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SUBJECT	Appointment of Interim Chief of Staff to the Police and Crime Commissioner.
REPORT BY	Emma Mills, Temporary Assistant Director, Human Resources Department
CONTACT OFFICER	Emma Mills
SUMMARY AND PURPOSE OF REPORT	
To outline the process undertaken to make an appointment to the role of Interim Chief of Staff to cover the secondment of the substantive incumbent and make a recommendation for appointment.	
RECOMMENDATIONS	
<ul style="list-style-type: none"> For the Police and Crime Panel to ratify the suggested appointment 	

1. BACKGROUND

The secondment of Mr Cerith Thomas to the All Wales Police Collaboration Team has created a temporary vacancy within the Police and Crime Commissioner's team for a Chief of Staff. It was necessary to backfill Mr Thomas due to the legislative requirements within the Police Reform and Social Responsibility Act 2011 as follows:

Paragraph 7: A Police and Crime Commissioner must appoint a person to act as Chief Executive if

- (a) That post is vacant, or
- (b) The holder of that post is, in the Commissioners opinion, unable to carry out the duties of that post

It also states that:

Paragraph 9: (1) A Police and Crime commissioner must notify the relevant Police and Crime panel of each proposed appointment by the commissioner of the Commissioner's Chief Executive

In line with South Wales Police Policy there were two options for filling this post:

- (a) advertise the post forcewide with a 3 week closing date
- (b) seek expressions of interest from staff within the Commissioners Team to "act up" in the role due to the need to fill the post quickly and the duration of the secondment.

These options were discussed between the Police and Crime Commissioner's Team and the Human Resources Department and it was felt that option (b) was the preferable option. As a result, expressions of interest were sought from within the team and Mr Lee Jones, Assistant Commissioner was the only applicant.

Following the expression of interest process, Mr Jones was invited to interview on 15th August 2017. The interview panel consisted of Chief Constable Peter Vaughan,

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Police and Crime Commissioner Alun Michael, Deputy Police and Crime Commissioner Emma Wools and T/Assistant Director Emma Mills.

The conclusion of the panel was that Mr Jones exceeded the acceptable standard at interview and approval should be sought from the Police and Crime Panel to appoint Mr Jones to the post on a temporary basis to cover the secondment of Mr Cerith Thomas.

Attached are the following appendices in support of the report

- Role Profile for Chief of Staff
- Interview Questions
- CV for Lee Jones
- Contract of employment setting out standard terms and conditions

2. RECOMMENDATION

The process followed was fair and in line with South Wales Police guidance and procedures. Therefore it is recommended that Mr Jones is appointed to the post to cover the absence of Mr Thomas.

It is advised that should the vacancy become permanent in the future that the post would have to be advertised externally and subject to a competitive process.

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