



Decision No	2016/32
--------------------	----------------

Report to:	Police and Crime Commissioner
Report By:	Angela Harrison, Director of the OPCC
Date:	22 November 2016
Title:	Restructure of the OPCC

Executive Summary

The Director of the Office of the PCC is required to provide a report to the Commissioner to set out her 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 structure of the OPCC for the approval of the Police & Crime Commissioner and should be read in conjunction with Decision 2014/40.

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.

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 her 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 an Interim Structure was implemented in December 2014 (Decision 2014/40) and is attached at Appendix A
- 2.2 As part of the implementation process some staff took up temporary positions and some staff are acting in different capacities within that interim structure when compared to their respective substantive roles.
- 2.3 Further, you will recall that following the establishment of the interim structure we discussed and implemented a number of changes to the structure which resulted in the disestablishment of two posts and the establishment of two posts. These decisions are now reflected in the proposed structure:

Disestablished:

- The post of Deputy Chief Executive was disestablished in January 2016.
- The post of Policy and Performance Officer (LC8/9) has also been disestablished under delegated authority in July 2016.

Established:

- The post of Temporary Press and Digital Media Officer (LC7 at 0.6) was established in April 2015
- The permanent post of Media and Public Affairs Officer (LC9) was established in November 2015

- 2.4 We have now had a reasonable period of time to see if the team structure works and to be able to review it and introduce refinements. The structure as set out in this report consolidates the revised structure of the office and ensures it is for purpose in delivering the Police & Crime Plan.

3 Proposed Structure

- 3.1 The proposed structure is at set out in Appendix B
- 3.2 Consultation has taken place with staff and Unison both in writing and through individual meetings between 20 October and 7 November 2016. A number of responses haven been received and have been reflected in the proposed structure and job descriptions for the posts set out in that structure.
- 3.3 All job descriptions in the revised structure have been subject to the Job Evaluation process and have been graded accordingly.

3.4 Implications

The proposals seek to disestablish 6 posts.

- Head of Communications (LC12)
- Partnerships and Performance Officer (LC9)
- Standards and Governance Officer (LC9)
- Senior Administrative Officer (LC6)
- Administrative Assistant (LC5)
- Administrative Assistant (LC4)

The proposals also seek to establish 6 posts.

- Lead Officer for Stakeholder relations and Business Support (LC12)
- Lead Officer for Victims and Vulnerable People (LC12)
- Lead Officer for Governance and Policing (LC 12)
- 2x Business Support Officer (LC 5/6)
- 1 Apprentice

3.5 The proposals also seek to make permanent the temporary post of Crime, Reoffending and Criminal Justice Officer (LC12), Victims and Vulnerable People Officer (LC9), Press and Digital Media Officer (LC7 at 0.6) and 2 x Project Support Officer (LC5/6).

3.6 In order to provide appropriate support to the Governance & Policing Lead and the Procurement & Commissioning Lead, it is proposed to re-align support through a Project Support Officer (LC5/6). The post holder will be managed by the Governance & Policing Lead.

3.7 Further, it is also proposed to re-align a Project Support Officer (LC5/6) who will support jointly the Victims & Vulnerable People Lead and the Crime, Re-Offending & Criminal Justice Lead. They will be managed by the Crime, Re-Offending & Criminal Justice Lead.

3.8 As a result of the Job Evaluation process the 2 project support officers have been regraded to LC5/6 and are now commensurate with the roles the officers will undertake.

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

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

Post	Grade	Cost (£)
Head of Communications	LC12	55,568
Partnerships and Performance officer	LC9	40,973
Standards and Governance officer	LC9	40,973
Senior Administrative officer	LC6	28,343
Administrative officer	LC5	25,256
Administrative officer	LC4	22,909
Total reduction in cost		214,022

Post	Grade	Cost (£)
Stakeholder relations and Business Support lead	LC12	55,568
Victims and Vulnerable people lead	LC12	55,568
Governance and Policing lead	LC12	55,568
Business Support officer (x2)	LC5/6	54,045
Apprentice		9,495
Total increase in cost		230,244

Cost includes NI and Superannuation

In addition 2 Project Support officer posts have been regraded from LC5 to LC5/6 with an additional annual cost of £6,172.

