

Nottinghamshire Police and Crime Commissioner
Notice of Decision



Nottinghamshire

POLICE & CRIME COMMISSIONER

Author:	Business Support Manager
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For Decision or Information	Decision
Date received*:	13/09/17
Ref*:	2018.069

*to be inserted by Office of PCC

TITLE: OPCC Business and Administration Apprentice

EXECUTIVE SUMMARY:

The purpose of this is to ask the Police and Crime Commissioner to consider appointing a Business and Administration Apprentice.

INFORMATION IN SUPPORT OF DECISION: (e.g report or business case)

The apprentice will provide business and administration support to the Office of the Police and Crime Commissioner to include organising meetings and events, booking conferences, ordering stationery, data inputting, collating statistics etc.

FINANCIAL INFORMATION (please include if it is capital or revenue or both. What the split is and the totals being requested. Is this a virement/ something already budgeted for or something that requires additional funding. Are there any savings that can be offered up/or achieved)

The salary for the position will be £11,351.60 which equates to the national living wage for an 18-20 year old of £5.90 per hour.

A business and administration NVQ level 3 qualification would be no more than £3,000. The OPCC would have to pay a maximum £300 under the apprenticeship levy to provide this qualification.

Signature: 
Chief Finance Officer

Date: 18th September 2018

Is any of the supporting information classified as non public or confidential information?**

Yes

No

If yes, please state under which category number from the guidance**

DECISION:

For the Police and Crime Commissioner to approve the appointment and budget requirement for the Business and Administration Apprentice. The budget is within the current Police and Crime Commissioner's Revenue Budget.

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OFFICER APPROVAL

I have been consulted about the proposal and confirm that the appropriate advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.

Signature: 
Chief Executive

Date: 26th September 2018

DECLARATION:

I confirm that I do not have any disclosable pecuniary interests in this decision and I take the decision in compliance with the Code of Conduct for the Nottinghamshire Office of the Police and Crime Commissioner. Any interests are indicated below:

The above request has my approval.

Signature: 
Nottinghamshire Police and Crime Commissioner

Date: 27/9/18

** See guidance on non public information