
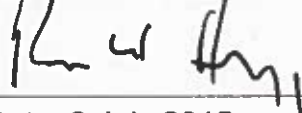


## Durham Police and Crime Commissioner Decision Record

<b>Key Decision No</b>	<b>20150702</b>
<b>Subject:</b>	Office Staffing Changes
<b>Executive Summary</b>	PCC Approval to create 2 posts to be employed by the Police and Crime Commissioner
<b>Recommendation</b>	<p>In order to ensure continued service delivery and resilience, in light of current workload, it is proposed to create a new scale 2 role of Administrative Support assistant, in order to support the Office Manager.</p> <p>In addition to this the PCC has agreed to fund a clerical officer to support the Checkpoint project and it is proposed to create this post at scale 2 within the PCC's office. The successful post holder will then work with the Constabulary as part of the Checkpoint project, which is aimed at reducing reoffending.</p>

Risks and Implications identified and considered in making this decision:			
Finance	Y	Environment	
Accommodation		Potential Impact on Police and Crime Plan Priorities	
Stakeholder / Community Engagement			
Value for Money and Productivity		Equality and Diversity	Y
Commissioning		Children's Act 2004	
Staffing	Y	Collaboration and Partnerships	
Crime and Disorder		Other risks	

Approval	
Chief of Staff	Police & Crime Commissioner
Alan Reiss	Ron Hogg
Approved by Signature: 	Approved by Signature: 
Date: 2 July 2015	Date: 2 July 2015
<b>Contact Officer</b>	
Name	Gary Ridley
Position	Assistant Chief Officer
Tel	0191 375 2207
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Decisions -  
Jo'anne

Report to Police and Crime  
Commissioner

2<sup>nd</sup> July 2015

Office Staffing Changes

Report of Assistant Chief Officer



*Chief of Staff*

**Purpose of Report**

To seek PCC approval to create 2 posts to be employed by the Police and Crime Commissioner

**Background**

The Office Manager is due to commence maternity leave in late July 2015. Their post will be filled temporarily by a secondment from the Constabulary, following a competitive interview process. This was initially considered as an opportunity for PCC staff however no expressions of interest were received.

In order to ensure continued service delivery and resilience, in light of current workload, it is proposed to create a scale 2 role of Administrative Support Assistant, in order to support the Office Manager.

In addition to this the PCC has agreed to employ and fund a clerical officer role to support the Constabulary's Checkpoint project which is aimed at reducing reoffending. It is proposed to create this post at scale 2.

In terms of financial implications, each salary will cost between approx. £19 k to £20k per annum. These costs include employer on-costs ie national insurance and employer pension contributions. This can be accommodated from within overall existing resources.

In terms of recruitment it is proposed that these 2 posts be advertised to the staff within the PCC office. If no one is successfully recruited then the posts will be advertised externally, including within the Constabulary.

**Conclusion**

It is important that adequate staffing resource exists within the PCC's office in order to provide continued service delivery. This will be kept under continuous review.

**Recommendation**

It is recommended that the PCC create and employ the below posts:-

- scale 2 post to support the Office Manager role and
- scale 2 post to support the Checkpoint project.

Gary Ridley  
Chief Finance Officer

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**Appendix 1: Risks and Implications**


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**Finance** The costs arising from this report can be met from within the overall resources of the PCC.

**Staffing** Posts created will be advertised internally within the PCC's office and where not filled internally, they will be recruited to externally.

**Equality and Diversity** Relevant regulations will be observed to ensure recruitment is in line with equality and diversity requirements.

**Accommodation** Nil

**Crime and Disorder** Nil

**Children's Act 2004** Nil

**Stakeholder/Community Engagement** Nil

**Environment** Nil

**Collaboration and Partnerships** Nil

**Value for Money and Productivity** Nil

**Potential Impact on Police and Crime Plan Priorities** Nil

**Commissioning** Nil

**Other risks** Nil

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