



HEREFORD & WORCESTER Fire and Rescue Authority

Appointments Committee

AGENDA

Monday 1 February 2010
1.30 pm

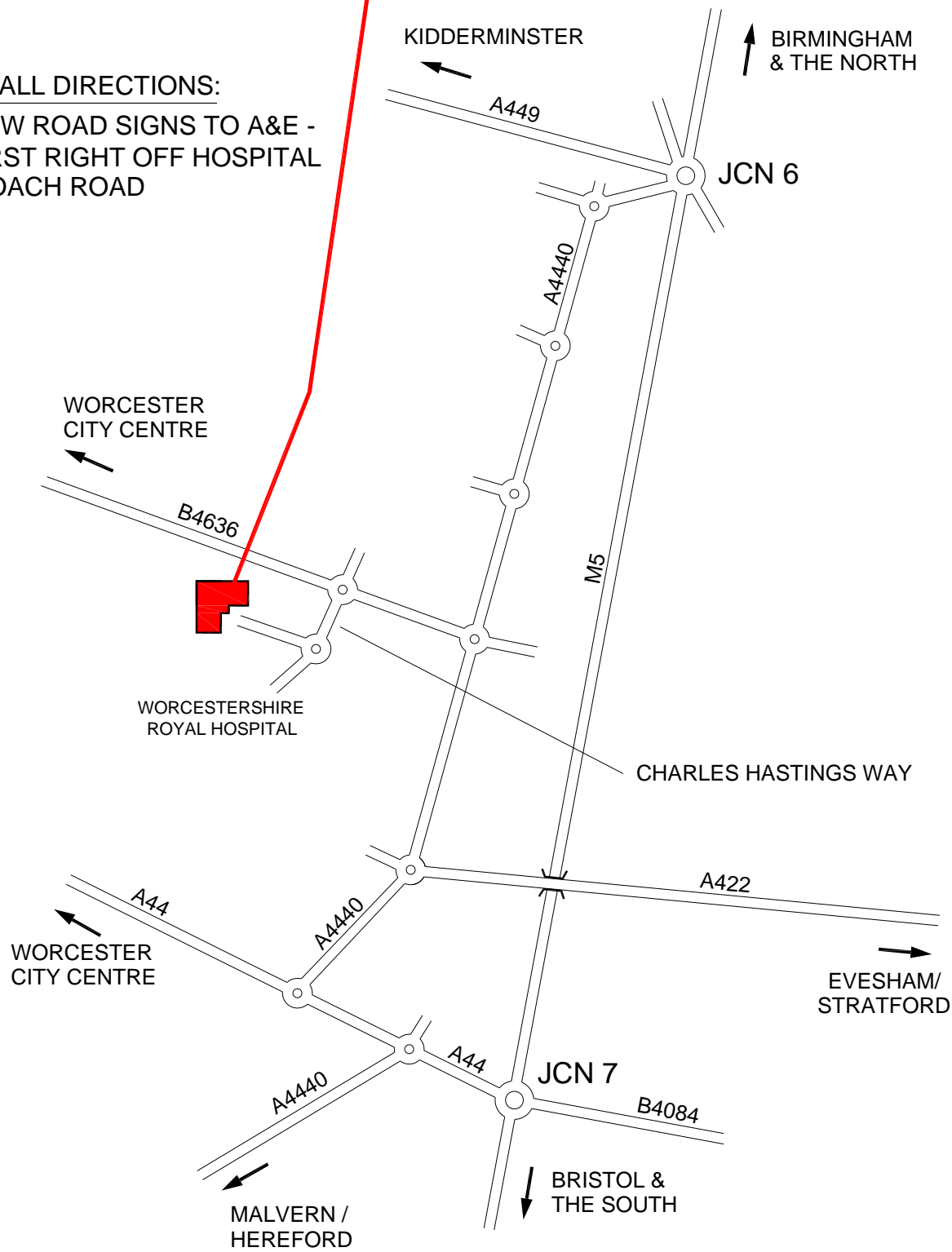
Headquarters,
2 Kings Court,
Charles Hastings Way,
Worcester
WR5 1JR



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HEREFORD & WORCESTER FIRE AND RESCUE SERVICE
HEADQUARTERS
2 KINGS COURT
CHARLES HASTINGS WAY
WORCESTER. WR5 1JR
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ACTION ON DISCOVERING A FIRE

- 1 Break the glass at the nearest **FIRE ALARM POINT**.
(This will alert Control and other Personnel)
- 2 Tackle the fire with the appliances available – **IF SAFE TO DO SO**.
- 3 Proceed to the Assembly Point for a Roll Call –

CAR PARK OF THE OFFICE BUILDING ADJACENT TO THE CYCLE SHED TO THE LEFT OF THE ENTRANCE BARRIER TO 2 KINGS COURT.

