

KENT AND MEDWAY FIRE AND RESCUE AUTHORITY

SENIOR OFFICER APPOINTMENT AND CONDITIONS COMMITTEE

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 19 June 2013.

PRESENT:- Mr N J D Chard (Chairman), Mr T G Mason (Vice-Chairman), Mr M J Angell, Mr G Cowan, Mr D S Daley, Mr T Gates 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

1. Membership
(Item 1)

The membership of the Committee for 2013/14 was noted.

2. Election of Vice-Chairman
(Item 3)

- (1) Mr Chard moved, Mr Angell seconded, that Mr Mason be elected Vice-Chairman of the Committee.
- (2) There being no other nominations, Mr T G Mason was declared elected as Vice-Chairman of the Committee for 2013/14.

3. Minutes
(Item 4)

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

4. Appointment of Director
(Item 5 - Report by Chief Executive)

- (1) Members considered proposals for the appointment of a successor to Mr Griffiths, who had indicated that he intended to retire from his post as Director, Service Delivery, in February 2014.
- (2) RESOLVED that:-
 - (a) on the retirement of Mr Griffiths, the vacant post of Director, Service Delivery, be filled;
 - (b) the proposed Remuneration Package for the new appointment, as set out in paragraph 4 of the report, and the Job Description and Person Specification, as set out in Appendix 2 to the report, be agreed;
 - (c) the proposed timetable for the appointment process, as set out in paragraph 8 of the report, be agreed;
 - (d) the Interview Panel for the appointment comprise the Chairman and Vice-Chairman of the Authority, plus the other three Group Leaders or their nominees.

5. Revision of Appraisal Procedure for Chief Executive

(Item 6 - Report by Chief Executive)

- (1) The Committee considered proposals for revising the Appraisal Procedure for the Chief Executive.
- (2) RESOLVED that the revised Procedure for the Performance Appraisal of the Chief Executive, attached as Appendix 1 to the report, be adopted.

6. Pay Award for Chief Executive and Directors

(Item 7 - Report by Chief Executive)

- (1) The Committee considered a proposal for a pay award to be made to the Chief Executive and Directors.
- (2) The Chief Executive confirmed that the National Joint Council had now agreed a pay award of 1% for 'Green Book' staff for 2013.
- (3) RESOLVED that a pay increase of 1% be awarded to the Chief Executive and Directors with effect from 1 January 2013.