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HEDDLU A THROSEDDU  
DYFED-POWYS  
POLICE AND CRIME  
COMMISSIONER

## REPORT / SUMMARY DECISION SHEET

**PURPOSE: COMMISSIONER DECISION**

**Timing: Routine**

**Title:** Creation of Commissioning Support Officer role

**Category of Decision / Business Area Impact:** Human Resources

**Executive Summary:** The priorities of this Office at present include planning the commissioning of services and improving contract management arrangements (Director of Commissioning), and supporting the Estates capital programme of works that is due to commence (Chief Finance Officer). It is estimated that approximately 25% of the time of both the Director of Commissioning and Chief Finance Officer is currently being spent on administrative tasks. The Commissioning Support Officer will provide administrative and analytical support to both the commissioning and finance functions, for example by supporting the development of contracts, service level agreements and outcome frameworks. This will enable the DoC and CFO to focus on strategic priorities. A paper has been submitted to the Commissioner explaining the rationale for creating the role, with details of the support required.

**Recommendation:**

That the creation of a Commissioning Support Officer role be approved and recruited to as soon as possible.

**Police and Crime Commissioner for Dyfed-Powys**

I confirm I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Nolan Principles for Conduct in Public Life.

The above request has my approval / does not have my approval / I note the information contained within the report (delete as appropriate)

**Signature:**

**Date: 31/03/2015**