- 4 Never re-enter the building – **GET OUT STAY OUT**.

ACTION ON HEARING THE ALARM

- 1 Proceed immediately to the Assembly Point

CAR PARK OF THE OFFICE BUILDING ADJACENT TO THE CYCLE SHED TO THE LEFT OF THE ENTRANCE BARRIER TO 2 KINGS COURT.

- 2 Close all doors en route. The senior person present will ensure all personnel have left the room.
- 3 Never re-enter the building – **GET OUT STAY OUT**.

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Security

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Wheelchair access

The meeting room is accessible for visitors in wheelchairs.

Alternative formats

For information regarding requests for papers in alternative formats, please contact Corporate Support on 01905 368366 /331 or by email at committeeservices@hwfire.org.uk

Smoking is not permitted.

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Toilets – please ask at reception.

ACCESS TO INFORMATION – YOUR RIGHTS. The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Your main rights are set out below:

- Automatic right to attend all Authority and Committee meetings unless the business if transacted would disclose “confidential information” or “exempt information”.
- Automatic right to inspect agenda and public reports at least five days before the date of the meeting.
- Automatic right to inspect minutes of the Authority and Committees (or summaries of business undertaken in private) for up to six years following the meeting.
- Automatic right to inspect background papers used in the preparation of public reports.
- Access, on request, to the background papers on which reports are based for a period of up to four years from the date of the meeting.
- Access to a public register stating the names and addresses and electoral divisions of members of the Authority with details of membership of Committees.
- A reasonable number of copies of agenda and reports relating to items to be considered in public must be made available to the public attending the meetings of the Authority and Committees.

If you have any queries regarding this agenda or any of the decisions taken or wish to exercise any of these rights of access to information please contact Corporate Support on 01905 368366 / 331 or by email at committeeservices@hwfire.org.uk.

WELCOME AND GUIDE TO TODAY’S MEETING. These notes are written to assist you to follow the meeting. Decisions at the meeting will be taken by the **Councillors** who are democratically elected representatives and they will be advised by **Officers** who are paid professionals. The Fire and Rescue Authority comprises 25 Councillors and appoints committees to undertake various functions on behalf of the Authority. There are 19 Worcestershire County Councillors on the Authority and 6 Herefordshire Council Councillors.

Agenda Papers

Attached is the Agenda which is a summary of the issues to be discussed and the related reports by Officers.

Chairman

The Chairman, who is responsible for the proper conduct of the meeting, sits at the head of the table.

Officers

Accompanying the Chairman is the Chief Fire Officer and other Officers of the Fire and Rescue Authority who will advise on legal and procedural matters and record the proceedings. These include the Clerk and the Treasurer to the Authority.

The Business

The Chairman will conduct the business of the meeting. The items listed on the agenda will be discussed.

Decisions

At the end of the discussion on each item the Chairman will put any amendments or motions to the meeting and then ask the Councillors to vote. The Officers do not have a vote.

Agenda

Committee Members

Brigadier P Jones (Chair), Mrs P Andrews, Mr T Bean, Mr S Clee, Mrs M Drinkwater, Mrs L Duffy, Mr J Goodwin, Mr D Greenow, Mr D Prodger, Mr R Udall, Mr G Yarranton.

	Pages
1. Apologies for Absence To receive any apologies for absence.	
2. Named Substitutes To receive details of any Member of the Authority nominated to attend the meeting in place of a Member of the Committee.	
3. Declaration of Interests (if any) The Members' Code of Conduct requires Councillors to declare any interests against an Agenda item, the nature of an interest and whether the interest is personal or prejudicial. If a Councillor has a personal interest, they must declare it but can stay, take part and vote in the meeting. If a Councillor has a prejudicial interest then they must declare what that interest is and leave the meeting room for the duration of the item. This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this Agenda.	
4. Confirmation of Minutes To confirm the minutes of the Appointment Committee Meeting held on 3 December 2009 (copy attached).	1 – 3
5. Exclusion of Public and Press In the opinion of the Clerk to the Authority, the meeting will not be, or is likely not to be, open to the public and press at the time item 6 of business is considered, for the reason stated: This item is likely to disclose information relating to a particular employee, former employee or applicant to become an employee of, or a particular office-holder, former office-holder or applicant to become an office-holder under, the Authority.	
6. Appointment of Chief Fire Officer/Chief Executive i) To advise the Committee on the consideration of applications for the post of Chief Fire Officer/Chief Executive and ii) To agree the candidates to take through to the next stage of the selection process on 11 and 12 February 2010.	4 - 6

