



AGENDA ITEM: 10

NORTH WALES FIRE AND RESCUE AUTHORITY EXECUTIVE PANEL

3rd February 2014

APPOINTMENT PROCESS FOR THE POST OF ASSISTANT CHIEF FIRE OFFICER

Report by Simon Smith, Chief Fire Officer

Purpose of Report

- 1 To advise members of the arrangements for the recruitment to one of the two anticipated vacant Assistant Chief Fire Officer posts.

Background

- 2 Following the retirement of Assistant Chief Fire Officer Colin Hanks on 31st March 2012 the resulting vacant post was held open in order to contribute to the 2012-13 saving target. The level of contribution was approximately £110,000.
- 3 Having received approval from the Fire and Rescue Authority to recruit the post failed to attract sufficient suitably qualified candidates. Therefore following a reconfiguration of the principal officer's references it was decided to make an internal temporary appointment to the post with effect from 7 May 2013. In the intervening period a review of the job specification has taken place.
- 4 In anticipation of the retirement of Assistant Chief Fire Officer Paul Claydon on 26th February 2014 it is now necessary to undertake a recruitment process in order to appoint to one of the two vacant posts.

Appointment Process

- 5 In line with all appointments to the senior management team this will be a Member appointment. There will be the need to convene the appointments committee of 6 Members, including the Chair and Deputy Chair and the Officers of the Authority. Confirmed nominees from the 2013 process are;

Chair - Cllr Meirick Lloyd Davies (Denbighshire)

Deputy Chair - Cllr Peter Lewis (Conwy) (originally Cllr Dewi Miles)

Cllr Hilary McGuill (Flintshire)

Cllr Geoff Lowe (Wrexham)

Cllr Roy Owen (Gwynedd)

To be confirmed (Ynys Môn)

- 6 The vacancy has been advertised on the Chief Fire Officers Association (CFOA) website in order to attract suitably qualified applicants. As previously directed by the Fire and Rescue Authority the post will be advertised with the expectation that the postholder will be required to operate at Gold Command level and manage operational incidents. Applicants without a Gold Command qualification will be required to achieve Incident Command level four within a reasonable timescale.
- 7 Similarly, it will be a requirement for the post holder to have attained level 3 Welsh language skills on appointment for internal applicants. However, should an external applicant be appointed then that individual will be required to achieve that level within a determined timescale.
- 8 The selection process will involve a formal interview with the Chief Fire Officer, Deputy Chief Fire Officer, the Treasurer and Deputy Clerk. Those candidates who are successful at that stage of the process will then make a presentation to, and be interviewed by, the Appointments Committee. The intention is that any appointment will then be formally approved by the Fire and Rescue Authority at its meeting on 17th March 2014.

Provisional timescales

- 9 Advertisement placed on 17th January 2014.
Closing date for applications is 5th February 2014.
Shortlisting and invitation to attend initial interview by 10th February 2014.
Officers interview 4th March 2014.
Members panel 5th March 2014.
Confirmation of appointment at the Fire and Rescue Authority meeting on the 17th March 2014.

Recommendations

- 10 That Members:
- (i) note the process as outlined above;
 - (ii) confirm the membership of the appointments committee.