



# DEVON & SOMERSET FIRE & RESCUE AUTHORITY

**E. Jackman  
CLERK TO THE AUTHORITY**

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

**(see below)**

**SERVICE HEADQUARTERS  
THE KNOWLE  
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Our ref : DSFRA/EJ/SS  
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## **APPOINTMENTS & DISCIPLINARY COMMITTEE** **(Devon & Somerset Fire & Rescue Authority)**

**Friday, 26th May, 2023**

A meeting of the Appointments & Disciplinary Committee will be held on the above date, **commencing at 9.30 am in The Committee Rooms, Somerset House, Devon & Somerset Fire & Rescue Service Headquarters, Exeter** to consider the following matters.

E. Jackman  
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 Appointments & Disciplinary Committee held on 17 March 2023 (Pages 1 - 2)  
Attached.
- b Appointments & Disciplinary Committee held on 3 April 2023 (Pages 3 - 4)  
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 TAKEN IN THE ABSENCE OF THE PRESS AND PUBLIC**

### **5 Temporary Appointment of Assistant Chief Fire Officer**

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

### **6 Temporary Appointment of Assistant Director**

To interview shortlisted candidates and appoint to the post of Temporary Assistant Director. Timetable and document pack (including application forms) to follow.

**MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER**

Membership:-

Councillors Randall-Johnson (Chair), Best, Cook-Woodman 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.

	<b>NOTES (Continued)</b>
<b>4.</b>	<p><b><u>Part 2 Reports</u></b></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>
<b>5.</b>	<p><b><u>Substitute Members (Committee Meetings only)</u></b></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>
<b>6.</b>	<p><b><u>Other Attendance at Committees )</u></b></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>

## **APPOINTMENTS & DISCIPLINARY COMMITTEE**

(Devon & Somerset Fire & Rescue Authority)

17 March 2023

### Present:

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

### Apologies:

Councillor Cook-Woodman.

\* **ADC/23/1**     **Minutes**

**RESOLVED** that the Minutes of the meeting held on 15 December 2021 be signed as a correct record.

\* **ADC/23/2**     **Appointment of Monitoring Officer**

(An urgent item taken in accordance with Section 100B(4)(b) of the Local Government Act 1972).

The Chair determined that this be considered as a matter of urgency to enable necessary procedures to be put in place at the earliest opportunity to secure the appointment of a Monitoring Officer for the Authority.

The Chair advised that, owing to the forthcoming retirements of both the Monitoring Officer and Deputy Monitoring Officer, the Authority could be without a Monitoring Officer with effect from 30 April 2023.

**RESOLVED** that arrangements be made for an extraordinary Authority meeting to be held on 19 April 2023 to consider, amongst other things, the appointment of a Monitoring Officer to take office from 1 May 2023.

\* **ADC/23/3**     **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 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/23/4**     **Appointment of Independent Co-opted Members to the Audit & Governance Committee**

(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 interviewed applicants for the two posts of independent co-opted member of the Audit & Governance Committee.

**RESOLVED** that Ms. Ann Turkington and Mr. Stephen Perks be appointed as independent co-opted members to the Audit & Governance Committee, to serve for a maximum term of office of nine years, subject to confirmation at each annual meeting of the Authority (the first such confirmation to be at the Authority annual meeting in 2024).

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

The Meeting started at 10.00 am and finished at 12.10 pm

## **APPOINTMENTS & DISCIPLINARY COMMITTEE**

(Devon & Somerset Fire & Rescue Authority)

3 April 2023

### Present:

Councillors Randall-Johnson (Chair), Best, Cook-Woodman and Hannaford

### Also in attendance::

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

#### \* **ADC/23/5      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, Chief Executive of South West Councils and advisor to the Committee) be excluded from the meeting for the following items of business on the grounds that they involved 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/23/6      Consideration of Temporary Appointment**

(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 interviewed two candidates, X and Y, for the post of Temporary Chief Fire Officer in light of the forthcoming, potential secondment of the existing postholder; a matter to be considered by the Authority at its Extraordinary Meeting on 19 April 2023. Should the secondment not be approved by the Authority, the vacancy would not exist.

**RESOLVED** that the Devon and Somerset Fire & Rescue Authority be recommended to appoint candidate X to the post of Temporary Chief Fire Officer (and Head of Paid Service) should the secondment of the existing postholder be approved by the Authority at its meeting on 19 April 2023.

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

The meeting started at 9.00 am and finished at 2.00 pm

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