



DEVON & SOMERSET FIRE & RESCUE AUTHORITY

M. Pearson
CLERK TO THE AUTHORITY

To: The Chair and Members of the Appraisals
and Disciplinary Committee

(see below)

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APPRAISALS AND DISCIPLINARY COMMITTEE

Monday and Tuesday, 27 and 28 July, 2020

A meeting of the Appraisals and Disciplinary Committee will be held on the above dates, **commencing at 9.00am on each date in the Conference Rooms, Service Headquarters** to consider the following matters.

M. Pearson
Clerk to the Authority

PLEASE NOTE: Strict social distancing and hygiene measures will be in place and must be observed at all times

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 7 February 2020 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 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 CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC

5 Appointment of Deputy Chief Fire Officer and Assistant Chief Fire Officers

To interview applicants for and subsequently appoint a Deputy Chief Fire Officer and Assistant Chief Fire Officers.

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

Membership:-

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

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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APPRAISALS AND DISCIPLINARY COMMITTEE

(Devon & Somerset Fire & Rescue Authority)

7 February 2020

Present:

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

Also in attendance:

Bryony Houlden (Chief Executive, South West Councils) – Independent Advisor to the Committee.

* **ADC/4**

Minutes

RESOLVED that the public Minutes of the meeting held on 2 August 2019 be signed as a correct record.

* **ADC/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 (with the exception of Bryony Houlden, Independent Advisor) 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:

For Minute *AD/6:

- Paragraph 1 (information relating to an individual);
- Paragraph 2 (information likely to reveal the identity of an individual); and
- Paragraph 3 (information relating to the financial and business affairs of any particular person – including the authority holding that information).

For Minute *AD/7:

- Paragraph 1 (information relating to an individual).

* **ADC/6**

Exempt Minutes of the meeting held on 2 August 2019

(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).

RESOLVED that the exempt Minutes of the meeting held on 2 August 2019 be signed as a correct record.

* **ADC/7**

Appraisal of 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).

The Committee, assisted by Bryony Houlden (Independent Advisor to the Committee), conducted an appraisal of Chief Fire Officer Lee Howell. To assist with this, the Committee had been provided in advance with:

- a copy of the note prepared by the Independent Advisor following the last appraisal in May 2019. This contained information on achievements during 2018-19 and objectives, challenges and personal developmental issues for 2019-20; and

- an update document prepared by the Chief Fire Officer on performance in 2019-20 and potential objectives and priorities for 2020-21.

RESOLVED

- (a). that the objectives, priorities and developmental matters for 2020-21 as approved by the Committee following the appraisal be progressed;
- (b). that the appraisal in meeting those objectives, priorities and developmental matters as set for 2019-20 be noted.

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

The Meeting started at 2.30 pm and finished at 4.40 pm