



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



Hereford & Worcester Fire Authority

Appointments Committee

Wednesday, 27 January 2016,09:05

## **Minutes**

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

### **5 Apologies for Absence**

No apologies were received.

### **6 Declarations of Interest (if any)**

No interests were declared.

### **7 Confirmation of Minutes**

**RESOLVED** that the minutes of the meeting held on 16 December 2015 be confirmed as a correct record and signed by the Chairman.

### **8 Exclusion of the Press and Public**

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

### **9 Appointment of Chief Fire Officer / Chief Executive**

The Head of Legal Services informed the Committee that Officers had recently met to undertake a shortlisting exercise in relation to the applicants for the post of Chief Fire Officer/Chief Executive. The shortlisting information was circulated to Members by the Head of Legal Services who explained that there were no applicants suitable to take forward to the interview stage.

[Cllr C.B. Taylor arrived]

The Committee considered the information provided by the Head of Legal Services and discussed a variety of options that could be taken to progress matters.

The option to explore the potential to fill the post with a secondee from another fire and rescue service was discussed in detail. It was generally agreed that this option would provide the Authority with an opportunity to fill the post for an interim period whilst further work was undertaken to establish any further options available to fill the post permanently.

**RESOLVED that:**

- i) the Chief Fire Officer examine the potential to secure a six month secondment from another fire and rescue service to fill the role of Chief Fire Officer/Chief Executive on the basis that any successful secondee:**
  - a) be seconded on the same salary and terms and conditions as the current Chief Fire Officer/Chief Executive;**
  - b) be required to undertake a review of the terms and conditions of Chief Fire Officer/Chief Executive post;**
  - c) has any reasonable out of pocket expenses met by the Authority if necessary; and**
- ii) that the Appointments Committee reconvenes on 9<sup>th</sup> or 10<sup>th</sup> February 2016 to review progress, meet any potential secondee and make recommendations to the Authority.**

The Meeting ended at: 10:10

Signed:.....

Date:.....

Chairman