



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

CHIEF FIRE OFFICER VACANCY

Report of the Chief Fire Officer

Date: 24 September 2021

Purpose of Report:

To seek approval for the recruitment to the impending vacancy of Chief Fire Officer for when the current incumbent retires from the Service on 15 April 2022.

Recommendations:

It is recommended that Members:

- Task the current Chief Fire Officer and Clerk to the Authority to put in place a recruitment process for the Chief Fire Officer vacancy, in consultation with the Chair of the Authority; and,
- Ask the Current Chief Fire Officer, Clerk to the Authority and Head of People and Organisational Development to support Members of the Authority throughout the selection process.

CONTACT OFFICER

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1. BACKGROUND

- 1.1 The Chief Fire Officer has indicated that they will be retiring from the Service on 15 April 2022, and in line with contractual requirements they have provided at least six-month's notice.
- 1.2 The appointment of the Chief Fire Officer is the responsibility of the Fire Authority, and this report seeks approval to commence that process.

2. REPORT

- 2.1 The role of the Chief Fire Officer (CFO) has three distinct areas of responsibility. Namely:
 - To be the Principal Advisor to the Fire Authority;
 - To be the Head of Paid Service and be accountable to the Fire Authority for the efficient, effective, equitable and economic discharge of its legal duties, responsibilities, and expectations; and,
 - To provide strategic operational cover as part of the Brigade Manager on-call rota.
- 2.2 The selection process for the CFO post is robust and will involve the convening of the Appointments Committee to assess the candidates and provide recommendations to a future meeting of the full Fire Authority where the decision regarding appointment must be made.
- 2.3 To support the process, and to ensure the strongest candidates are encouraged to apply for the role, it is proposed external recruitment specialists are contracted to assist in the appointments process and a budget of £30k will be earmarked for this support.
- 2.4 The current Chief Fire Officer, Clerk to the Authority and Head of People and Development will also provide extensive support to Members throughout the process.
- 2.5 If approved, the vacancy will be advertised throughout October, and selection processes conducted thereafter with an expectation a decision on appointment could be made at the December meeting of the Fire Authority

3. FINANCIAL IMPLICATIONS

- 3.1 The use of external consultants to support the process is likely to cost in the region of £25-30k. This will be funded from the consultancy budget.
- 3.2 The salary range for the post is £145,732 to £161,925. Appointment to the post would normally be at the lowest point and increase over two years so there is potential for short term revenue savings to be realised.

- 3.3 As the post holder is required to reside within the county, a relocation package is offered if the successful candidate is required to move.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

There are significant human resources implications arising from this report, but all can be managed by the internal human resources team with the assistance of specialist external support for which a budget of £30k has been identified.

5. EQUALITIES IMPLICATIONS

An equality impact assessment has not been undertaken as this report does not suggest any changes to policy or service delivery functions.

6. CRIME AND DISORDER IMPLICATIONS

There are no crime and disorder implications arising from this report.

7. LEGAL IMPLICATIONS

The main aspects of this process will need to comply with appropriate employment and equalities legislation.

8. RISK MANAGEMENT IMPLICATIONS

A timely appointment to the post will be critical in ensuring stability for the Service going forward, and the six-month's notice period provides sufficient time for a robust process to be undertaken, and to enable a formal handover of knowledge and responsibilities to take place.

9. COLLABORATION IMPLICATIONS

There are no collaboration implications arising from this report.

10. RECOMMENDATIONS

It is recommended that Members:

- 10.1 Task the current Chief Fire Officer and Clerk to the Authority to put in place a recruitment process for the Chief Fire Officer vacancy, in consultation with the Chair of the Authority; and,

10.2 Ask the Current Chief Fire Officer, Clerk to the Authority and Head of People and Organisational Development to support Members of the Authority throughout the selection process.

11. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

John Buckley
CHIEF FIRE OFFICER