



POLICE & CRIME COMMISSIONER

ITEM : 2016/54	DATE: 8 th March 2017
TITLE: OPCC Restructure	
REPORT BY: Steve Freeman, Chief Finance Officer	

Executive Summary

The Office of the PCC is required to provide a report to the Commissioner to set out their proposals in respect of the structure of the Office in order to support the Commissioner in the delivery of his Police and Crime plan.

This report sets out the proposed addition of 1.6 FTE staff in the structure of the OPCC within the Stakeholder Engagement and Business Support team for the approval of the Police & Crime Commissioner.

Recommendation

The Police & Crime Commissioner is recommended to approve the revised structure for the Office of the Police and Crime Commissioner for Lancashire as set out in the report presented in accordance with the Management of Change Policy (2010) and associated tool kits.

Signature

Police and Crime Commissioner

Date 9th March 2017

1 Background

- 1.1 The Local Government and Housing Act 1989 sets out the requirement for the 'Head of Paid Service' (the Director of the office of the PCC) to provide a report to the Commissioner setting out proposals for the structure of the office to support the delivery of the Police and Crime Plan.

Extract from the local Government and Housing Act 1989:

- (2) It shall be the duty of the head of a relevant authority's paid service, where he considers it appropriate to do so in respect of any proposals of his with respect to any of the matters specified in subsection (3) below, to prepare a report to the authority setting out his proposals.
- (3) Those matters are—
- (a) the manner in which the discharge by the authority of their different functions is co-ordinated;
 - (b) the number and grades of staff required by the authority for the discharge of their functions;
 - (c) the organisation of the authority's staff; and
 - (d) the appointment and proper management of the authority's staff.

2 Existing Structure

- 2.1 The Commissioner will recall that a Structure was approved in November 2016 (Decision 2016/32) and is attached at Appendix A
- 2.2 The assessment of the workload faced by the office is an ongoing function of the OPCC management team and as part of this process it has been identified that additional resource is needed to support the Commissioner in the delivery of his responsibilities.

3 Proposed Structure

- 3.1 The proposed structure is at set out in Appendix B
- 3.2 This reflects an acknowledgement that the workload faced by the OPCC has increased substantially in recent months and that the structure determined in 2016 and implemented in January 2017 does not fully reflect the workload the office now faces.
- 3.3 All job descriptions in the revised structure have been subject to the Job Evaluation process and have been graded accordingly.
- 3.4 The proposals seek to establish a new post "Public Affairs and Research assistant" at LC7 (1.00 FTE) and increase the existing Press and Digital Media LC7 post by 0.6 FTE to a total of 2.2 FTE within the Stakeholder Relations and Business Support team.
- 3.5 The additional resource the proposal delivers will ensure that the increased workload the office faces in respect of public engagement through social media and web based communications can be met and will provide support to the Commissioner in the new responsibilities he has in his role within the APCC (Association of Police and Crime Commissioners).

4 Next Steps

- 4.1 Once approved the process to fill the revised structure will take place. In accordance with the management of change and appropriate selection policy

5 Financial Implications

- 5.1 The financial implications of this report are set out in the table below:

Post	FTE	Grade	Cost (£)
Public Affairs and Research assistant	1.00	LC7	32,070
Press and Digital Media officer	0.60	LC7	19,242
Total cost			51,312

5.2 The total additional cost (including on-costs) of the proposals within this report is £51,312 at the mid-point of the grade, this cost will be contained within the existing revenue budget set aside for the Office of the PCC.

6 Future

6.1 As you are aware the Policing and Crime Bill is currently at the Committee Stage and is expected to receive Royal Assent in early 2017. The Bill makes provision for collaboration between the emergency services; the handling of police complaints and other matters relating to police conduct the powers of police civilian staff and police volunteers. Clearly these provisions will impact your role as Police and Crime Commissioner and may require further changes to the structure of the office.

