



# DEVON & SOMERSET FIRE & RESCUE AUTHORITY

**M. Pearson  
CLERK TO THE AUTHORITY**

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**To: The Chair and Members of the  
Appointments Panel**

**(see below)**

**SERVICE HEADQUARTERS  
THE KNOWLE  
CLYST ST GEORGE  
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Your ref :  
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## **APPOINTMENTS PANEL**

**Monday, 26th September, 2016**

A meeting of the Appointments Panel is to be held on the above date, **commencing at 10.00 am in the Committee Room B, Somerset House, Service Headquarters, Exeter** to consider the following matters.

M. Pearson  
Clerk to the Authority

## **AGENDA**

***PLEASE REFER TO THE NOTES AT THE END OF THE AGENDA LISTING SHEETS***

- 1 Apologies**
- 2 Minutes (Pages 1 - 2)**  
of the previous meeting held on 17 August 2016 attached.
- 3 Items Requiring Urgent Attention**  
Items which, in the opinion of the Chair, should be considered at the meeting as matters of urgency.

## **PART 1 - OPEN COMMITTEE**

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

**RECOMMENDATION** that in accordance with that, in accordance with Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the following Paragraph(s) of Part 1 of Schedule 12A (as amended) to the Act:

- Paragraph 1 (information relating to an individual); and
- Paragraph 2 (information likely to reveal the identity of an individual).

## **PART 2 - ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PRESS AND PUBLIC**

### **5 Appointment of Assistant Chief Fire Officer - Short-listing Process**

To review the short-list and determine questions to feature as part of the selection process.

Chief Fire Officer to report.

**MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER**

Membership:-

Councillors Dyke (Chair), Bown, Greenslade, Healey, Julian and Johnson.

## NOTES

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|----|---|
| 1. | <p><b><u>Access to Information</u></b><br/>Any person wishing to inspect any minutes, reports or lists of background papers relating to any item on this agenda should contact the person listed in the “Please ask for” section at the top of this agenda.</p>   |
| 2. | <p><b><u>Reporting of Meetings</u></b><br/>Any person attending a meeting may report (film, photograph or make an audio recording) on any part of the meeting which is open to the public – unless there is good reason not to do so, as directed by the Chairman - and use any communication method, including the internet and social media (Facebook, Twitter etc.), to publish, post or otherwise share the report. The Authority accepts no liability for the content or accuracy of any such report, which should not be construed as representing the official, Authority record of the meeting. Similarly, any views expressed in such reports should not be interpreted as representing the views of the Authority.<br/>Flash photography is not permitted and any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairman or the Democratic Services Officer in attendance so that all those present may be made aware that is happening.</p> |
| 3. | <p><b><u>Disclosable Pecuniary Interests (Authority Members only)</u></b><br/>If you have any disclosable pecuniary interests (as defined by Regulations) in any item(s) to be considered at this meeting then, unless you have previously obtained a dispensation from the Authority’s Monitoring Officer, you must:</p> <ul style="list-style-type: none"><li>(a) disclose any such interest at the time of commencement of consideration of the item in which you have the interest or, if later, as soon as it becomes apparent to you that you have such an interest;</li><li>(b) leave the meeting room during consideration of the item in which you have such an interest, taking no part in any discussion or decision thereon; and</li><li>(c) not seek to influence improperly any decision on the matter in which you have such an interest.</li></ul> <p>If the interest is sensitive (as agreed with the Monitoring Officer), you need not disclose the nature of the interest but merely that you have a disclosable pecuniary interest of a sensitive nature. You must still follow (b) and (c) above.</p>  |
| 4. | <p><b><u>Part 2 Reports</u></b><br/>Members are reminded that any Part 2 reports as circulated with the agenda for this meeting contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s). Members are also reminded of the need to dispose of such reports carefully and are therefore invited to return them to the Committee Secretary at the conclusion of the meeting for disposal.</p>   |
| 5. | <p><b><u>Substitute Members (Committee Meetings only)</u></b><br/>Members are reminded that, in accordance with Standing Order 35, the Clerk (or his representative) must be advised of any substitution prior to the start of the meeting. Members are also reminded that substitutions are not permitted for full Authority meetings.</p>   |

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## **APPOINTMENTS PANEL**

(Devon and Somerset Fire and Rescue Authority)

17 August 2016

### Present:-

Councillors Bown, Dyke, Greenslade, Healey, Julian and Johnson

\* **AP/1**      **Election of Chair**

**RESOLVED** that Councillor John Dyke be elected as Chair of the Appointment Panel for the post of Assistant Chief Fire Officer.

\* **AP/2**      **Election of Vice-Chair**

**RESOLVED** that Councillor Sara Randall Johnson be elected as Vice Chair of the Appointment Panel for the post of Assistant Chief Fire Officer.

\* **AP/3**      **Terms of Reference**

**NOTED** that the Panel was established by the Devon & Somerset Fire & Rescue Authority at its meeting held on 27 July 2016 to consider the process for and approve the appointment to the post of Assistant Chief Fire Officer (Director of Operations).

\* **AP/4**      **Exclusion of the Press and Public**

**RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 2 of Part 1 of Schedule 12A (as amended) to the Act, namely information likely to reveal the identity of individuals.

\* **AP/5**      **Process for Appointment of Assistant Chief Fire Officer (Director of Operations)**

(An item taken in accordance with Section 100A(4) of the Local Government Act 1972 during which the press and public were excluded).

The Panel considered the process for the appointment of a new Assistant Chief Fire Officer (Director of Operations).

The Chief Fire Officer drew attention to a number of points that should be considered as part of this process, namely:

- the operational requirements of the Service;
- the Service requirements;
- costs;
- whether there should be an internal or external appointment process;
- a suggested process with associated timescales.

The Committee expressed the view that it would prefer to instigate an internal appointment process in the first instance. However, arrangements should be put in place for an external process to be undertaken should the internal process fail to identify a suitable candidate.

It was noted that an indicative date of 19 September 2016 had been considered for the interviews for this post but the Human Resources Manager advised that it would not be possible to meet this timescale now. He indicated that further dates would need to be considered depending on the process set by the Appointments Panel.

#### **RESOLVED**

- (a) that an internal process for the appointment of a new Assistant Chief Fire Officer be undertaken, the detailed timescales for which to be drawn up by the Human Resources Manager in consultation with the Chief Fire Officer and Chair of the Panel;
- (b) that the internal process be based around shortlisting of applicants and an interview process over two days and to include a Stakeholder Panel, presentation on an unknown subject and formal interview.

**\* DENOTES DELEGATED MATTER WITH POWER TO ACT**

The Meeting started at 2.00 pm and finished at 3.40 pm