

REPORT REFERENCE NO.	DSFRA/17/35
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY
DATE OF MEETING	18 DECEMBER 2017
SUBJECT OF REPORT	CHIEF FIRE OFFICER APPRAISAL PROCESS
LEAD OFFICER	Director of Corporate Services (Clerk to the Authority)
RECOMMENDATIONS	<i>That a Chief Fire Officer's Appraisal Panel comprising four Members (the Authority Chair; one Member from each of the other two main political parties; and a fourth Member) be established with Terms of Reference as indicated in paragraph 2.3 of this report.</i>
EXECUTIVE SUMMARY	This report proposes the establishment of a more formalised process for annual appraisal of the Chief Fire Officer with delegated authority to approve any developmental action (including associated costs) as may be identified from the annual appraisal process.
RESOURCE IMPLICATIONS	Nil.
EQUALITY RISKS AND BENEFITS ANALYSIS (ERBA)	The contents of this report are considered compatible with existing equalities and human rights legislation.
APPENDICES	Nil.
LIST OF BACKGROUND PAPERS	National Joint Council for Brigade Managers of Fire & Rescue Services Constitution and Scheme of Conditions of Service Fifth Edition 2006 ("the Gold Book").

1. INTRODUCTION

- 1.1. The National Joint Council for Brigade Managers of Fire & Rescue Services Constitution and Scheme of Conditions of Service Fifth Edition 2006 (“the Gold Book”) sets out the national framework for pay and conditions for Brigade Managers (i.e. the Chief Fire Officer and two Assistant Chief Fire Officers of the Devon & Somerset Fire & Rescue Service). Specifically, Appendix B to the Gold Book sets out guidance for the appraisal of Brigade Managers. This provides, amongst other things, that the responsibility for appraising a Brigade Manager rests with either their line manager or, in the case of the Chief Fire Officer, by (an) Authority member(s) representing the fire and rescue authority.
- 1.2. The guidance provides the following general approach to both the appraisal cycle and key elements of the appraisal process:
- “Appraisal should take place on a predetermined date, at least annually, backed up by monitoring meetings on a regular basis at which targets can be reviewed for continuing relevance. A formal system of appraisal should not prevent continuous discussion regarding progress and performance.
- The key elements of the appraisal process are:
- 1 Continuous two way monitoring of performance against objectives
 - 2 Preparation for an appraisal interview
 - 3 An appraisal interview where recent and current performance, future objectives and development needs are discussed
 - 4 Agreement should be reached on action required from either party to ensure required performance is achievable.
 - 5 The process of informal discussion regarding performance should continue.”
- 1.3. The guidance also suggests that external assistance in facilitating the appraisal process can be helpful in providing an independent perspective.

2. APPLICATION IN THE DEVON & SOMERSET FIRE & RESCUE SERVICE

- 2.1 Historically (and in line with the guidance in the Gold Book), appraisal of the Chief Fire Officer of the Devon & Somerset Fire & Rescue Service has been undertaken on a relatively informal basis by the Chair of the Authority.
- 2.2 This informal approach was again adopted this year, with external assistance provided by the Chief Executive of the South West Councils. As part of the learning flowing from this, though, it is considered that – moving forwards – there would be merit in adopting a more formal appraisal process.
- 2.3 To this end, it is proposed that a Chief Fire Officer’s Appraisal Panel comprising four Members (the Authority Chair; one representative from each of the other two main political parties; and a fourth Member) should be established with the following Terms of Reference:
1. To undertake an annual appraisal process for the Chief Fire Officer, including the setting of objectives for the forthcoming year;
 2. To commission any external advice as is felt appropriate to facilitate the annual appraisal process;
 3. To approve any developmental action (including associated costs) as may be identified from the annual appraisal process;
 4. To address and resolve any in-year performance issues that may arise;

5. to address and resolve any performance issues relating to other Service Executive Board officers as might be referred to the Panel from time to time by the Chief Fire Officer.

2.4 The Authority is invited to consider this proposal.

MIKE PEARSON
Director of Corporate Services
(Clerk to the Authority)