



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: _____