

<b>REPORT REFERENCE NO.</b>	<b>DSFRA/24/9</b>
<b>MEETING</b>	<b>DEVON &amp; SOMERSET FIRE &amp; RESCUE AUTHORITY</b>
<b>DATE OF MEETING</b>	<b>16 FEBRUARY 2024 (Budget Meeting)</b>
<b>SUBJECT OF REPORT</b>	<b>APPOINTMENT OF CHIEF FIRE OFFICER</b>
<b>LEAD OFFICER</b>	<b>Clerk to the Authority &amp; Monitoring Officer</b>
<b>RECOMMENDATIONS</b>	<i><b>That the Appointments &amp; Disciplinary Committee be authorised to shortlist and interview candidates for the post of Chief Fire Officer in accordance with Standing Order 46 and to make a recommendation to the Authority on the appointment.</b></i>
<b>EXECUTIVE SUMMARY</b>	<p>The Chief Fire Officer, Lee Howell, announced his intention to retire from the Service in April 2023 alongside his secondment to the National Fire Chiefs Council (NFCC). His retirement will take effect from 13 September 2024, having reached 55 years of age and having accrued the required 30 years' service under the pension scheme.</p> <p>It is necessary, therefore, for the Authority to commence a process to appoint a new Chief Fire Officer and this report therefore addresses the process to be adopted in carrying this out.</p>
<b>RESOURCE IMPLICATIONS</b>	Nil.
<b>EQUALITY RISKS AND BENEFITS ANALYSIS</b>	Nil
<b>APPENDICES</b>	A. Proposed Timetable for the Appointment Process
<b>BACKGROUND PAPERS</b>	Nil

## 1. **INTRODUCTION**

- 1.1 Under the rules of the firefighters' pension scheme, and in accordance with the contractual conditions attached to the post of Chief Fire Officer, the postholder is able to retire with full pension rights on reaching the age of 55. The substantive Chief Fire Officer has decided to exercise this right and has announced his retirement with effect from 13 September 2024. This report therefore advises the Authority on the process surrounding the recruitment of his successor.

## 2. **APPOINTMENT PROCESS**

- 2.1. The Authority's Standing Orders (S.O. 46) sets out the appointment process for a new Chief Fire Officer. This states:

(1) Where it is necessary to appoint a Chief Fire Officer and it is not proposed that this appointment be made exclusively from among existing officers, the Appointments and Disciplinary Committee will arrange:

(a) for a statement to be drawn up specifying the duties of the Chief Fire Officer and any qualifications or qualities to be sought in the person to be appointed;

(b) for the position to be advertised in such a way as is likely to bring it to the attention of persons qualified to apply for it;

(c) for a copy of the statement referred to at (a) above to be sent to any person on request.

(2) Where the post has been advertised in accordance with (b) above the Appointments and Disciplinary Committee will **either** interview all qualified applicants for the post **or** interview those qualified applicants included on the shortlist for the post with a view to determining an appointment to the post.

(3) Where no qualified person has applied for a post, the Authority will make further arrangements for advertisement in accordance with paragraph (1)(b) above.

- 2.2. The appointment of Chief Fire Officer is a matter reserved to the Authority as set out within the approved Scheme of Delegations.

- 2.3. A proposed timetable to effect the appointment of a new Chief Fire Officer is attached to this report at Appendix A.

**SAMANTHA SHARMAN**  
**Clerk to the Authority & Monitoring Officer**