The total additional cost of the proposals within this report is £22,394, 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
---	------------	-----------

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:

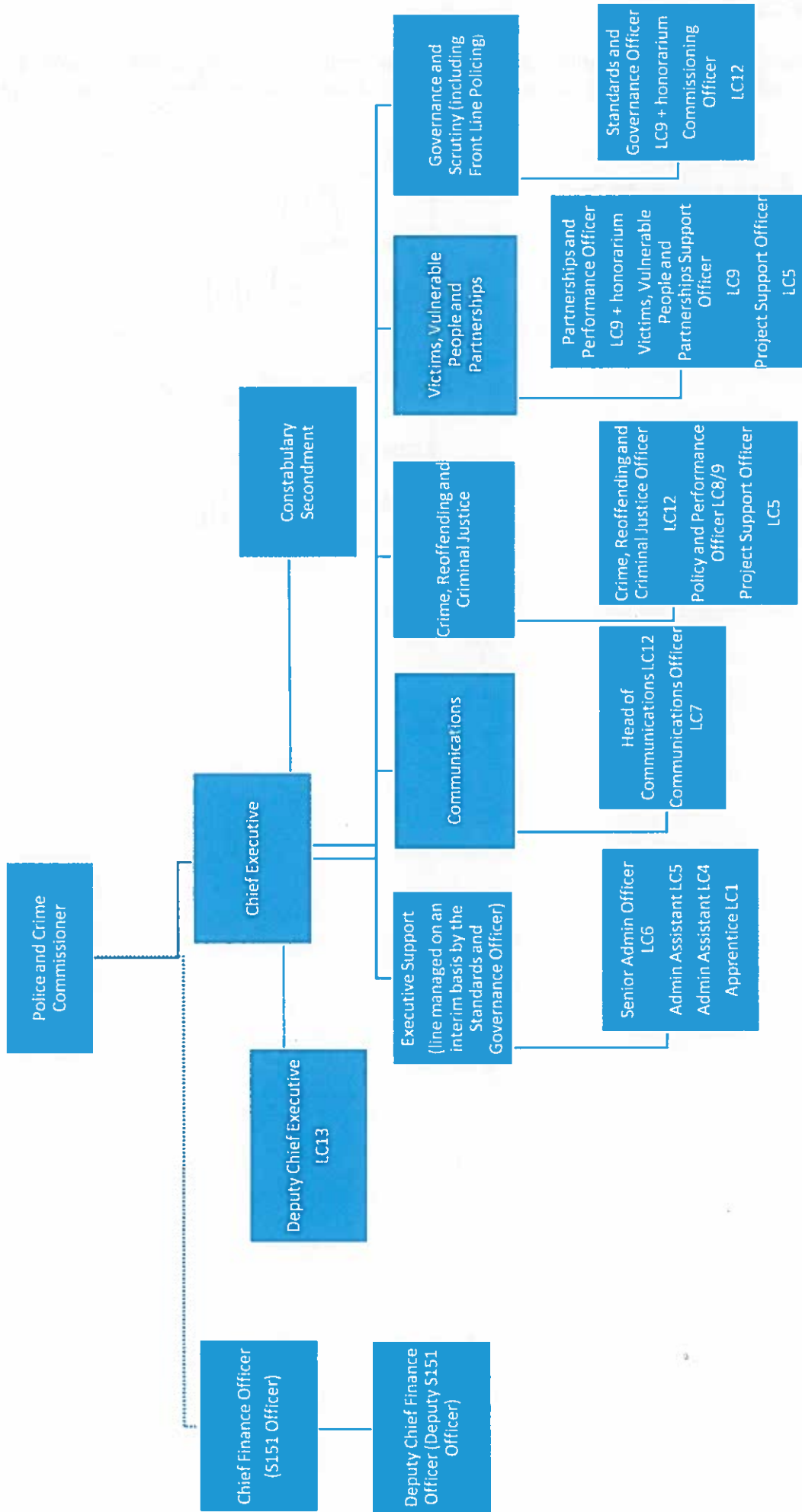
The PCC is asked to consider any personal / prejudicial interests he may have to disclose in relation to the matter under consideration in accordance with the law, the Nolan Principles and the Code of Conduct.

