

**1. How many members of staff did your office have when it was inherited from the Police Authority in November 2012, and what was the annual salary cost at that time?**

On 22 November 2012 The Police Reform and Social Responsibility Act 2011 provided for the transfer of all staff employed by the Police Authority to the Police and Crime Commissioner (Schedule 15, para 6(2)). The Police and Crime Commissioner became the employer of all police staff (civilian staff) in West Yorkshire.

26 members of staff were employed to support the Police Authority in West Yorkshire and were transferred to the OPCC on 22 November 2012. Of the 26 employees who supported the Police Authority, 10 were employed as a shared service with West Yorkshire Police in the Internal Audit Team which also provides contracted services to North Yorkshire and Humberside Police Authorities as well as the Yorkshire and Humber Regional Policing Team. One member of the Internal Audit Team also provided support to the Chief Finance Officer on a part-time basis. This post is included in the figures given below.

17 members of staff (3 of whom worked part-time giving a full-time equivalent of 15.8 posts) were transferred into the OPCC on 22 November 2012, therefore, to provide support to the Police and Crime Commissioner for West Yorkshire. The annual salary cost was £595,911. This is based on salary payments made to staff in November 2012 and does not include NI or pension contributions. This figure excludes the salary paid to the Police and Crime Commissioner but does include the salary paid to the Chief Executive, Chief Finance Officer and Finance and Administration Manager who also worked on other pieces of work separate to West Yorkshire OPCC (ie, for the National Police Air Service, the Yorkshire and Humber Regional Policing Team, the Police National Legal Database and North Yorkshire Police and Crime Commissioner's Office). At this time there was a vacant Research Director post in the Police Authority.

**2. How many members of staff did your office have at March 31<sup>st</sup>, 2013, and what was the annual salary cost at that time?**

On 31 March 2013, the OPCC had 16 members of staff working to support the Police and Crime Commissioner (4 members of staff were working part-time giving a full-time equivalent of 14.5 posts). The annual salary cost was £618,471 (excluding NI and pension).

This figure does not include the salary paid to the Police and Crime Commissioner but does include the salary paid to the Chief Executive who also supported the National Police Air Service and the Police National Legal Database, separately to the OPCC. This figure also includes Research Director (who had been appointed to the vacancy carried over from the Police Authority).

**3. How many members of staff does your office have as of now, March 2014, and what is the current annual salary cost?**

As of 19 March 2014, the OPCC had 19 members of staff, one of whom is currently on maternity leave and whose post is being covered temporarily (8 members of staff worked part-time giving a full-time equivalent of 16.5 posts). The annual salary cost is projected to be £689,810 (excluding NI and pension).

This figure does not include the salary paid to the Police and Crime Commissioner but does include the salary paid to the Chief Executive who also supports the National Police Air Service and the Police National Legal Database, separately to the OPCC. This figure also includes the salary paid to the Deputy Police and Crime Commissioner who was appointed in April 2013.

The annual salary costs provided in questions 1 – 3 above are based on the actual salaries paid in November 2012, March 2013 and March 2014.

Staff in the OPCC were awarded a 1% pay award with effect from 1 September 2013, in line with the national pay award agreed by the Police Negotiating Board. Additionally, in line with national agreements some staff are entitled to incremental pay increases within their pay-scale.

Please note that the budgeted cost of the OPCC has reduced to £1,736,000 (estimated outturn for 2013/14) from the budget for the last full year of the Police Authority which was £1,858,000 for 2011/12.

**4. Please state the job title and salary of each current member of staff, and state if their role was advertised or not?**

The OPCC has the following roles:

<b>ROLE TITLE</b>	<b>SALARY RANGE – see appendix A</b>
Chief Executive and Solicitor	This information is published on our website: <a href="http://www.westyorkshire-pcc.gov.uk/office-of-the-pcc/senior-staff.aspx">http://www.westyorkshire-pcc.gov.uk/office-of-the-pcc/senior-staff.aspx</a>
Chief Finance Officer	
Deputy Police and Crime Commissioner	
Assistant CFO x 0.3	£41,163 - £44,016
Head of Communications	£39,252 - £42,114
Head of Delivery	£41,162 - £44,016
Casework Manager	£39,252 - £42,114
Business Support Manager x 2	£32,547 - £35,427
Engagement Manager	£32,547 - £35,427
Research Manager	£32,547 - £35,427
Engagement Officer x 2.4	£18,909 - £30,939
Research Officer (vacant)	£24,036 - £30,939
Executive Support Officer x 1.7	£24,036 - £25,704
Support Officer x 3.2	£18,909 - £20,940

Further information can be found on our website at [www.westyorkshire-pcc.gov.uk](http://www.westyorkshire-pcc.gov.uk).

