



DEVON & SOMERSET FIRE & RESCUE AUTHORITY

**M. Pearson
CLERK TO THE AUTHORITY**

**To: The Chair and Members of the Chief Fire
Officer's Appraisals Panel**

(see below)

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CHIEF FIRE OFFICER'S APPRAISALS PANEL
(Devon & Somerset Fire & Rescue Authority)

Wednesday, 24th October, 2018

A meeting of the Chief Fire Officer's Appraisals Panel will be held on the above date,
commencing at 2.00 pm in Committee Room A, Somerset House, Service Headquarters
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 30 July 2018 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 Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A (as amended) to the Act, namely information relating to an individual.

PART 2 - ITEMS WHICH MAY BE CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC

5 Chief Fire Officer Lee Howell - Appraisal (Pages 3 - 10)

Document to inform the appraisal process attached.

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

Membership:-

Councillors Randall Johnson (Chair), Vjeh (Vice-Chair), Best and Hannaford

NOTES

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| 1. | <u>Access to Information</u> 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. |
| 2. | <u>Reporting of Meetings</u> 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 Chair - 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. 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 Chair or the Democratic Services Officer in attendance so that all those present may be made aware that is happening. |
| 3. | <u>Declarations of Interests at meetings (Authority Members only)</u> If you are present at a meeting and you are aware that you have either a disclosable pecuniary interest, personal interest or non-registerable interest in any matter being considered or to be considered at the meeting then, unless you have a current and relevant dispensation in relation to the matter, you must: <ul style="list-style-type: none">(i) disclose at that meeting, by no later than commencement of consideration of the item in which you have the interest or, if later, the time at which the interest becomes apparent to you, the existence of and – for anything other than a “sensitive” interest – the nature of that interest; and then(ii) withdraw from the room or chamber during consideration of the item in which you have the relevant interest. 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 an interest of a sensitive nature. You must still follow (i) and (ii) above. Where a dispensation has been granted to you either by the Authority or its Monitoring Officer in relation to any relevant interest, then you must act in accordance with any terms and conditions associated with that dispensation. Where you declare at a meeting a disclosable pecuniary or personal interest that you have not previously included in your Register of Interests then you must, within 28 days of the date of the meeting at which the declaration was made, ensure that your Register is updated to include details of the interest so declared. |
| 4. | <u>Part 2 Reports</u> 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. |
| 5. | <u>Substitute Members (Committee Meetings only)</u> Members are reminded that, in accordance with Standing Order 37, 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. |

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CHIEF FIRE OFFICER'S APPRAISALS PANEL

(Devon & Somerset Fire & Rescue Authority)

30 July 2018

Present:-

Councillors Randall Johnson (Chair), Hannaford and Vjeh (Vice-Chair)

Apologies:-

Councillor Best

* **AP/18/1** **Terms of Reference**

The Panel received for information the Terms of Reference for the Chief Fire Officers' appraisal which were:

1. To undertake an annual appraisal process for the Chief Fire Officer, including the setting of objectives for the forthcoming year;
2. To commission any external advice as is felt appropriate to facilitate the annual appraisal process;
3. To approve any developmental action (including associated costs) as may be identified from the annual appraisal process;
4. To address and resolve any in-year performance issues that may arise;
5. To address and resolve any performance issues relating to other Service
6. Executive Board officers as might be referred to the Panel from time to time by the Chief Fire Officer.

* **AP/18/2** **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 for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined Paragraph 1 of Part 1 of Schedule 12A (as amended) to the Act, namely information relating to an individual.

* **AP/18/3** **Chief Fire Officer - Mid-Year Appraisal**

The Panel considered the Chief Fire Officer's mid-year appraisal with particular reference to the objectives that had been set.

The Chief Fire Officer reported upon the progress that he had made as compared against the 13 draft objectives for the Service and the 2 objectives set for personal development.

The Chair advised that Briony Houlden, Chief Executive of South West Councils, had been engaged to assist with the appraisal process for 2018-19 and specifically, to seek agreement to the draft objectives to be set for the forthcoming year.

RESOLVED

- (a) that a meeting be arranged with Briony Houlden in November 2018 to discuss the draft objectives for the forthcoming year; and
- (b) subject to (a) above, the progress that the Chief Fire Officer had been made against the objectives be noted.

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

The Meeting started at 1.25 pm and finished at 3.00 pm

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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