

**WEST MIDLANDS FIRE AND RESCUE AUTHORITY**

**9<sup>TH</sup> FEBRUARY 2009**

**1. POST OF CHIEF FIRE OFFICER**

Report of the Clerk, Monitoring Officer, Treasurer and Head of Human Resources.

**RECOMMENDED:**

- 1.1 That the timetable for the recruitment of the Chief Fire Officer;
- 1.2 That the appointment of Tribal Resourcing as Executive Search consultants be noted
- 1.3 That approval be given to the revised composition of the Appointments Committee as set out in the report;
- 1.4 That all Members of the Authority be invited to an informal buffet on the evening of the first day of interviews to meet the candidates;
- 1.5 That, with effect from 18<sup>th</sup> November, 2008, Martin Clarke be appointed as Deputy Chief Fire Officer until such time as a new appointment of Chief Fire Officer is made to the Authority
- 1.6 That, with effect from 2 February 2009, Tony Prosser be appointed as Acting Assistant Chief Fire Officer until such time as a new appointment of Chief Fire Officer is made by the Authority;
- 1.7 That Keith Richards be held as reserve for appointment as Acting Assistant Chief Fire Officer should a further position arise within the next 3 months.

## 2. **PURPOSE**

To advise the Authority recruitment process to appoint a new Chief Fire Officer following the resignation of the former Chief Fire Officer, F. Sheehan and consequential changes to the Corporate Board.

## 3. **REPORT DETAILS**

- 3.1 Members of the Executive Committee were formally informed on 1<sup>st</sup> December 2008 of the resignation of the former Chief Fire Officer, Frank Sheehan, with effect from 18<sup>th</sup> November 2008. In the interim period and pending the appointment of Chief Fire Officer being made, the current Deputy Chief Fire Officer, Vijith Randeniya was been appointed as Acting Chief Fire Officer.
- 3.2 In accordance with West Midlands Fire Service protocol one of the existing Assistant Chief Fire Officers, Martin Clarke, has been acting up to the position of Deputy Chief Fire Officer until such time as a new appointment is made by the Authority.
- 3.3 Acting up arrangements have been put in place to fill resultant short term vacancies in accordance with West Midlands Fire Service protocol. The vacancies provide acting up opportunities for Brigade Commanders to experience strategic management at Corporate Board level. Following an internal recruitment process Area Manager Tony Prosser has been appointed as Assistant Chief Officer until such time as a new appointment of Chief Fire Officer is made by the Authority. Area Manager Keith Richards is held in reserve as there is the likelihood of a further acting up opportunity within the next 3 months

## 4. **CHIEF FIRE OFFICER'S POST**

- 4.1 At its meeting on 1<sup>st</sup> December 2008, the Executive Committee agreed the process for the appointment of a new Chief Fire Officer.

- 4.2 In accordance with that decision quotations were requested from three Executive Search companies. Tribal Resourcing was the cheapest quote received on time and provided the Authority with senior executive recruitment support. Tribal will be responsible for creating and maintaining a candidates' micro site, updating the job description and person specification, contacting potential candidates, advertising, evaluating applications prior to longlisting/shortlisting, providing feedback to unsuccessful candidates at all stages, carrying out assessment testing and providing support to the Appointments Committee.
- 4.3 The Company has begun its executive search and an advertisement for the post was placed during the week commencing 8 February 2009.
- 4.4 An indicative timetable is attached as an Appendix to this report.
- 4.5 The appointment of Chief Fire Officer is reserved to the full Fire Authority. It is necessary, therefore, to call a special meeting of the Authority on either 23<sup>rd</sup> March or 30<sup>th</sup> March in order to consider the recommendation of the Appointments Committee.

## 5. **APPOINTMENTS COMMITTEE**

- 5.1 The following Members were appointed to the Appointments Committee at the Authority's Annual Meeting on 23rd June 2008

Councillor Howard (Chair)	Birmingham (C )
Councillor Ward (Vice Chair)	Sandwell (C )
Councillor Douglas-Maul	Walsall (C )
Councillor Turner	Dudley (C)
Councillor Stevenson	Wolverhampton (C )
Councillor Hinton	Sandwell (L)
Councillor G Davies	Dudley (L)
Councillor Spence	Birmingham (L)
Councillor Eustace	Birmingham (L/D)

5.2 The allocation of seats was made in accordance with proportionality rules. Protocols of the Authority, however, suggest that all constituent Districts should be members of the Appointments Panel. At present Coventry and Solihull are not represented on the Panel. Given the importance of the Chief Fire Officer appointment, Members may wish to consider making changes to the Membership of the Committee so that all Districts are represented.

5.3 The following model is proposed for Members' consideration:

<b>Councillor</b>	<b>District</b>	<b>Party</b>	<b>Substitute</b>	<b>District</b>	<b>Party</b>
Howard	B'ham	Con	Delaney	B'ham	Con
Ward	Sandwell	Con	Gazey	Cov	Con
Davis (Lead Member on Performance)	Solihull	Con	Robinson	Solihull	Con
Ryder (Lead Member on Equality & Diversity)	Dudley	Con	Turner	Dudley	Con
Stevenson (Lead Member on Human Resources)	W'ton	Con	Douglas-Maul	Wal	Con
Mulhall	Cov	Lab	Tagger	S'well	Lab
Spence	B'ham	Lab	Clinton	B'ham	Lab
Chambers	Walsall	Lab	Tersaim Singh	Wolv	Lab
Eustace	B'ham	Lib/De m	Jones	B'ham	Lib/De m

5.4 On the evening of the first day of final interviews all Members of the Authority will be invited to attend an informal buffet with the shortlisted candidates.

## 6. **EQUALITY IMPACT ASSESSMENT**

In preparing this report an initial Equality Impact Assessment is not required and has not been carried out. The matters contained in this report do not relate to a policy change.

7. **LEGAL IMPLICATIONS**

The Fire Authority is obliged to make arrangements for the effective and efficient running of the Fire and Rescue service within its geographical area. The appointment of a Chief Fire Officer is paramount to the execution of the service.

8. **FINANCIAL IMPLICATIONS**

The costs of the recruitment of the Chief Fire Officer will be met from existing budgets.

SUSAN PHELPS  
CLERK

LYNDA BATEMAN  
TREASURER

NEERAJ SHARMA  
MONITORING  
OFFICER

DAVID JOHNSON  
HEAD OF HUMAN RESOURCES

## Appendix

<b><u>Stage</u></b>	<b><u>Suggested Dates</u></b>
Applications close	24 <sup>th</sup> February
Longlisting meeting (if necessary)	2 <sup>nd</sup> March
Shortlisting Meeting	Wk/beg 16 <sup>th</sup> March
Assessment Centre and final interviews (2 days)	Wk/beg 23 <sup>rd</sup> March
Special Fire Authority	Wk/beg 30 <sup>th</sup> March

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