



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

Tuesday, 14 May, 2019

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 B, 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 22 March 2019 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 (with the exception of Bryony Houlden, Chief Executive, South West Councils and independent adviser to the Panel) 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.

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

5 Appraisal - Chief Fire Officer Lee Howell

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

Membership:-

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

NOTES**1. Access to Information**

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. Reporting of Meetings

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. Declarations of Interests at meetings (Authority Members only)

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:

- (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. Part 2 Reports

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. Substitute Members (Committee Meetings only)

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)

22 March 2019

Present:

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

Also in attendance:

Bryony Houlden (Chief Executive, South West Councils and independent advisor to the Panel).

*** CFOAP/7 Minutes**

The Minutes of the meeting held on 24 October 2018 were signed as a correct record.

*** CFOAP/8 Remuneration for Deputy Chief Fire Officer Post**

The Panel considered a report of the Director of Corporate Services (CFOAP/19/1) setting out information for the Panel to consider in determining the level of remuneration for the post of Deputy Chief Fire Officer. The post of Deputy Chief Fire Officer had been approved by the Authority at its budget meeting on 19 February 2019 as part of approving a revised Service Executive Board structure. The Panel had been delegated authority to determine the appointment to the post of Deputy Chief Fire Officer (which was ring-fenced to the two existing substantive Assistant Chief Fire Officers) along with the level of remuneration associated with the post (Minute DSFRA/42 refers).

To assist the Panel in determining the level of remuneration, the report detailed information for nine fire and rescue services identified as being comparable in terms of either Chief Fire Officer's pay, population or benchmarked "family group" together with information from the last pay survey conducted by the Local Government Association. On the basis of the analysis conducted, the report concluded that it would be reasonable to set the pay level for the Deputy Chief Fire Officer post at either 82% or 83% of the Chief Fire Officer's pay.

RESOLVED that the pay level for the post of Deputy Chief Fire Officer be set at 83% of the Chief Fire Officer's pay, corresponding to an annual salary of £127,376.

(SEE ALSO MINUTE *CFOAP/11 BELOW).

*** CFOAP/9 Exclusion of the Press and Public**

RESOLVED that, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public (with the exception of Bryony Houlden, independent advisor to the Panel) 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.

* **CFOAP/10 End of Year Appraisal for Interim Chief Fire Officer**

(An item taken in accordance with Section 100A(4) of the Local Government Act 1972 during which the press and public [with the exception of Bryony Houlden, independent advisor to the Panel] were excluded from the meeting).

The Panel, assisted by Bryony Houlden (Chief Executive of South West Councils) as an independent advisor, conducted the year-end appraisal process for the Interim Chief Fire Officer (Mr. Glenn Askew).

The Panel considered that Mr. Askew had discharged the responsibilities associated with the post both effectively and efficiently. The Panel asked Mr. Askew to research and report back to the Panel on appropriate professional development opportunities.

* **CFOAP/11 Appointment Process for Deputy Chief Fire Officer**

(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).

In accordance with Minute 42 of the Authority budget meeting held on 19 February 2019, the Panel undertook a process to determine appointment to the post of Deputy Chief Fire Officer. The Authority had resolved that, in the first instance, applications to the post should be ring-fenced to the two existing Assistant Chief Fire Officers.

In the event, Mr. Glenn Askew alone had submitted an application. The Panel conducted a suitability interview and considered that Mr. Askew (during his period as interim Chief Fire Officer) had demonstrated inclusive leadership abilities, personal growth and enthusiasm to embrace and deliver organisational change. Given this, the Panel was unanimous when it:

RESOLVED that the post of Deputy Chief Fire Officer be offered to Mr. Glenn Askew, with the appointment to take effect on the return to the organisation of the substantive Chief Fire Officer.

(SEE ALSO MINUTE *CFOAP/8 ABOVE).

The Meeting started at 9.30 am and finished at 11.03 am