



HEREFORD & WORCESTER Fire and Rescue Authority

Appointments Committee

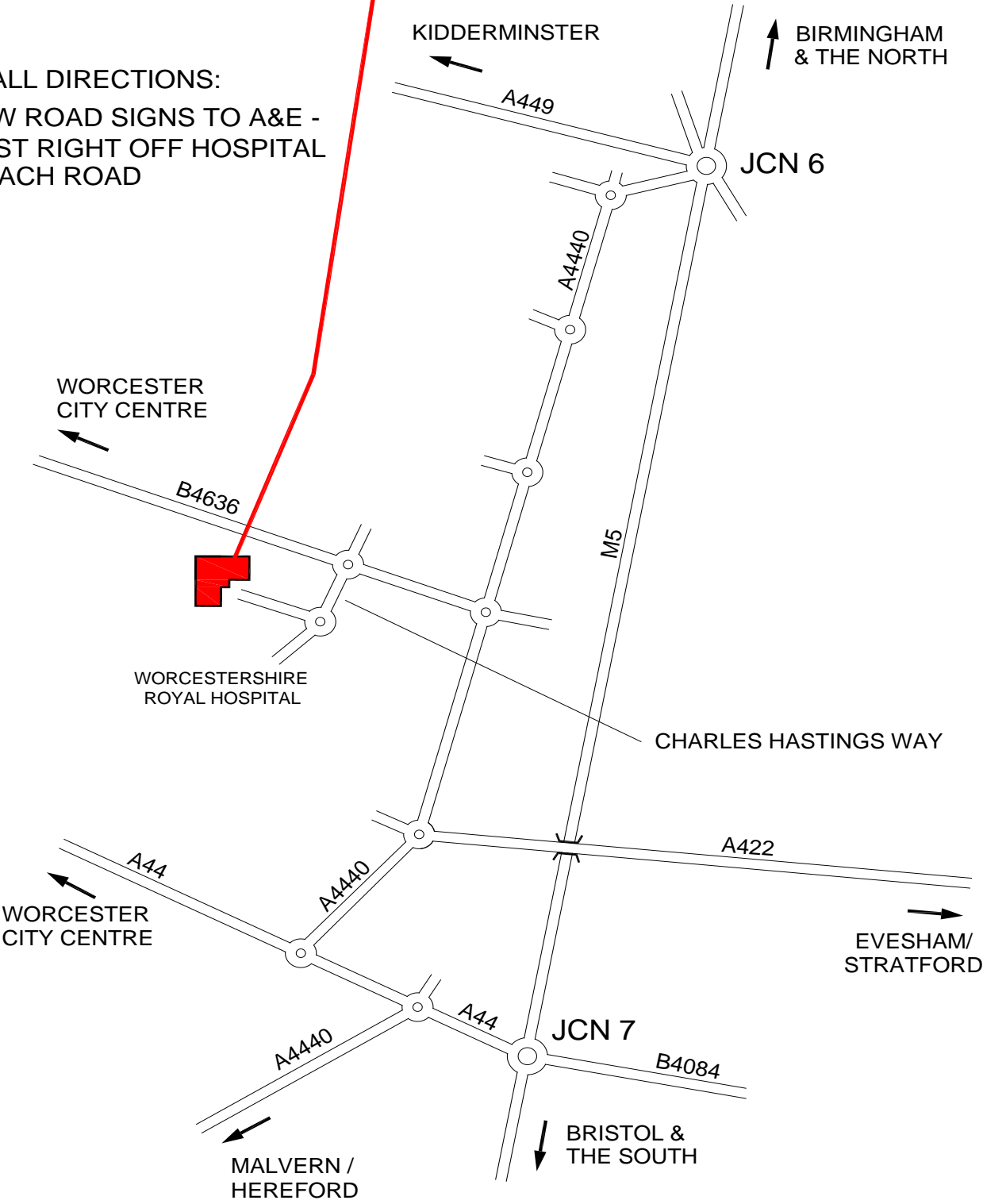
AGENDA

Wednesday 18 April 2012
11.30 am

Headquarters
2 Kings Court
Charles Hastings Way
Worcester
WR5 1JR

HEREFORD & WORCESTER FIRE AND RESCUE SERVICE
HEADQUARTERS
2 KINGS COURT
CHARLES HASTINGS WAY
WORCESTER. WR5 1JR
TEL: 0845 12 24454

FROM ALL DIRECTIONS:
FOLLOW ROAD SIGNS TO A&E -
HQ FIRST RIGHT OFF HOSPITAL
APPROACH ROAD



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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 OPTIMUM 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 Services on 0845 12 244554 or by email at 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 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, Mrs L Duffy, Mr J Campion, 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 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.	
3. Confirmation of Minutes To confirm the minutes of the meeting held on 25 January 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 Head of Legal Services (Clerk/Monitoring Officer)	



Minutes

Members present:

Mr D.W. Prodger MBE (Chairman), Brig. P. Jones CBE (Vice-Chairman), Mrs L. Duffy
Mr T. Spencer, Mr J. Thomas, Mr R Udall

1. Apologies for Absence

Apologies were noted from:

Mr T. Bean, Mr J. Champion, and Mr A. Hardman.

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 8 July 2010 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 a Clerk/Monitoring Officer and a Treasurer) 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 a Clerk/Monitoring Officer and a Treasurer.

5. Appointment of a Clerk/Monitoring Officer and a Treasurer

The Chief Fire Officer explained that he sought to incorporate the role of the Authority's Treasurer within the remit of the Service's Director of Finance and Assets. The Chief Fire Officer also stated that as the Service did not currently employ a suitably qualified individual to undertake the role of Clerk/Monitoring Officer that he was also seeking the Committee's approval to advertise for a permanent Clerk/Monitoring Officer. These two appointments would facilitate the implementation of the Audit Commission's recommendation that the Authority should have a Clerk/Monitoring Officer and Treasurer who were not remote to the operations of the Authority. It was noted that should the Authority approve the appointment of the

Director of Finance and Assets as Treasurer, that it was proposed to pay an annual honorarium of £3,000 above the current salary, which would create a small saving on the historical budget and a larger saving on the current interim arrangements.

Members firstly considered the qualifications and attributes of the Service's Director of Finance and Assets in relation to the role of Treasurer to the Authority.

RESOLVED that the Authority be recommended to appoint Mr Martin Rehorn as Treasurer to the Authority and for this role to be incorporated into his existing role as Director of Finance and Assets.

Members then considered the proposal to recruit a directly employed Clerk/Monitoring Officer. Although it was not a requirement for the post holder to possess a legal qualification, it was recommended that this should be a prerequisite to enable the post holder to also carry out other aspects of legal work.

RESOLVED that:

- i) the Chief Fire Officer commence an appointment process to recruit a directly employed Clerk/Monitoring Officer who is an experienced and qualified Local Authority Lawyer; and***
- ii) the job description, person specification, advertisement and method of recruitment be delegated to and agreed by the Chief Fire Officer and Chairman of the Fire and Rescue Authority.***

The meeting concluded at 2.02 pm.

Signed: _____
Chairman.

Date: _____