



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

Friday, 22 March, 2019

A meeting of the Chief Fire Officer's Appraisals Panel will be held on the above date, **commencing at 9.30 am in Chief Fire Officer's Office, Service Headquarters** to consider the following matters.

M. Pearson
Clerk to the Authority

A G E N D A

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 24 October 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 items of business on the grounds that they 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 TAKEN IN THE ABSENCE OF THE PRESS AND PUBLIC

5 End of Year Appraisal for Interim Chief Fire Officer

6 Appointment Process for Deputy Chief Fire Officer

In accordance with Authority decision at its meeting on 19 February 2019 (Minute DSFRA/42 refers), to undertake the process for and confirm the appointment to the post of Deputy Chief Fire Officer.

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

Membership:-

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

NOTES

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)

24 October 2018

Present:-

Councillors Randall Johnson (Chair), Best and Hannaford.

Apologies:-

Councillor Vijeh.

* **AP/18/4**

Minutes

RESOLVED that the Minutes of the meeting held on 30 July 2018 be signed as a correct record.

* **AP/18/5**

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 item of business on the grounds that it involves 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.

* **AP/18/6**

Chief Fire Officer Lee Howell - Appraisal

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

The Panel, advised by Bryony Houlden [Chief Executive, South West Councils], undertook the appraisal of Chief Fire Officer Lee Howell (LH). The appraisal process was informed by a document submitted by LH addressing, amongst other things, performance over the last twelve months, personal development undertaken during that period and identified development needs.

In respect of the development needs, it was noted that a place had been secured for LH to attend the police Strategic Command Course run by the Home Office, to run from January to February 2019. Although this was prior to the end of LH's current secondment to the Avon & Somerset Constabulary, the cost of funding attendance on the Course would fall to the Devon & Somerset Fire & Rescue Authority. The Panel noted that one of the objectives of the course was to:

“...provide a unique opportunity for senior police staff and leaders from across the public sector to engage in a demanding and stretching leadership development programme. All participants greatly benefit from the broad range of experience and perspectives shared by colleagues from within policing nationally and internationally and from partner organisations”

The Panel also noted that the Chief Fire Officer was due to return to the Devon & Somerset Fire & Rescue Service at the end of his secondment (31 March 2019) and that there was no indication at this stage that the secondment would be further extended.

In light of the above, the Panel considered that attendance on the Course would represent a good investment for the Service and the wider public sector generally.

RESOLVED that attendance by LH on the Strategic Command course be approved, with the cost of course to be met by the Devon & Somerset Fire & Rescue Authority.

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

The Meeting started at 2.00 pm and finished at 3.00 pm