

8. Appointment of Head of Legal Services (Monitoring Officer)

Purpose of report

1. To ratify the appointment to the post of Head of Legal Services (Monitoring Officer), as recommended by the Appointments Committee.
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Recommendation

The Appointments Committee recommends that the Fire and Rescue Authority ratify the appointment of Mr Nigel Snape to the post of Head of Legal Services (Monitoring Officer) with effect from a mutually agreeable date.

Introduction and Background

2. Under the Local Government and Housing Act 1989 the Authority is required to make an appointment to the statutory position of Monitoring Officer. In 1997, the Authority linked the role of Clerk with that of Monitoring Officer. The role of Clerk to the Authority is necessary to ensure that meetings are administered in accordance with the relevant statutes and regulations and to deal with legal and procedural matters for the Authority.
3. Following recommendations made by the Audit Commission in November 2011, the arrangements for the role of Clerk/Monitoring Officer were reviewed. It was subsequently agreed by the Fire and Rescue Authority (FRA) at its meeting on 14 December 2011 to directly employ a Clerk/Monitoring Officer. The establishment of this role will be funded from within existing budgetary provision and does not give rise to any additional and/or unplanned revenue expenditure.
4. At its meeting on 25 January 2012 the Appointments Committee gave approval to the Chief Fire Officer (CFO) to commence an appointment process for the recruitment of a directly employed Clerk/Monitoring Officer who was also an experienced and qualified Local Authority Lawyer. The Committee gave delegated authority to the CFO and Chairman of the FRA to agree the job description, person specification, advertisement and method of recruitment. It was agreed, under this delegation, to amend the title of the post to Head of Legal Services to more accurately reflect the key elements of the role.

Selection Process

5. The Appointments Committee met on 18 April and approved the proposed long list of four candidates to invite to the next stage of the selection process on 8 May. The selection day on 8 May comprised:
 - A two hour written assessment
 - Technical/Officer Panel Interview

- Interview with the Member Sub Panel of the Appointments Committee
 - Informal lunch with Appointments Committee Members
 - Presentation and final interview with the Appointments Committee
6. Following the selection process the Appointments Committee recommended the appointment of Mr Nigel Snape as the most suitable candidate with effect from a date to be agreed.

Conclusion/Summary

7. The appointment of a Head of Legal Services, acting as Clerk/Monitoring Officer, is an important decision for the Authority to make. The selection process has been robust to ensure the appointment of a suitably qualified and experienced candidate who can make a significant contribution to the Authority. The Appointments Committee agreed that Mr Nigel Snape was the most suitable candidate who had performed consistently highly in all areas of the selection day and recommend the Authority ratify his appointment.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e paragraph no.
There are financial issues that require consideration	Yes	Paragraph 3. The salary for the post is £53,000 as set out in the Authority's Pay Policy.

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	Yes	Paragraph 2

Additional Considerations

8. 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).	No	
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	Yes	Paragraph 3 and Paragraph 8.
Consultation with Representative Bodies	No	

Supporting Information

Background papers

Agenda papers – Special Audit Committee 7 November 2011

Agenda Papers – Fire and Rescue Authority 14 December 2011

Contact Officer

Martin Reohorn, Treasurer to the Authority

(0845 1224454)

Email: mreohorn@hwfire.org.uk