It is the policy of the OPCC to advertise as widely as practicable all positions (outside of the executive group) which are not subject to organisational change. Normally positions are advertised in the job centre, with some positions being advertised in local newspapers or more specialised media.

Posts may be limited to internal applications only or to more restricted advertising in the following circumstances:

- when a post is being recruited to as part of the change management process. In this case recruitment may be 'ring-fenced' to affected employees only.
- When the same position has been recruited to, with a wide-reaching advertisement, in the previous 6 months.
- When the position is temporary and the overall cost is expected to be less than £5,000.

**5. *How many people does your office currently have working on a freelance / consultant / adviser basis and what is the cost of their contracts?***

At 19 March 2014 the OPCC entered into two consultancy contracts, one for an evaluation of the drug intervention programme in West Yorkshire and one for research into measuring feelings of safety. The total cost of these contracts will be £23,500. These are contracts for deliverables rather than employment of individuals.

Additionally, the Police and Crime Commissioner has engaged Catherine Crawford to undertake a review of complaints in West Yorkshire. This has been at nil cost. Further details can be found on our website at [www.westyorkshire-pcc.gov.uk](http://www.westyorkshire-pcc.gov.uk).

**6. *How many people has your office seconded from local authorities / the police force and what is the cost of their salaries?***

At 19 March 2014 the OPCC had entered into 4 secondment agreements as follows:

1 secondment from a local authority for the period 03.02.14 to 30.03.14 to develop work with partner organizations

1 secondment from a local authority for the period 15.04.13 to 20.12.13 to cover a maternity vacancy

1 secondment from a third sector organisation for the period 27.01.14 to 25.07.14 to develop work with third sector organisations

1 secondment from West Yorkshire Police for the period 01.10.13 to 30.06.14 to cover a vacant research position

The total cost of these secondments is anticipated to be £67,068 (excluding NI and pension).

Section 17 of the Freedom of Information Act 2000 states that:

- 1) A public authority which, in relation to any request for information, is to any extent relying on a claim that information is exempt information must, within the time for complying with Section 1 (1), give the applicant a notice which:-
  - (a) states the fact,
  - (b) specifies the exemption in question, and
  - (c) states (if that would not be otherwise be apparent) why the exemption applies.

## **REASONS FOR DECISION**

The reason that we are unable to provide you with this information is covered by the following exemption:

### **S40 (2) – Personal Information**

S40(2)(b) is a class based exemption and provides an absolute exemption where disclosure of the personal data would breach the Data Protection Principles. All individuals have a right to privacy under the Data Protection Act 1998. Where information is redacted in this case the Office of the Police and Crime Commissioner (OPCC) considers that disclosure would breach the first Data Protection Principle - that information must be processed fairly and lawfully.

The OPCC is required, under the Code of Recommended Practice for Local Authorities on Data Transparency 2011, to publish the salaries of all employees earning over £58,200 together with their job descriptions and names. For individual members of staff who do not fall into these categories there is a reasonable expectation that their salary details will not be made public.

As salary information relates to people's personal financial circumstances disclosure of an exact salary figure is more intrusive than providing a salary band and may prejudice their interests in ongoing financial or legal negotiations. Where posts have a 'career grade' which spans a number of salary bands subject to career progression or performance releasing the exact salary information or information in a narrow salary range may also provide other significant information about the individual.

However, the OPCC recognises the substantial public interest in knowing how public money is spent and determining good governance and value for money in public spending. Further, providing salary information will also reflect on equality and fairness considerations.

In order to provide some transparency in public spending salary banding information, for positions attracting less than £58,200 pa, has been provided. Please note that this does not reflect actual payments to individuals which may be influenced by contracted hours worked each week, maternity leave and vacancies.