



OFFICE OF THE POLICE & CRIME COMMISSIONER FOR NORFOLK

Reply to: Claire Buckley

Our Ref: CB/FOI-06

Direct Dial: 01953 424454

3rd May 2013

Dear Member of the Public

Freedom of Information Request – FOI/OPCCN/06

I am writing in connection with your email dated 9th April 2013, which you originally sent to Norfolk Constabulary and which has been transferred over to us to respond. The information you requested was as follows:

“Please provide the following information:

A list of all staff appointments made by the Police and Crime Commissioner and the following specific information on each post:

- a) **The name of the staff member appointed**
- b) **The date s/he began / will begin his/her role**
- c) **The salary attached to the post**
- d) **A job description of the post**
- e) **A description of the process through which the appointment was made**
- f) **The number of applicants who applied for the appointment.”**

I have reviewed our records and I can advise the following

a) The name of the staff member appointed

Since his commencement of office, the PCC, Stephen Bett, has appointed one staff member, a Deputy Police and Crime Commissioner. The post is held by Ms Jenny McKibben.

b) The date s/he began / will begin his/her role

Ms McKibben’s appointment to this post was publicly endorsed by the Norfolk Police and Crime Panel on 14th December 2012, and she commenced the role on 17th December 2012.

c) The salary attached to the post

The post of Deputy Police and Crime Commissioner has been allocated the salary of £56,000 per annum, which equates to 80% of the PCC’s salary.

d) **A job description of the post**

Whilst no formal job description for the post of Deputy Police and Crime Commissioner has been created, further details are contained within a report submitted to the Norfolk Police and Crime Panel which can be accessed via the following [Link](#)

e) **A description of the process through which the appointment was made**

Within section 18(1) of the Police Reform and Social Responsibility Act 2011, it identifies:

'The police and crime commissioner for a police area may appoint a person to the deputy police and crime commissioner for that police area, and arrange for the deputy police and crime commissioner to exercise any function of the police and crime commissioner.'

In this regard, the PCC chose to appoint his own deputy without an interview process. However under Schedule 1, paragraph 9 of the Act, the PCC must notify the Police and Crime Panel of their intention to appoint a Deputy. Under paragraph 10 of Schedule 1, the Panel must review the proposed appointment and make a report to the PCC as to whether the proposal had been accepted or rejected.

In relation to Ms McKibben, the Norfolk Police and Crime Panel publicly endorsed her appointment as Deputy Police and Crime Commissioner on 14th December 2012. (Copies of the report submitted to the PCP and the subsequent letters sent/received can be viewed on our website: <http://www.norfolk-pcc.gov.uk/police-and-crime-panel/> in the PCC Reports to PCP section).

f) **The number of applicants who applied for the appointment.**

As indicated above, there were no further applicants for this post as a formal recruitment process had not been undertaken.

Yours sincerely

CBuckley

Claire Buckley
Freedom of Information Officer
Office of the Police and Crime Commissioner for Norfolk