**Hereford & Worcester Fire and Rescue Authority
Appointments Committee
3 December 2009.**

**Headquarters,
2 Kings Court, Charles Hastings Way,
Worcester WR5 1JR**



Present: Brigadier P Jones CBE (Chair),
Mrs P A Andrews, Mr J H R Goodwin, Mr T J Bean, Mr S J Clee
Mrs M L Drinkwater, Mrs L Duffy, Mr R M Udall, Mr G C Yarranton.

Also Mrs Anne Brown, (Clerk)
Attended: Mr Kenny Brown, Interim Head of Change,
Worcestershire County Council
Ms Elaine McCarthy, Acting Head of Human Resources
Worcestershire County Council

1. APOLOGIES FOR ABSENCE

Mr D Greenow and Mr D W Prodger MBE

2. NAMED SUBSTITUTES

None

3. DECLARATION OF INTERESTS

None

4. EXCLUSION OF PUBLIC AND PRESS

The Clerk to the Authority recommended that the public and press be excluded from the meeting during the consideration of item number 5: *“Recruitment of Chief Fire Officer / Chief Executive”* on the grounds that if they were present during such consideration it was likely that there would be disclosure to them of exempt information as defined in Section 100 (l) and Schedule 12A of the Local Government Act 1972 i.e. it was likely that information relating to any individual would be disclosed and the public interest in maintaining the exemption outweighed the public interest in disclosure.

RESOLVED that the public and the press be excluded from the Meeting for the consideration by the Committee of Item number 5: *“Recruitment of Chief Fire Officer / Chief Executive”*

5. RECRUITMENT OF CHIEF FIRE OFFICER / CHIEF EXECUTIVE

The Chairman introduced Mr. Kenny Brown, Interim Head of Change, Worcestershire County Council (substantive post is Head of Human Resources). Mr. Brown told the Committee that the current Chief Fire Officer, Mr. Paul Hayden, would retire from the Service on 12 May 2010, and it was a function of the Appointments Committee to deal with the appointment of his successor.

The Committee considered the recruitment and selection arrangements presented by Mr. Brown. He told the Meeting that he had discussed advertising the position with Mr Hayden. Publishing the vacancy on the Chief Fire Officers' Association website would provide full coverage of potential Fire and Rescue Service candidates and compared to the 'Fire' magazine would save the Authority up to c.£4,000, and this was agreed by the Committee. He also told the Meeting that advertising on-line with The Guardian would provide wide coverage of other potential candidates and would cost around £500, compared to a likely cost of up to £8,000 for an advert in the newspaper. It was considered that this was sufficient advertising for the position, and some Members expressed concern that the Post would not be advertised in any newspaper. The Committee voted by 6 votes to 3 to use electronic media only.

Resolved that the vacancy would be advertised on www.cfoa.org.uk and www.jobs.guardian.co.uk, as well as the Service website www.hwfire.org.uk.

Mr. Brown told the Meeting that as a result of this the post could then be advertised by the end of the following week, 11 December 2009, and the Committee agreed the following recruitment timetable:

- 1. Advert published by Friday 11 December 2009;***
- 2. Closing date: Thursday 21 January 2010;***
- 3. Appointments Committee:***
 - (a) Long-listing meeting 1st February 2010,***
 - (b) Selection Process (over two days) 11th and 12th February 2010.***
- 4. Ratification: FRA meeting 17th February 2010.***

(Papers for the long-listing meeting to issue on Friday 22 January 2010.)

The Meeting considered the following elements for inclusion in the selection process:

- a) External Stakeholder Panel: Interview with County Chief Executive(s), Senior Police Officer, etc.
- b) Professional/Management Panel: Interview with Treasurer and External CFO.
- c) Mock Media Interview: Interview with journalist on sensitive issue.