

Councillor William Knightly
Chair
Police and Crime Panel
Conwy County Borough Council
Bodlondeb
Conwy LL32 8DU

Ein Cyf / Our Ref: WR/mm

21 May 2013

Dear William

Chief Finance Officer Confirmation Hearing

The Police Reform and Social Responsibility Act 2011 under paragraph 6 of Schedule 1 requires me to appoint a Chief Finance Officer.

I am therefore writing to inform you of my nomination to this statutory post. My recommendation is that Ms Kate Jackson is appointed as Chief Finance Officer for the Office of the Police and Crime Commissioner, North Wales.

I would appreciate if the Police and Crime Panel could consider my recommendation at a Confirmation Hearing and report back to me on whether my recommendation meets the Panel's approval.

The overall purpose of the post is:-

1. To undertake the proper administration of the Commissioner's financial affairs in accordance with section 112-124 of the Local Government Finance Act 1988 (as amended), Home Office Code of Financial Management and the Police Reform and Social Responsibility Act 2011 under paragraph 6 of Schedule 1.
2. To act as the Commissioner's Financial Adviser.
3. To be the Responsible Officer under section 151 of the Local Government Act 1972.
4. To act in a supporting role to the Chief Executive as required.

The criteria I have used to determine my nomination is:

1. Responsible for financial management, ensuring that my financial affairs are properly administered and that financial regulations are observed and kept up to date
2. Responsible for ensuring regularity, propriety and value for money (VfM) in the use of public funds

3. Ensure that the funding required to finance agreed programmes is available from Central Government and Welsh Government funding, precept, other contributions and recharges.
4. Report to me, the Police and Crime Panel and to the external auditor of any unlawful, or potentially unlawful, expenditure and report if expenditure is likely to exceed the resources available to meet that expenditure.

I believe Kate Jackson fully meets these criteria.

1. Kate is a qualified accountant with 25 years accounting experience gained in both the public and private sector. She is the former Principal Accountant and Deputy Section 151 Officer with South Shropshire District Council
2. Kate has experience of financial management of services with budget of approximately £120m
3. Experience of the production of Statement of Accounts, Treasury Management and all aspects of the accounting function of a local authority
4. Kate has provided a detailed curriculum vitae and evidence of all her work experience and qualifications which supports my recommendation of her appointment. I have also received 3 references from Kate's previous Line Managers providing confirmation that she is more than capable of fulfilling this post.
5. Kate does not speak Welsh but has expressed her willingness to learn and I am pleased to say has already started to use Welsh greetings whilst communicating with the office

To ensure that the process of appointing a new Chief Finance Officer was completely fair I ensured that the composition of the panel was balanced. The appointment panel consisted of officers from my office, one independent person and one human resource assessor. The panel were all experienced in recruiting high ranking officers.

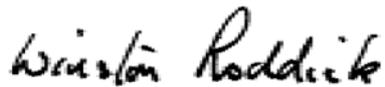
The vacancy for the post was advertised on Thursday 29 November with a closing date of Friday 14 December, due to an insufficient number of applications received the vacancy was advertised again on 7 February with a closing date of 21 February, the interviews took place on Tuesday 5 March. The advertisement was placed with the Daily Post, AllWalesJobs website, Golwg website and distributed to the members of the Chartered Institute of Public Finance and Accountancy through their website. The candidate that I recommend for this post responded to the second advertisement following the distribution via the Chartered Institute of Public Finance and Accountancy.

We received 5 applications for the post and shortlisted 5 people; we only interviewed 4 people as one person withdrew prior to the day of the interview. Candidates were asked a series of questions on the role that they were applying for and also questions on their work experience, they were scored accordingly by the panel. The conclusion of the appointment process was that Kate Jackson was the strongest candidate and the most suitable candidate for the post.

I have attached to this letter the full Person Specification for this role for your information. I can also confirm that Kate has received security and medical clearance to carry out this post.

Thank you.

Yours sincerely



Winston Roddick CB QC
Commissioner

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