



HEREFORD & WORCESTER Fire and Rescue Authority

Appointments Committee

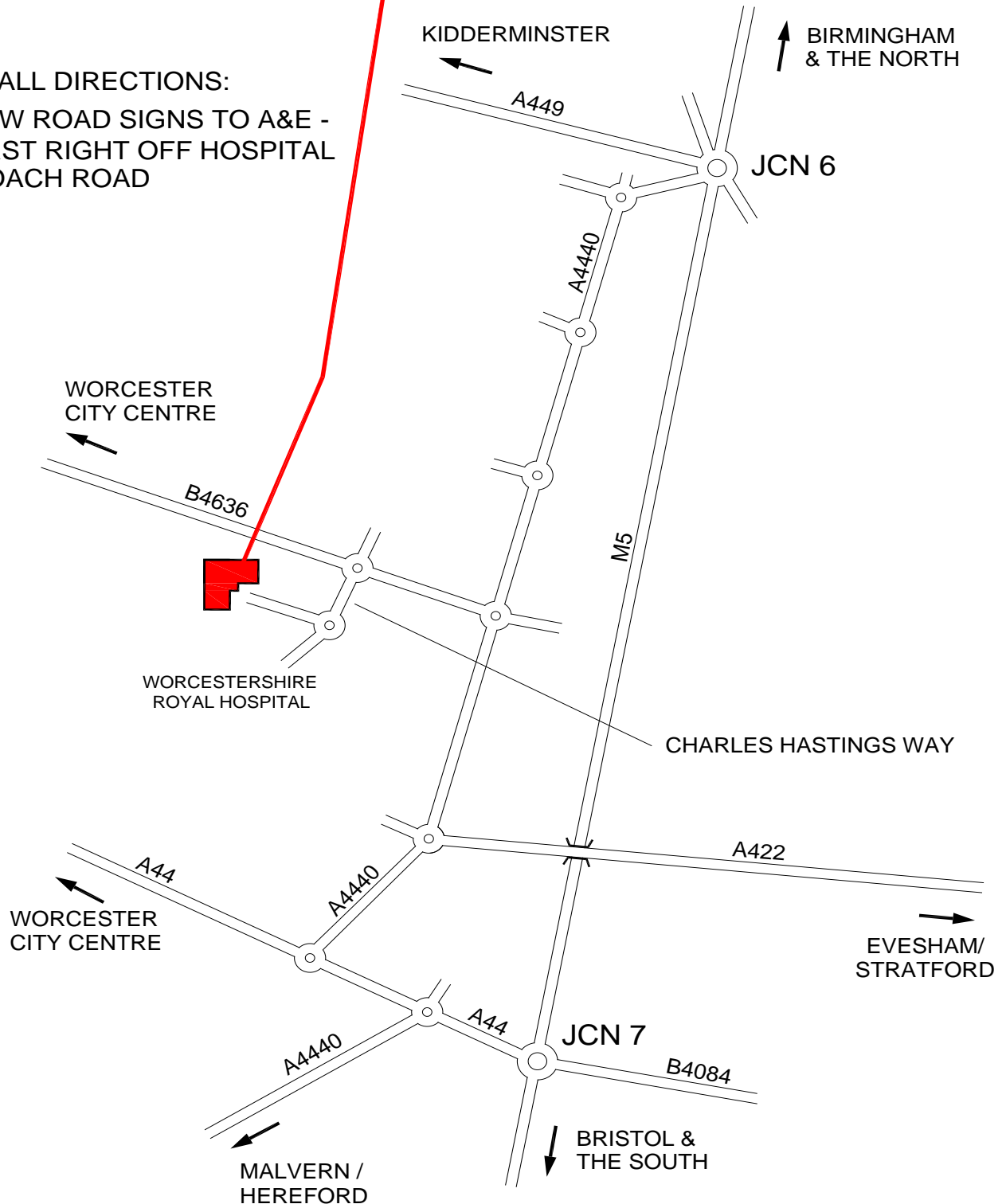
AGENDA

Thursday 6 September 2012
9.30 am

Headquarters
2 Kings Court
Charles Hastings Way
Worcester
WR5 1JR

HEREFORD & WORCESTER FIRE AND RESCUE SERVICE
HEADQUARTERS
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(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**.