STATEMENT OF COMPLIANCE

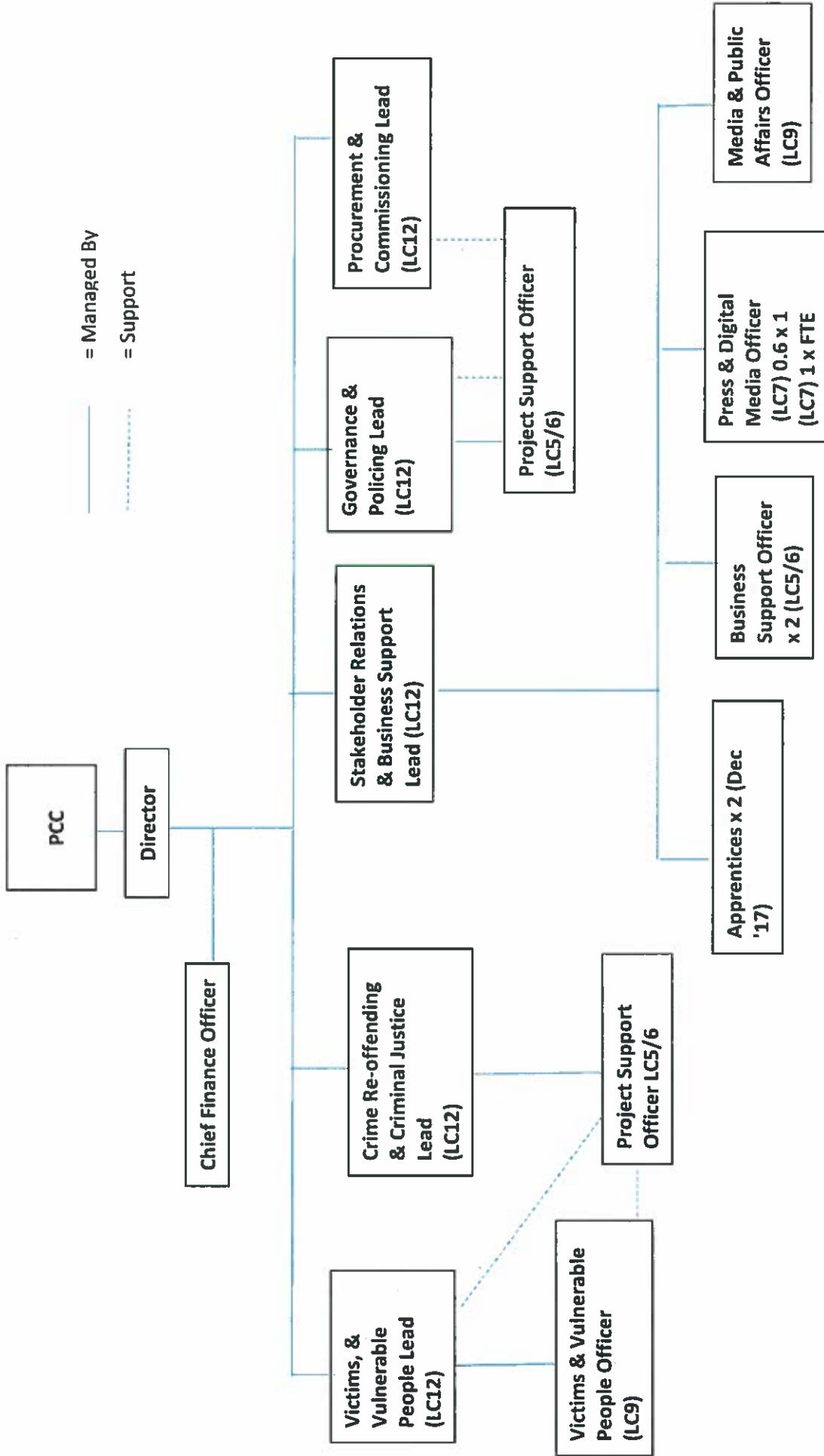
The recommendations are made further to legal advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation.

<p>Signed: </p> <p>Police and Crime Commissioner</p> <p>Date: 22 November 2016</p>	<p>Signed: </p> <p>Chief Officer</p> <p>Date: 22/11/16</p>
<p>Signed:</p> <p>Chief Constable</p> <p>Date:</p>	<p>Signed: </p> <p>Chief Finance Officer</p> <p>Date: 22/11/16</p>

OPCC Interim structure – December 2014



OPCC Proposed structure – November 2016



No. 11

11/11/11

11/11/11

11/11/11

11/11/11

11/11/11

11/11/11

11/11/11

11/11/11

11/11/11

11/11/11

