

**REPORT TO THE DORSET
PCP: CONFIRMATION OF
APPOINTMENT OF CHIEF
EXECUTIVE FOR THE OFFICE
OF THE PCC**

TUESDAY 3RD SEPTEMBER 2013

1. Background: Recruitment of The Chief Executive for the Office of the Dorset PCC

On 23rd April 2013 the Dorset PCP confirmed the appointment of a new Chief Executive for the Office of the PCC following the retirement of the previous post holder. The successful candidate subsequently declined the offer of appointment necessitating a further recruitment process.

In May 2013 a new Chief Executive and Monitoring Officer recruitment process was launched.

The panel comprised:

PCC Martyn Underhill (Chair of Panel)

Chief Constable Debbie Simpson

Independent Panel Member Susan Lee

In addition there were two observers; Richard Bates, Treasurer to Dorset PCC & Iain McVie, Dorset Police and Crime Panel.

Susan Lee became involved at the point of publication of the advertisement. The previous independent panel member being unavailable on this occasion.

The OPCC prepared the Job description and person specification and terms of appointment, Application Form, Equality Monitoring Questionnaire, Key dates for Recruitment Process, Guidance Notes on how to complete the Application Form, General conditions of Service, Summary of Police and Crime Commissioner Roles and Responsibilities and Advertisement. These were provided to all prospective applicants. These documents were those that had been agreed for the previous unsuccessful recruitment. The independent member was provided with copies of all documentation.

Principles of Appointment

Section 3.1 of the College of Policing Guidance for the Appointment of Chief Officers (2749) , requires PCCs and CCs to adhere to legal requirements relating to the appointments they make. ‘Those responsible for the selection and appointment of Chief Officers must observe the three principles of merit, fairness and openness. ‘ These principles are outlined in Appendix A (attached).

2. Selection and Recruitment Process: Dorset PCC Chief Executive and Monitoring Officer

Timetable

Week commencing 10 th June 2013	Advertisement published.
Thursday 4 th July 2013 (noon)	Closing date for receipt of applications.
Monday 8 th July 2013	Short listing.
Tuesday 9 th July 2013	Notification to short-listed candidates.
Thursday 25 th July 2013	Selection Day.
Tuesday 3 rd September 2013	Confirmation Hearing- Dorset Police and Crime Panel

Advertisement and Application Process

The advertisement was published in the ‘The MJ’ (link: <http://www.themj.co.uk/>) and circulated via partners (Dorset County Council, Poole Borough Council and Bournemouth Borough Council) and the Association of Police and Crime Commissioners.

Application was by a Competency-based Self Assessment Application form, which could be completed on-line or manually and included guidance for completion of competency based responses. Candidates completed an Equality Monitoring form and were all asked if they had any specific requirements in completing the form or attending the interview. Panel members did not

have access to the equalities monitoring information throughout the process or to applicants' names until interview stage.

All applicants were sent the same background documents and given the same opportunity to ask for further information. Candidates were provided with a role profile and the competencies which they were being evaluated against in their application packs. The post was a politically restricted post in accordance with the Police Reform and Social Responsibility Act 2011.

Short-listing

The short-listing took place on 8th July 2013. All panel members and observers were given the opportunity to read and personally evaluate the applications prior to the Appointments panel meeting for the short listing. The short-listing meeting was attended by the PCC, CC, & Treasurer and the independent panel member participated through a tele-conference link. Due to an administrative error the PCP observer failed to receive notice of the short-listing meeting. He was sent full details of all applicants and the short-listing decisions subsequent to the meeting.

Short listing was undertaken by members of the panel by comparing each application on the basis of the evidence provided against the agreed eligibility criteria and competencies for the role. Evidence submitted against each competency-based question was evaluated using a 5 point scale from 'Low' to 'Exceptional'.

A total of 16 applications were received for consideration by the Panel. After discussion by the Panel and advice from HR a decision was made to disregard applicants whose responses to the competency based sections exceeded the 100 word count limit required on the application form (6 applicants). From the remaining ten applications each Panel member selected their top five scored candidates. Three candidates were identified as being in the top five for all panel members. It was decided to invite these three candidates for interview.

Selection Process

The selection process for the shortlisted candidates for the position of Chief Executive and Monitoring Officer Dorset OPCC took place on the 25th July 2013.

Prior to a competency based interview all candidates were given 30 minutes to prepare a presentation to Dorset Fire Authority in a mock situation. They were told that the PCC was due to present the priorities in the Police and Crime Plan and had been called away at short notice, requiring his CEMO to step in. Candidates were given access to a full copy of the 5 Year Police and Crime Plan for Dorset, Bournemouth and Poole.

Candidates' presentations and responses to interview questions were evaluated against the core competencies for the role. Responses were evaluated using a 7 point scale by each panel member.

Prior to the interviews panel members were given a briefing on the Psychometric test results and profile for each short-listed candidate by the Treasurer. Each candidate had undertaken a verbal critical reasoning test, a numerical critical reasoning test and a personality questionnaire/management competencies profile. The psychometric tests were relevant to the core competencies identified for the role and were analysed by a competent Occupational Tester.

Selection of Candidate to Recommend for Appointment

The panel reported their independent provisional evaluations using the agreed scale for each element of the criterion and these were moderated by talking through the evidence against the agreed criteria.

There was unanimous agreement that Dan Steadman was the preferred candidate and the only appointable candidate based on the evidence provided during the selection day.

Recommendation

The Dorset Police and Crime Panel are recommended to confirm the appointment of Dan Steadman to the post of Chief Executive and Monitoring Officer for Dorset OPCC.

3. Conclusion

The Independent Member of the Selection Panel for the Chief Executive and Monitoring Officer of Dorset OPCC is satisfied that the principles of merit, fairness and openness on which public appointments are required to be based were met.

The Selection Panel were enabled to fulfil their purpose of challenging and testing the degree to which each applicant met the requirements of the role from evidence provided by them against agreed and published criteria.

Evidence has been provided in this report to substantiate how this conclusion was arrived at by the Independent Member.

Susan Lee, MA, Chartered MCIPD

Appendix A

College of Policing Guidance for the Appointment of Chief Officers (2749), (November 2012)

3.2 Merit

3.2.1 The appointee must be the candidate who best meets the agreed and published requirements of the role. It is also desirable that the successful candidate is chosen from a sufficiently strong and diverse pool of eligible applicants.

3.3 Fairness

3.3.1 The process of assessing candidates' skills and qualities against the agreed and published requirements of the role must be objective, impartial and applied consistently to all candidates.

3.4 Openness

3.4.1 Information about the requirements of the role and the appointment process must be available to all prospective candidates. The role should be advertised in a way which ensures that all those who are eligible are likely to see the advert. The aim of the advert should be to attract a strong field of potential candidates. “