

## KENT AND MEDWAY FIRE AND RESCUE AUTHORITY

### SENIOR OFFICER APPOINTMENT AND CONDITIONS COMMITTEE

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MINUTES of a meeting of the Senior Officer Appointment and Conditions Committee held at Kent Fire and Rescue Service Headquarters, The Godlands, Tovil, Maidstone on 9 October 2013.

PRESENT:- Mr N J D Chard (Chairman), Mrs A Allen (substitute for Mr M J Angell), Mr G Cowan, Mr D S Daley, Mr T Gates, Mr A V H Gulvin (substitute for Mr T G Mason) and Mr A Terry.

OFFICERS:- The Chief Executive, Miss A Millington; the Head of HR Services, Mrs K Irvine; and the Clerk to the Authority, Mr S C Ballard.

#### UNRESTRICTED ITEMS

**7. Minutes**  
(Item 3)

RESOLVED that the Chairman of the Committee be authorised to sign the agreed Minutes of the meeting as a correct record.

**8. Succession Planning**  
(Item 4 - Report by Chief Executive)

- (1) Members were advised that during the next 18 months the Authority's two operational Directors were due to retire and the Director, Finance and Corporate Services, would become eligible to retire. The Committee considered proposals for arrangements which aimed to secure business continuity during this period of transition at the top of the organisation.
- (2) RESOLVED that:-
  - (a) the proposed Flexible Retirement arrangements for the Director, Finance and Corporate Services, as described in paragraphs 4-6 of the report, be approved;
  - (b) the proposed arrangements for securing business continuity during the period of transition, as described in the report, be noted.

**9. Exclusion of Press and Public**  
(Item 6)

RESOLVED that, under Section 100A of the Local Government Act 1972, the public be excluded from the meeting for the following business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12A of the Act.

#### EXEMPT ITEM

#### (Open Access to Minutes)

**10. Appointment of Director, Service Delivery**  
(Item 7 - Report by Chief Executive)

- (1) The Committee conducted competency-based interviews of the three shortlisted candidates as the second day of an Assessment Centre process. Each candidate was required to give a presentation on a set topic. Each candidate was then questioned, first on their presentation, and then against the essential criteria detailed on the Person Specification for the post, in order to assess how well they

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demonstrated the key competencies required for the role of Director, Service Delivery.

- (2) Following the interviews, Members evaluated the evidence for each candidate from both days of the Assessment Centre process against the key competencies for the role.
- (3) On the basis of this evaluation, it was:-

RESOLVED that, subject to receipt of satisfactory references, the appointment of Director, Service Delivery, be offered to Mr Sean Bone-Knell.