

Mr Robert Fousert  
Chair – Police & Crime Panel  
Cheshire East Council  
Westfields  
Middlewich Road  
Sandbach  
CW11 1HZ

**David Keane**  
*Police & Crime Commissioner*  
Stockton Heath Police Station  
Grappenhall Road  
Stockton Heath  
Warrington  
WA4 2AF

Date: 2 July 2018

Our Ref:  
OPCC/DK/CH

Your Ref:

Tel: 01606 364001  
Fax: 01606 364006

Email:  
[police.crime.commissioner@cheshire.pnn.police.uk](mailto:police.crime.commissioner@cheshire.pnn.police.uk)

Dear Mr Fousert

## **PROPOSED APPOINTMENT OF A CHIEF FINANCE OFFICER**

In accordance with Schedule 1 of the Police Reform & Social Responsibility Act 2011, I write to inform you that I propose to appoint Ms Clare Hodgson as Chief Finance Officer for the Office of the Police of Crime Commissioner for Cheshire.

In accordance with the provisions of Schedule 1 of the Act, I am advising you, as Chair of the Police & Crime Panel, so that arrangements may be made to hold a confirmation hearing to review the proposed appointment and make a recommendation as to whether the candidate should be appointed. As specified in Schedule 1 of the Act, I set out below the required information for the Panel's consideration, namely:

- a) the name of the person whom the commissioner is proposing to appoint
- b) the criteria used to assess the suitability of the candidate for the appointment;
- c) why the candidate satisfies those criteria; and
- d) the terms and conditions on which the candidate is to be appointed.

Following a robust recruitment process, Ms Hodgson has been selected as my preferred candidate.

The statutory duties of the Chief Finance Officer will only form part of Ms Hodgson's responsibilities, as her full role will be as Head of Finance, Operations and Governance. To reflect these wider responsibilities Ms Hodgson will be employed on a full time basis. This letter focuses on Ms Hodgson's suitability in relation to the duties of Chief Finance Officer, as this is the role which is subject to Police & Crime Panel review.

Due to the importance of the role, the office engaged with a recruitment agency to source candidates. This approach worked well, with a number of highly skilled individuals applying for the post (18 in total). From this pool of applications, 6 candidates were shortlisted for assessment and interview; conducted by the OPCC Chief of Staff, Cheshire Constabulary Head of Human Resources and Cheshire Constabulary Head of Finance. The assessment and interview process comprised of:

- Psychometric Profile
- Presentation
- Competency based interview.

The job description, presentation topic and interview questions, and scoring matrix are attached for information.

From the above process, three candidates performed exceptionally well and scored very closely. These three candidates were selected for a follow-up interview with the PCC, OPCC Chief of Staff and representative from Cheshire Constabulary Human Resources.

Ms Hodgson was the highest scoring candidate and was selected as my preferred candidate. Ms Hodgson performed particularly well in the areas of leading strategic change, leading the workforce, managing performance and decision making; all of which will be crucial in her role as key advisor to the Police & Crime Commissioner.

Ms Hodgson has since accepted a conditional offer subject to vetting and references, which have now been satisfactorily completed.

Ms Hodgson is a very talented, highly qualified and experienced candidate and I am sure she will play a key role in shaping the organisation and delivering my objectives. Through the recruitment process Ms Hodgson demonstrated that she is an experienced senior finance professional with strategic level expertise who will be a great asset for the Office of the Police & Crime Commissioner for Cheshire and Cheshire residents.

Ms Hodgson's CV is attached for your and Panel members' information and to assist you with the confirmation hearing. I would ask that the CV remains a private document for panel members use only and not for publication.

The appointment will be made on a permanent full-time basis at salary scale SM5; £66,342 - £70,812 and expenses will be paid in accordance with office policy. The post is politically restricted and has been subject to Police Management Vetting. The appointment of new employees to the Office of the Police & Crime Commissioner (OPCC) is subject to a period of probation not exceeding six months.

The job description sets out the roles key areas of responsibility. Specifically regarding the confirmation hearing, the Panel will note that as outlined, the role will have responsibility for the fulfilment of all statutory obligations of the Chief Finance Officer for the Police and Crime Commissioner as set out in paragraph 6 of Schedule 1 to the Police Reform and Social Responsibility Act 2011 and Sections 113 and 114 of the Local Government Finance Act 1988. The role will also oversee the management of the governance and assurance arrangements to support the statutory oversight and scrutiny function of the Police & Crime Commissioner.

I look forward to receiving the Panel's report on this proposed appointment in this regard.

Yours sincerely,



David Keane  
Police & Crime Commissioner