

By: Chief Executive  
To: Senior Officer Appointment and Conditions Committee – 19 June 2013  
Subject: APPOINTMENT OF DIRECTOR  
Classification: Unrestricted

## **FOR DECISION**

### **SUMMARY**

The Director, Service Delivery, has indicated that he will retire from the Authority with effect from February 2014. This report sets out proposals for appointing his replacement for Members to consider and agree.

### **RECOMMENDATIONS**

Members are requested to:

1. Agree to filling the forthcoming vacancy for the Director, Service Delivery (paras 2 and 3 refer)
2. Approve the Job Description and Person Specification and changes to the existing Remuneration Package (para 4 and **Appendix 2** refer).
3. Approve the timetable for the appointment process (para 8 refers).

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BACKGROUND PAPERS: None

## COMMENTS

### Background

1. Steve Griffiths has indicated that he wishes to retire at the end of February 2014 after completing 31 years of service, having started his career in November 1982. This report seeks the Committee's approval to fill the vacancy and agreement to the appointment process. In drafting the report, regard has been had to the Principal Officer Appointment Procedure which was approved by this Committee at its meeting on 19 March 2009 and is attached for information at **Appendix 1** to this report.

### Reason for Appointment

2. The top management structure has been the subject of regular reviews by this Committee with the most recent changes taking place in October 2011. These involved the realignment of the Job Descriptions of the two operational Directors to recognise a rebalancing of tasks in each role. This built on the earlier review of November 2010 which combined the roles of Chief Executive, Deputy Chief Executive and Director of Human Resources. Given that these reviews have already given the Authority a relatively lean top team, especially when compared with similar combined fire and rescue authorities (FRAs), and also that the programme of change is increasing as a result of financial constraints, it is proposed that the post of Director, Service Delivery should be filled. It should be noted that opportunities for conducting further reviews will arise in the next few years when the remaining two Directors retire.
3. At this level of appointment it is likely that the successful candidate would need to give three months notice, which means that any recruitment process would need to start during the summer months to ensure that the new appointee can start immediately after Mr Griffiths retires. Accordingly, Members are requested to agree to the filling of the vacancy as from the current postholder's retirement in February 2014.

### Job Description, Person Specification and Remuneration Package

4. The Job Description was last reviewed in October 2011, as mentioned above, but some minor changes have been made to reflect future expectations and requirements of the post. A copy of the Job Description and Person Specification are attached at **Appendix 2** for Members to consider and approve. It is also proposed that, following the termination of the Senior Officers' Car Scheme as previously agreed by this Committee, there will be no car benefits package offered with the post. It is also proposed to limit removal expenses to £8.5k in accordance with the amounts available for other staff. All other aspects of the package, including the salary of £115k (subject to any pay award), will remain the same.

## Advertising the Vacancy

5. It is proposed to advertise the post both internally and externally. The latter will be done through a combination of the Chief Fire Officers' Association vacancy service, which reaches all UK FRAs, and an insert in the public appointments pages of The Times. Costs associated with this approach are expected to be under £10k and will be contained within existing budgetary provision. It is felt to be important to demonstrate openness in the appointment process as well as trawling for the widest pool of talent from which the Authority can select its preferred candidate. A draft of the proposed advertisement is attached at **Appendix 3** for information.

## Shortlisting, Selection and Appointment

6. In line with the Principal Officer Appointment Procedure (see **Appendix 1**), shortlisting of applicants will be conducted by the Chairman of the Committee assisted by the Chief Executive to create a suitable list of candidates to go through a two-stage selection process.
7. The first stage will involve shortlisted candidates being invited to attend a one-day assessment centre to test and evaluate their skills and experience using a range of instruments including psychometric tests, structured interviews and presentations. Reports and evaluations for each candidate will then be prepared for the second stage involving a Member Selection Panel where Members can make a further and final evaluation of each candidate. Subject to suitable references and any other necessary clearances, the Panel will offer the position to their preferred candidate.

## Timetable

8. Subject to the Committee's approval of the recommendations in this report, it is proposed to commence the advertising process at the end of June. The subsequent timetable is proposed as follows:

Closing date for applications	23 August
Shortlisting	completed by 13 September
Assessment Centre	8 October
Member Selection Panel	9 October
Appointment date	February (exact date to be confirmed)

## **IMPACT ASSESSMENT**

9. The proposals in this report have been drawn up in accordance with the Authority's policies and procedures and conform to established good practice in fair appointment processes. The minor costs associated with the process will be met from within existing budgets.

## **RECOMMENDATIONS**

10. Members are requested to:
  - 10.1 Agree to filling the forthcoming vacancy for the Director, Service Delivery (paras 2 and 3 refer).
  - 10.2 Approve the Job Description and Person Specification and changes to the existing Remuneration Package (para 4 and **Appendix 2** refer).
  - 10.3 Approve the timetable for the appointment process (para 8 refers).