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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 Committee Services on 0845 12 244554 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

Councillors

Mr D W Prodger MBE (Chair), Brigadier P Jones (Vice-Chair),
Mr T Bean, Mr J Campion, Mrs L Duffy, Mr A Hardman, Mr T Spencer, Mr K Taylor,
Mr J Thomas, Mr R Udall, and Mr P Watts.

	Pages
1. Apologies for Absence To receive any apologies for absence.	
2. Declaration of Interests (if any) The Members' Code of Conduct adopted by the Authority requires Councillors to declare any interests against an Agenda Item. These may be a Disclosable Personal Interest (DPI) or an Other Disclosable Interest (ODI). If you have a DPI (as defined in the Code) in a matter being considered at a meeting of the Authority, you are required to leave the room where the meeting is held, for the duration of any discussion or voting on that matter. Alternatively, if you have an ODI (as defined in the Code) you will need to consider whether you need to leave the room during consideration of the matter.	
3. Confirmation of Minutes To confirm the minutes of the meeting held on 18 April 2012 (copy attached).	1-2
4. Exclusion of the Press and Public In the opinion of the Clerk to the Authority the meeting will not be, or is not likely to be open to the public at the time item 5 is considered for the following reason: Item 5 is likely to disclose information relating to an individual.	
5. Appointment of Deputy Chief Fire Officer To consider the appointment of a new Deputy Chief Fire Officer and to seek the Committee's recommendations to the full Authority for an appointment in this post.	3-5 (pages 6 – 9 are exempt)



Minutes

Members present:

Mr D.W. Prodger MBE (Chairman), Brig. P. Jones CBE (Vice-Chairman), Mr T. Bean
Mr J. Champion, Mrs L. Duffy, Mr K. Taylor, Mr J. Thomas.

1. Apologies for Absence

Apologies were noted from Mr T. Spencer and Mr P. Watts.

2. Declaration of Interests (if any)

The Chairman invited Members to declare any personal or prejudicial interests against any of the Agenda items. No interests were declared.

3. Confirmation of Minutes

RESOLVED that the Minutes of the meeting of the Appointments Committee held on 25 January 2012 be confirmed as a correct record and signed by the Chairman.

4. Exclusion of Public and Press

In the opinion of the Clerk to the Authority, agenda item 5 - Appointment of Head of Legal Services (Clerk/Monitoring Officer) was likely to disclose information relating to an individual. It was therefore recommended that the meeting should not be open to the public and press at the time that item 5 was considered.

RESOLVED that the public and the press be excluded from the meeting during consideration of item 5, Appointment of Head of Legal Services (Clerk/Monitoring Officer).

5. Appointment of Head of Legal Services (Clerk/Monitoring Officer)

The Committee was introduced to Mr Guy Goodman (Head of Corporate Services, Leicestershire Fire and Rescue Authority), acting as the Technical Advisor to the Committee and to Ms. Sue Croughan, the HR Adviser.

Chief Fire Officer explained that the Fire and Rescue Authority agreed to directly employ a Clerk/Monitoring Officer at its meeting on 14 December 2011, following which the Appointments Committee met and gave approval to the Chief Fire Officer to commence an appointments process. Under the delegations agreed by the Appointments Committee on 25 January 2012, the Chief Fire Officer and Authority

Chairman amended the title of the post to Head of Legal Services to more accurately reflect the key elements of the role.

The Chief Fire Officer informed the Committee that the Head of Legal Services post would be funded from budget provision currently in place to fund the Service Level Agreement with Herefordshire Council for provision of Legal Services and which also covered additional external legal advice.

The Committee considered the four candidates that had been proposed by the Chief Fire Officer, Technical Advisor and HR Advisor following a robust evaluation of the candidates' qualifications, knowledge and experience.

[Mr K Taylor arrived at 11.36 am].

Following a query from a Member, the Chief Fire Officer clarified that candidates invited to interview would be scored in relation to three elements; a written exercise, an interview with the Professional Panel and an interview with the Member Panel. These scores would then be fed back to the full Appointments Committee to agree which of the four candidates would go on to the final stage of the process, comprising of a presentation to the full Appointments Committee.

The Chairman proposed that a Panel of five Members of the Appointments Committee be appointed to undertake the first stage of the interview process on 8 May 2012.

