

PFCC Decision Report

Report reference number: 123/20

Classification: Not protectively marked

Title of report: Recruitment to the Audit Committees

Area of county / stakeholders affected: Countywide

Report by: Elizabeth Helm (Interim Head of Finance)

Date of report: 22/09/2020

Enquiries to: elizabeth.helm@essex.police.uk

1. Purpose of the report

To set out the proposed approach to the recruitment to the Audit Committees (Joint Audit Committee (JAC) and Fire Audit Committee) and to seek a decision on appointing RSM to undertake this work.

2. Recommendations

To engage RSM to assist in the recruitment of two independent members to the Audit Committees (covering both Police and Fire and Rescue) at a cost of £9,500.

3. Benefits of the proposal

RSM was previously engaged to recruit to the Joint Audit Committee and has sufficient experience to enable the recruitment of two independent members.

4. Background and proposal

Following the resignation of an independent committee member in the summer, it is necessary to recruit to the Audit Committees.

Following a review of the Terms of Reference of both the Joint Audit Committee and the Fire Audit Committee, there is now a need to recruit two new independent members, both to fill the vacancy created in the summer and also to add an additional independent member so that, going forward, each Audit Committee consists of the Chair plus four independent members.

RSM assisted with the previous recruitment and has offered to provide this service again, which would include:

- Reviewing the previous role profile and person specification to ensure it is still fit for purpose
- Creating an appropriate advert and identifying suitable channels to attract candidates
- Acting as the point of contact for candidates, receiving all applications, confirming their receipt and corresponding regarding any queries raised
- Using a scoring matrix based on the role profile and person specification, sifting applications, with independent moderation
- Providing updates throughout the search process
- Creating a shortlist of approximately five candidates
- Co-ordinating an interview day for the panel to interview the candidates
- Notifying all applicants as to whether they have been successfully shortlisted for an interview or not
- Providing a set of interview questions and a scoring matrix and collating interview packs for panel members
- Providing an observer for the interviews, and co-ordinating a debrief session
- Providing feedback to all candidates
- An induction event for the successful candidates

It is intended that the Panel will comprise the Police, Fire and Crime Commissioner, the Chief Constable and the Chief Fire Officer / Chief Executive.

5. Alternative options considered and rejected

The recruitment process could be undertaken in house however this would involve considerable investment of time. Given the Head of Finance role is currently being covered on an interim and part time basis, this would be difficult to accommodate.

6. Police and Crime Plan

Having adequate and sufficiently skilled independent Audit Committee members will help to deliver the strategic priorities of the PFCC, as set out in both the Police and Crime Plan and the Fire and Rescue Plan.

7. Police operational implications

No impact on operational policing.

8. Financial implications

Whilst there is no specific budget for this expenditure, the cost of £9,500 can be met by underspends that have arisen throughout the year in the PFCC's budget.

9. Legal implications

There are no legal implications.

10. Staffing implications

There are no staffing implications

11. Equality and Diversity implications

There are no equality and diversity implications from appointing RSM for this work. RSM will ensure that the advert makes reference to the Equality, Diversity and Inclusion Policy of the organisation.

13. Governance Boards

This was discussed at the PFCC’s Senior Management Team meeting and agreed in principle on 12 October 2020.

14. Background papers

Proposal for the provision of recruitment services from RSM



20200917 Essex
PFCC Audit Committee

Report Approval

The report will be signed off by the OPFCC Chief Executive and Treasurer prior to review and sign off by the PFCC / DPFCC.

Chief Executive / M.O.

Sign:

Print: P. Brent-Isherwood

Date: 3 December 2020

Chief Finance Officer / Treasurer

Sign:

Print: Elizabeth Helm

Date: 3 December 2020

Publication

Is the report for publication?

YES

NO

If ‘NO’, please give reasons for non-publication (Where relevant, cite the security classification of the document(s). State ‘None’ if applicable)

.....

.....N/A.....

If the report is not for publication, the Chief Executive will decide if and how the public can be informed of the decision.

Redaction

If the report is for publication, is redaction required:

1. Of Decision Sheet?	YES	<input type="checkbox"/>	2. Of Appendix?	YES	<input type="checkbox"/>
	NO	<input checked="" type="checkbox"/>		NO	<input checked="" type="checkbox"/>

If 'YES', please provide details of required redaction:

.....
.....N/A.....

Date redaction carried out:

Treasurer / Chief Executive Sign Off – for Redactions only

If redaction is required, the Treasurer or Chief Executive is to sign off that redaction has been completed.

Sign:

Print:

Chief Executive/Treasurer

Decision and Final Sign Off

I agree the recommendations to this report:

Sign: 

Print: Roger Hirst

PFCC

Date signed: 9 December 2020

I do not agree the recommendations to this report because:

.....
.....
.....

Sign: