

WEST MIDLANDS FIRE AND RESCUE AUTHORITY

14 DECEMBER 2020

1. REVIEW OF CONSTITUTION – RECRUITMENT PROCESS FOR DCFO AND ACFO (further amendments to explanatory notes)

Report of the Clerk and Monitoring Officer

RECOMMENDED

THAT Members approve the proposed explanatory notes for inclusion in the Fire Authority Constitution. These notes explain the approach to the recruitment process for the roles of Deputy Chief Fire Officer (DCFO) and Assistant Chief Fire Officer (ACFO).

THAT Members approve that the Clerk make any further consequential amendments to the constitution in consultation with the Chair, Vice Chair and opposition Leader.

2. PURPOSE OF REPORT

- 2.1 This report is submitted to Members to provide further detail to support the process of recruitment of DCFO and ACFO roles as approved at the Fire Authority meeting on the 5th October 2020. This detail is contained in proposed explanatory notes.

3. BACKGROUND

- 3.1 On the 5th October 2020 the Fire Authority approved three recommendations which further detailed amendments/additions to the Authority's constitution (set out at paragraph 1.4 of this report).
- 3.2 The approval of these amendments was made on the provision that the explanatory wording aligned to Matters for Authority, Article 6, section 6.2.4 was amended to recognise:
- 3.2.1 The value of Members being able to engage informally with candidates ahead of the Appeals, Standards, Appointments Committee (Appointments Committee) interview process.

- 3.2.2 If a single candidate was recommended to the Appointments Committee, this may result in a re-commencement of the recruitment process, and
- 3.2.3 the Appointments Committee will 'lead' the appointment stage of the candidate.
- 3.3 Review of Appointments Process: The outcomes of a review of the most recent DCFO appointments process found that the Member engagement session did not support the recruitment process effectively at the outset and would be better placed once candidates were recommended to the Appointments Committee and prior to any Member led interview process.
- 3.4 Taking this into account the following wording for the 'explanatory notes' within the constitution are proposed. This is further supported by a flow diagram demonstrating the recruitment process from beginning to end at Appendix 1.
- 3.4.1 *The recruitment process for the roles of DCFO and ACFO's will be led by the CFO, up to the recommendation of candidates to the Appointments Committee and appointment. This will enable a suitable appointment to be made by the Committee based on the professional and technical competence and behavioural attributes of any candidate.*
- 3.4.2 *The appropriateness of any candidate recommended to the Appointments Committee by the CFO will also be considered against the behavioural framework identifying best 'team fit' as an important aspect of the selection and appointment processes.*
- 3.4.3 *The Appointments Committee will lead the final stages of the recruitment process to ensure the most appropriate candidate is appointed into role. This will be undertaken in two stages: an informal meeting with candidates to allow Members to get to know the candidate and then the formal interview process of the Appointments Committee. This will be supported by the CFO and the HR Manager.*
- 3.4.4 *Where only one candidate can be recommended by the CFO to the Appointments Committee, a decision will be taken in consultation with the CFO and the Authority's HR Manager, as to whether the recruitment process can continue or should be run again.*

3.4.5 *The CFO will lead the presentation of appointable candidate(s) who meet the professional and technical competencies as well as team fit for the role to the Appointments Committee. The Appointments Committee will make the decision of final appointment with due regard to the CFO recommendation.*

4. **EQUALITY IMPACT ASSESSMENT**

The matters contained in this report will not lead to and do not relate to a policy change.

5. **LEGAL IMPLICATIONS**

The recommendations in this report ensure the effective and efficient delivery of Fire and Rescue Authority Services as set out on the Fire and Rescue Services Act, Regulatory Reform Order, Emergency Order, Civil Contingencies Act and the National Framework which incorporates the duties of these Acts, but also the requirements for governance and assurance of performance..

6. **FINANCIAL IMPLICATIONS**

There are no direct financial implications to the approval of recommendations in this report.

7. **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

BACKGROUND PAPERS

Review of the Constitution 5th October 2020
WMFRA Constitution 2019
LGA Leading the Fire
HMICFRS State of Fire Report 2019
RWHR Independent Cultural Review June 2019

The contact name for this report is Karen Gowreesunker – telephone number 07973 810338.

KAREN GOWREESUNKER CLERK TO AUTHORITY

SATINDER SAHOTA MONITORING OFFICER

APPENDIX 1

