



DEVON & SOMERSET FIRE & RESCUE AUTHORITY

**M. Pearson
CLERK TO THE AUTHORITY**

**To: The Chair and Members of the
Appointments & Disciplinary
Committee**

(see below)

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APPOINTMENTS & DISCIPLINARY COMMITTEE **(Devon & Somerset Fire & Rescue Authority)**

Wednesday, 15 December, 2021

A meeting of the Appointments & Disciplinary Committee will be held on the above date, **commencing at 08:30am in Committee Room A, Somerset House, Devon & Somerset Fire & Rescue 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

a Appraisals & Disciplinary Committee 25 September 2020 (Pages 1 - 2)

Minutes of the former Appraisals & Disciplinary Committee meeting held on 25 September 2020 attached. (**Note:** the Appraisals & Disciplinary Committee was decommissioned by the Authority at its annual meeting on 29 June 2021 and replaced by this Committee).

b **Appraisals & Disciplinary Committee 24 March 2021** (Pages 3 - 4)

Minutes of the former Appraisals & Disciplinary Committee meeting held on 24 March 2021 attached. (**Note:** the Appraisals & Disciplinary Committee was decommissioned by the Authority at its annual meeting on 29 June 2021 and replaced by this Committee).

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 TAKEN IN THE ABSENCE OF THE PRESS AND PUBLIC

5 **Appointment of Deputy Chief Fire Officer**

To interview shortlisted candidates and appoint to the post of Deputy Chief Fire Officer. Timetable and document pack (including application forms) attached.

6 **Appointment of Assistant Chief Fire Officer(s) (Designate)**

To interview shortlisted candidates and appoint to the post Assistant Chief Fire Officer(s) (Designate). Timetable and document pack (including application forms) attached (as above).

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

Membership:-

Councillors Randall Johnson (Chair), Best, Hannaford and Thomas.

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.

	NOTES (Continued)
4.	<p><u>Part 2 Reports</u></p> <p>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><u>Substitute Members (Committee Meetings only)</u></p> <p>Members are reminded that, in accordance with Standing Orders, 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>
6.	<p><u>Other Attendance at Committees)</u></p> <p>Any Authority Member wishing to attend, in accordance with Standing Orders, a meeting of a Committee of which they are not a Member should contact the Democratic Services Officer (see “please ask for” on the front page of this agenda) in advance of the meeting.</p>

APPRAISALS AND DISCIPLINARY COMMITTEE

(Devon & Somerset Fire & Rescue Authority)

25 September 2020

Present:

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

Also in attendance:

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

Apologies:

Councillors Best.

- * **ADC/11** **Minutes**
RESOLVED that the Minutes of the meeting held on 27 July 2020 be approved as a correct record.

- * **ADC/12** **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, Chief Executive of South West Councils and Independent Advisor to the Committee) 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.

- * **ADC/13** **Mid-Year Appraisal - 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, Chief Executive of South West Councils and Independent Advisor to the Committee, were excluded from the meeting).
The Committee conducted a mid-year appraisal of the Chief Fire Officer and noted progress made against those objectives previously set for the 2020-21 financial year.

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

The Meeting started at 10.00 am and finished at 11.30 am

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APPRAISALS AND DISCIPLINARY COMMITTEE

(Devon & Somerset Fire & Rescue Authority)

24 March 2021

Present:

Councillors Vjeh (Vice-Chair)(in the Chair), Best, and Hannaford.

Also in attendance:

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

Apologies:

Councillor Randall Johnson

* **ADC/14 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, Chief Executive, South West Councils and advisor to the Committee) 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).

* **ADC/15 Director of Finance & Resourcing (Authority Treasurer) - Interviews and Appointment**

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

The Committee interviewed two candidates for the post of Director of Finance & Resourcing (Authority Treasurer).

RESOLVED

- (a). that Shayne Scott be appointed to the position of Director of Finance & Resourcing (commencement date to be confirmed); and
- (b). that, on commencement of employment, Shayne Scott be designated the individual so appointed as the officer with responsibility for the proper administration of the Authority's financial affairs (i.e. Authority Treasurer), in accordance with Section 112 of the Local Government Finance Act 1988.

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

The Meeting started at 9.00 am and finished at 2.00 pm

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