



# **HEREFORD & WORCESTER Fire Authority**

## **Appointments Committee**

# **AGENDA**

**Wednesday, 27 January 2016**

**09:00**

**CFO's Office**

**Headquarters, 2 King's Court, Charles Hastings Way,  
Worcester, WR5 1JR**

## **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**.

## **GUIDANCE NOTES FOR VISITORS**

### **Security**

Upon arrival, visitors are requested to proceed to the barrier and speak to the reception staff via the intercom. There are parking spaces allocated for visitors around the front of the building, clearly marked. Upon entering the building, you will then be welcomed and given any further instructions. In particular it is important that you sign in upon arrival and sign out upon departure. Please speak to a member of the reception staff on arrival who will direct you to the appropriate meeting room.

### **Wheelchair access**

The meeting room is accessible for visitors in wheelchairs.

### **Alternative formats**

For information regarding requests for papers in alternative formats, please contact Committee & Members' Services on 01905 368241 /209 or by email at [committeeservices@hwfire.org.uk](mailto:committeeservices@hwfire.org.uk).

**Smoking** is not permitted.

**First Aid** -please ask at reception to contact a trained First Aider.

**Toilets** – please ask at reception.

**ACCESS TO INFORMATION – YOUR RIGHTS.** The press and public have the right to attend Local Authority meetings and to see certain documents. You have:

- the right to attend all Authority and Committee meetings unless the business to be transacted would disclose “confidential information” or “exempt information”;
- the right to film, record or report electronically on any meeting to which the public are admitted provided you do not do so in a manner that is disruptive to the meeting. **If you are present at a meeting of the Authority you will be deemed to have consented to being filmed or recorded by anyone exercising their rights under this paragraph;**
- the right to inspect agenda and public reports at least five days before the date of the meeting (available on our website: <http://www.hwfire.org.uk>);
- the right to inspect minutes of the Authority and Committees for up to six years following the meeting (available on our website: <http://www.hwfire.org.uk>); and
- the right to inspect background papers on which reports are based for a period of up to four years from the date of the meeting.

A reasonable number of copies of agenda and reports relating to items to be considered in public will be available at 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 & Members’ Services on 01905 368209 or by email at [committeeservices@hwfire.org.uk](mailto: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.



Tel: 0845 122 4454





# Hereford & Worcester Fire Authority

## Appointments Committee

Wednesday, 27 January 2016,09:00

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### Agenda

Councillors

Mr D W Prodger MBE (Chairman), Mr R J Phillips (Vice Chairman), Ms L R Duffy, Ms R E Jenkins, Mrs F M Oborski MBE, Mr C B Taylor, Mr R M Udall

No.	Item	Pages
1	<b>Apologies for Absence</b>  To receive any apologies for absence.	
2	<b>Declarations of Interest (if any)</b>  This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this Agenda.	
3	<b>Confirmation of Minutes</b>  To approve the minutes of the previous meeting.	7 - 8
4	<b>Exclusion of the Press and Public</b>  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 Chief Fire Officer / Chief Executive**

To advise the Committee on the consideration of applications for the post of Chief Fire Officer/Chief Executive and to agree the candidates to take through to the next stage of the selection process on 9 and 10 February 2016.

Shortlisted candidate information to follow.



Hereford & Worcester Fire Authority

Appointments Committee

Wednesday, 16 December 2015, 12:50

## Minutes

**Members Present:** Ms L R Duffy, Mr D W Prodger MBE, Mr C B Taylor, Mr R M Udall, Mrs F M Oborski MBE, Mr R J Phillips, Ms R E Jenkins

### 1 Apologies for Absence

No apologies were received.

### 2 Declarations of Interest (if any)

No interests were declared.

### 3 Exclusion of the Press and Public

***RESOLVED that the press and public be excluded from the meeting for consideration of item 4 due to the likelihood that it discloses information relating to an individual and relating to the business affairs of the Authority.***

### 4 Recruitment of Chief Fire Officer / Chief Executive

Following the approval by the Authority to allow the current Chief Fire Officer to retire, the Committee considered the proposed recruitment and selection arrangements for the appointment of a Chief Fire Officer / Chief Executive.

The Committee discussed in detail the operational nature of the role, the recruitment plan, person specification and the terms and conditions of the post. The Committee noted the need for a technical advisor during the recruitment process and it was suggested that the current Chief Fire Officer could perform the role.

**RESOLVED that:**

***i) the recruitment and selection arrangements for the appointment of a new Chief Fire Officer / Chief Executive be approved and officers be authorised to make any minor administrative amendments as necessary; and***

***ii) the Chief Fire Officer perform the role of technical advisor to the Committee during the selection and recruitment process.***

The Meeting ended at: 14:16

Signed:.....

Date:.....

Chairman