYNYDD  
HEDDLU A THROSEDDU  
DYFED-POWYS  
POLICE AND CRIME  
COMMISSIONER

## REPORT / SUMMARY DECISION SHEET

**PURPOSE: COMMISSIONER DECISION**

**Timing: Urgent / Pressing / Routine**  
(Specify date required and why, where possible)

**Title: Structure of the OPCC**

**Category of Decision / Business Area Impact: Organisational**

### Executive Summary:

The continually evolving role and profile of the Police and Crime Commissioner and his office is such that there is a requirement to give further thought to the resources within the OPCC to ensure maximum efficiency and optimum support. With this in mind, further restructuring of the OPCC has taken place, resulting in an increase in the overall staffing budget of the OPCC of £145,296.

The increase is mainly as a result of the:

- Appointment of a full time Chief Finance Officer – increase of £43k (however this is offset by savings within the Force Finance department)
- Retention of the Head of Estates in the OPCC structure under Stage 2 – increase of £59k
- Creation of a Performance Manager position – increase of £41k

### Recommendation:

That the Commissioner approve the OPCC structure as outlined in Appendix A.

### Police and Crime Commissioner for Dyfed-Powys

I confirm I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the NOLAN Principles for Conduct in Public Life.

The above has my approval.

**Signature:**

**Date: 17.07.14**



## Appendix A

### Structure of the Office of the Police and Crime Commissioner

The continually evolving role and profile of the Police and Crime Commissioner and his office is such that there is a requirement to give further thought to the resources within the OPCC to ensure maximum efficiency and optimum support.

On 1<sup>st</sup> April 2014, Stage 2 was implemented which saw police staff transfer to the employment of the Chief Constable. 12 officers remained under the employment of the Police and Crime Commissioner, as detailed below:

Role	Authorised Establishment	Number of incumbents
Deputy Police and Crime Commissioner	1	1
Chief of Staff	1	1
Chief Finance Officer	1	1
Director of Commissioning	1	1
Head of Estates	1	1
External Funding Manager	1	1
Public Affairs Advisor	1	1
Policy Advisor	2	2
Office Manager	1	1
Casework Support Officer	2	1 (2 <sup>1</sup> )
Support Officer	1	0 <sup>2</sup>
Administrative	1	1

#### Support Officers

Currently, the structure includes 2 Casework Support Officers, 1 Support Officer and an Administrative Support Officer. Consultation has been undertaken with relevant personnel in respect of transferring onto a generic support officer role profile, with individuals being given specific areas of responsibility. This 'job family' approach would give greater flexibility to enable resources to be distributed in line with demand, for example should there be an influx of complaints, a number of support officers could be tasked with assisting within that area. Multi-skilling of officers would not only provide greater resilience, but would also support individuals' professional development.

A generic support officer role profile has been job evaluated and is deemed to be a grade D (currently £20,220 - £21,963). At present the Casework Support Officers and the Support Officer are grade D, with the Administrative Support Officer on a grade C. In analysing the work actually being undertaken by the current Administrative

<sup>1</sup> One support officer on secondment from the Force and therefore transferred to the employment of the Chief Constable.

<sup>2</sup> One position vacant on 1<sup>st</sup> April 2014

Support Officer, it is apparent that she is working over and above her current role profile and her workload is more akin to the responsibilities detailed within the Support Officer role profile. This has been the position for the last 12 months. As such, in line with policy, it is suggested that this individual be placed on the new Support Officer role profile, along with other colleagues, without undertaking a competitive interview process.

### Performance Manager

During the last OPCC restructure, the number of Policy Advisors was reduced from 2.87 to 1.87. It has become apparent during the last 6 months that business requirements were such that this position was not sustainable.

In particular, was recognised that the portfolio of the Policy Advisor – Planning, Policy and Performance had become too large for one individual and as such a decision was made to split responsibilities amongst 2 roles. A new role profile was drafted for the Policy Advisor – Planning and Policy and independently job evaluated, which determined that the position remained on a grade G (£31,752 - £34,347). Consultation was undertaken with the current incumbent, who has subsequently accepted the new role profile.

To address the need for greater performance monitoring within the OPCC, a decision was made to create a specific role of Performance Manager. The role of the Performance Manager would be to lead the development and implementation of performance management plans to support the Police and Crime Commissioner. A role profile was drafted and independently job evaluated, which determined that the position attracted remuneration of a grade G (£31,752 - £34,347). Following external and internal advertising of the opportunity, interviews took place on 9<sup>th</sup> July. The interview panel comprised Christopher Salmon - Police and Crime Commissioner, Carys Morgans – Chief of Staff and Prof Ian Roffe – Police and Crime Panel. A successful candidate was identified and due diligence checks are currently on-going. It is hoped that the successful candidate will be in post from early September.

### Financial Implications

When the Commissioner last looked at the OPCC structure, the total staffing budget cost stood at £502,446 – see Decision Log dated 17.07.13.

POST	AUTHORISED ESTABLISHMENT	COST
Police and Crime Commissioner	1	£78,287
Deputy Police & Crime Commissioner	1	£63,627
Chief of Staff	1	£68,322
Chief Finance Officer	0.33	£39,382
Policy Advisor	0.87	£35,724
Policy Advisor	1	£41,062
Public Affairs Advisor	1	£41,062
Policy Support Advisor	1	£30,729

Office Manager	1	£30,729
Casework Support Officer	1	£26,258
Casework Support Officer	1	£26,258
Support Officer	0.8	£21,006
		<b>£502,446</b>

In view of the changes within the OPCC following Stage 2, the appointment of the Chief Finance Officer, Performance Manager and the restructuring of the support function, the total staffing budget cost for 2014/15 stands at £647,742 – an increase of £145,296 since the last review of OPCC structures.

POST	AUTHORISED ESTABLISHMENT	COST
Police and Crime Commissioner	1	£78,287
Deputy Police & Crime Commissioner	1	£63,627
Chief of Staff	1	£70,490
Chief Finance Officer	0.33	£82,097
Head of Estates	1	£59,223
Policy Advisor	0.87	£35,724
Policy Advisor	1	£41,462
Performance Manager	1	£41,462
Public Affairs Advisor	1	£41,962
Office Manager	1	£30,729
Support Officer	1	£27,005
Support Officer	1	£27,005
Support Officer	1	£27,005
Support Officer	0.8	£21,664
		<b>£647,742</b>

The PCC also employs 2 further members of staff, namely the Director of Commissioner and External Funding Manager. However, their costs, amounting to £105,336 are not detailed above as they are included within the PCC's commissioning budget.

#### Contact details

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#### 1. Officer Approval

##### Chief Financial Officer (Delete as appropriate)

I have been consulted about the proposal and confirm that financial and legal advice have been taken into account in the preparation of this report. I am satisfied that this an appropriate request to be submitted to the Commissioner

Signature



Date 17.07.14