

TO: Fire Authority
FROM: Democratic Services Manager
DATE: 15 February 2007

APPOINTMENTS COMMITTEE

1. Purpose

- 1.1 To propose the re-establishment of the Appointments Committee to undertake the recruitment, selection and appointment of the Chief Fire Officer and Directors.

2. Recommendations

- 2.1 The Policy and Finance Committee is recommending to the Fire Authority as follows:

- (i) that an Appointments Committee be established with the following terms of reference:

“To determine arrangements for recruitment to the posts of Chief Fire Officer and Directors and to make appointments thereto.”

- (ii) that the membership of the Appointments Committee comprise 4 members namely the Chairman and Vice Chairman of the Authority, the Leader of the Liberal Democrat Group or nominee, and one Conservative member and that the Fire Authority be asked to make appointments to the Committee on 15th February 2007.

- (iii) that the quorum of the Committee be set at 3 members and that Paragraph 4 of the Fire Authority’s Standing Orders as to Meetings be amended to read:

“Appointments Committee – 3 members, provided there is at least one member from each of the constituent authorities present.”

3. Risk Assessment

- 3.1 Political – Failure to make a timely and effective appointment will have significant implications for the effective and efficient operation of the Fire Service.

4. Background

4.1 The Authority will need to establish an Appointments Committee to appoint a new Chief Fire Officer later in the year. Such a Committee formed part of the previous committee arrangements of the Authority but was not re-established as part of the Authority's new committee structure.

5. Proposals

- 5.1 The terms of reference of the Committee indicate that the Committee will be responsible for the appointment of the Chief Fire Officer and the three Director posts (Director of Resources, Director of Community Safety and Director of Operational Support).
- 5.2 The previous Committee comprised 7 members. The Authority's Human Resources adviser has advised that a smaller number would be more manageable and effective in undertaking this role and that the core membership ideally should comprise the same members as the Performance Review Committee (i.e. Chairman and Vice Chairman of the Authority, the Leader of the Liberal Democrat Group). A membership of 4 would allow this to be achieved whilst reflecting political proportionality.
- 5.3 The Quorum of the Committee with a membership of 7 members was set previously at 5 members including representation from each of the constituent local authorities. A quorum of 3 members is recommended for the new Committee on the same basis.
- 5.4 The Policy and Finance Committee on 1st February 2007 considered these proposals and are recommending as set out in paragraph 2.1 above.

BIBLIOGRAPHY

Source Documents	Location	Contact
Standing Orders as to Meetings	Hinchingbrooke Cottage Brampton Road Huntingdon	Michael Brown 01480 444572 michael.brown@cambsfire.gov.uk