RESOLVED that:

- i) the proposed Long-List of candidates (applicants 7, 9, 15 and 17) as set out in Appendix 3 to the report be taken through to the next stage of the selection process on 8 May 2012;***
- ii) the selection process proposed in paragraph 9 of the report and detailed in Appendix 4 be noted; and***
- iii) five Members of the Appointments Committee be appointed by the Clerk in consultation with the Chairman and Group Leaders to a Member Sub-Panel to undertake interviews as part of the selection process on 8 May 2012.***

The meeting concluded at 11.47 am.

Signed: _____
Chairman.

Date: _____

5. Appointment of Deputy Chief Fire Officer

Purpose of report

1. To consider the appointment of a new Deputy Chief Fire Officer and to seek the Committee's recommendations to the full Authority for an appointment in this post.
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Recommendation

The Appointments Committee recommends to the Authority the appointment of Temporary Deputy Chief Fire Officer Richard Lawrence to the substantive post of Deputy Chief Fire Officer.

Background

2. The Authority has had a vacancy for the post of Deputy Chief Fire Officer (DCFO) since 31 July 2012. The DCFO is an important strategic position and one of four posts in the Authority that must be appointed by Members, normally following a recommendation from the Appointments Committee. Richard Lawrence has recently been carrying out the role of DCFO on a temporary basis since June 2011.
3. Members will be aware that Richard Lawrence has recently and successfully been through an externally advertised appointment process, including a Members' Panel, for the position of Assistant Chief Fire Officer (ACFO). Richard has held the rank of ACFO on a temporary basis for more than 3 years and is considered by the Chief Fire Officer to be the only suitably qualified candidate for the DCFO post within the Service.

Options

4. The following options are put forward for consideration by the Committee:
 - (i) The Authority holds a full appointment process commencing with an advertisement across the UK. This would allow all suitable candidates to apply and compete for the role.
 - (ii) The Authority does not advertise the post and appoints Richard Lawrence who has been carrying out the role of DCFO for over 12 months.
5. It is normally considered best practice to use option (i) for senior level appointments unless there are circumstances that dictate otherwise. On this occasion the Chief Fire Officer believes that it is not in the best interests of the Authority to select option (i) and therefore recommends the selection of option

- (ii). The Chief Fire Officer's preferred option has been discussed with the Group Leaders of the Authority.
6. The Chief Fire Officer considers option (ii) to be in the best interests of the Authority for a number of reasons as detailed below.
 7. Richard has been carrying the full responsibilities of DCFO for over 12 months and has done so in an exemplary manner. He has a proven track record at this level having the qualifications, knowledge and wide experience required, as set out in Appendix 1. (Please note that the information set out in Appendix 1 relates to an individual, therefore in the opinion of the Clerk to the Authority is exempt information and will not be made available to the public or press.)
 8. The appointment of Richard Lawrence will also realise the following benefits:
 - Expense will not be incurred on recruitment and relocation if an external candidate were to be appointed. An external appointment at Principal Officer level would normally cost approximately £10,000 and in addition would require a significant amount of managerial and Member time.
 - There will be continuity of position and work at this level, notably within the strategic lead area of safety critical operational training.
 - Internal promotions will backfill down through the structure which will ultimately lead to a saving of one post at approximately £35,000 per annum. The Committee will be aware that an internal candidate has very recently and successfully been through an Assistant Chief Fire Officer promotion process involving Members and this position will be substantiated.
 - Career progression opportunities will flow down through the structure.
 9. When considering the above, notably paragraph 6, it is the opinion of the Chief Fire Officer that the Authority already has an excellent and ideally suited candidate. Therefore, it is the Chief Fire Officer's belief that an external advertisement and process would be unnecessary in terms of expense and managerial and Member time.
 10. The Chief Fire Officer does recognise that option (ii) is not considered best practice, notably when considering the wider diversity issues within the Fire and Rescue Service. However, on this occasion he considers the benefits of option (ii) to outweigh the need to follow normal practice as this option will provide the best outcome for the Authority.

Conclusion/Summary

11. It is the Chief Fire Officer's professional view that the appointment of Richard Lawrence into the post of Deputy Chief Fire Officer represents an excellent candidate taking the position whilst also realising other benefits to the organisation.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are financial issues that require consideration	Yes	Paragraph 8 – potential savings to be realised.

Legal Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	No	

Additional Considerations

The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e. paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	No	
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	Yes	Equality and Diversity implications considered, paragraph 10.
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	No	
Consultation with Representative Bodies	No	

Supporting Information

Appendix 1 (Exempt) – Fire and Rescue Service Career (R. Lawrence)

Contact Officer

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