7 Conclusion

7.1 The Commissioner is recommended to approve the recommendations set out in this report.

Decision taken by the Police and Crime Commissioner for Lancashire:

Original decision, as set out in the attached report, approved without amendment (please delete as appropriate)	YES	NO
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Original decision required to be amended and decision as detailed below:

The reasons for the amended decision are as detailed below:

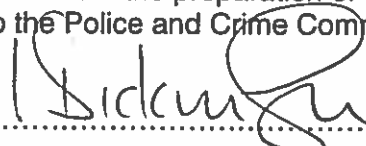
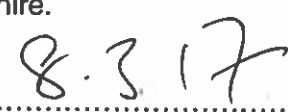
Police and Crime Commissioner: Comments

Declarations of interest:

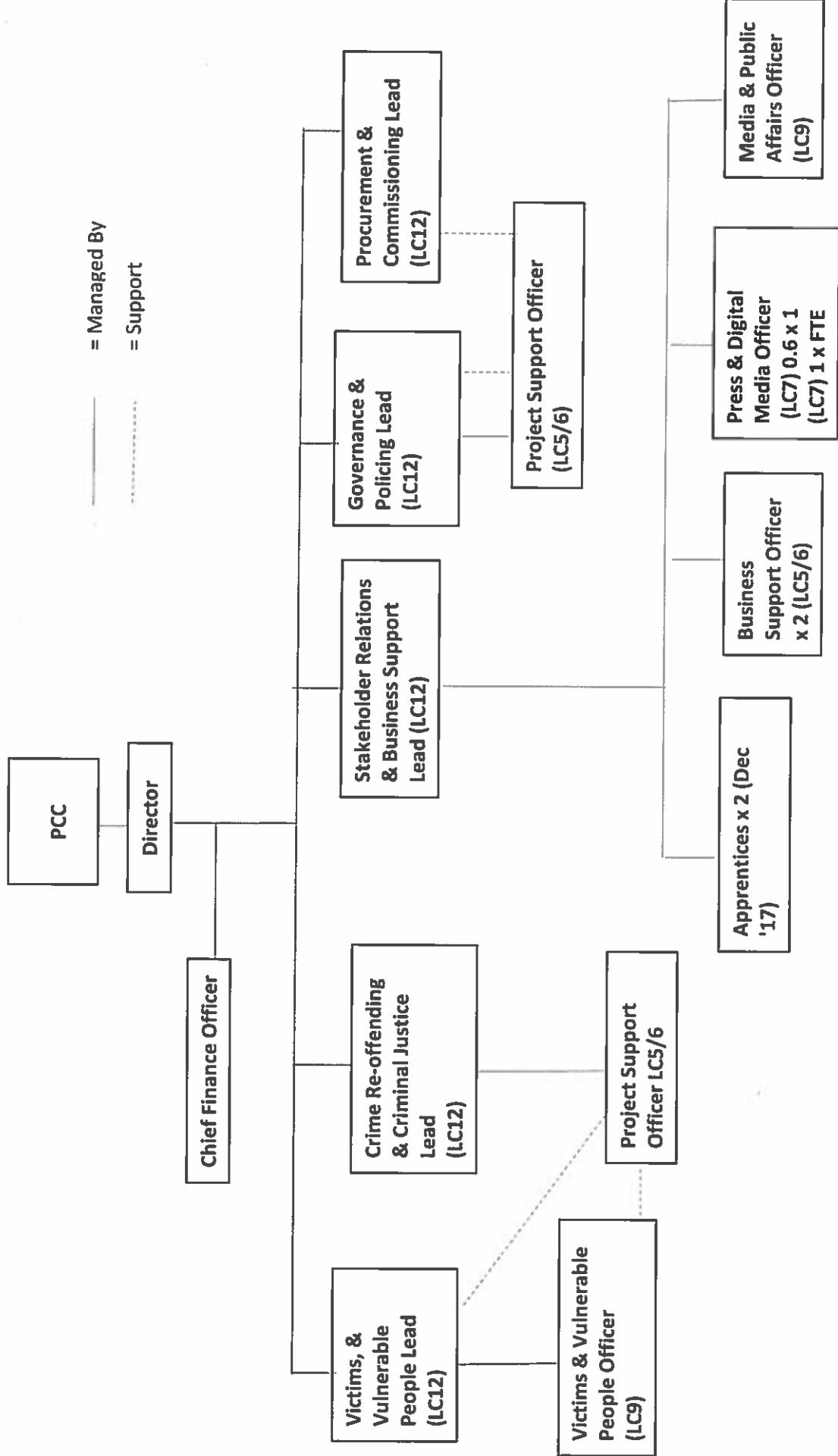
The PCC is asked to consider any personal / prejudicial interests he may have to disclose in relation to the matter under consideration in accordance with the law, the Nolan Principles and the Code of Conduct.

Governance & Policing Lead – Office of the Police & Crime Commissioner for Lancashire

I have been informed about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner for Lancashire.

Signature..........Date..........

OPCC structure 1/1/2017



OPCC structure March /2017

