



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

APPOINTMENT OF ASSISTANT CHIEF FIRE OFFICER

Report of the Chair of the Appointments Committee

Date: 24 February 2023

Purpose of Report:

To seek the approval of the recommendation of the Appointments Committee to the appointment of Mr Damien West as the next Assistant Chief Fire Officer.

Recommendations:

That Members agree to the appointment of Mr Damien West to the position of Assistant Chief Fire Officer, with effect from 16 April 2023, as recommended by the Appointments Committee.

CONTACT OFFICER

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1. BACKGROUND

- 1.1 At the meeting of the Fire Authority on 16 September 2022 it was agreed that the position of Assistant Chief Fire Officer (ACFO) would be advertised to seek a substantive appointment to the vacancy.
- 1.2 Furthermore, it was agreed that the post would require experience of fire related, incident command. Clearly this approach narrows the field of applicants who would meet the person specification, but providing a balance in skills and experience to complement the existing team.
- 1.3 It was also agreed the Service would seek the support of a third party provider to maximise the recruitment process and ensure the search for talent was extended as wide as practicable.

2. REPORT

- 2.1 The selection process for the ACFO has been extensive and involved the convening of the Appointments Committee to assess the candidates and provide recommendations to the full Fire Authority.
- 2.2 The Service commissioned RealWorldHR to support the process and maximise the exposure for the vacancy and thereby attract greater interest from a wide range of candidates. A procurement exercise was conducted from which RealWorldHR were the preferred supplier, with costs covered within the allocated budget.
- 2.3 The selection process involved applicant screening, initial interviews, profiling, media exercise, strategic operational assessment, stakeholder panel interview, report, presentation and Member panel interview.
- 2.4 The Appointments Committee was convened 18 January 2023 and following the process, the Committee came to the decision that Mr Damien West should be offered the post of ACFO with effect from 16 April 2023.
- 2.5 The current temporary incumbent, Michael Sharman, will remain in post until 16 April 2023 to support a smooth handover and given both are internal candidates, the appointment provides continuity in operational resilience for the Service.

3. FINANCIAL IMPLICATIONS

The salary range for the ACFO post is £109,300 to £121,444 (90 – 100%). Appointment to the post will commence at the 90% point and increase proportionally over two years.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT

- 4.1 All human resources implications arising from this process were managed by the internal human resources team with the assistance of specialist external support as detailed above.
- 4.2 Future implications for the learning and development of Mr West will be addressed within the framework in place for leadership development and many aspects have already been completed given he has been with Service for a number of years. This will also incorporate feedback from across the selection and annual appraisal processes.

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

There are no legal implications arising from this report.

8. RISK MANAGEMENT IMPLICATIONS

Permanent appointment to the post, and overlap with the current temporary incumbent, will provide continuity and immediate capacity to ensure the Service is able to retain key corporate memory. However, the Chief Fire Officer will seek to review the roles and capacity required to meet existing and expected workloads, presenting specific risks to the Authority.

9. COLLABORATION IMPLICATIONS

There are no collaboration implications arising from this report.

10. RECOMMENDATIONS

That Members agree to the appointment of Mr Damien West to the position of Assistant Chief Fire Officer, with effect from 16 April 2023, as recommended by the Appointments Committee.

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

None.

Councillor Michael Payne
CHAIR OF THE APPOINTMENTS COMMITTEE