

# HIGHLAND AND ISLANDS FIRE BOARD

10 SEPTEMBER 2009

Agenda Item	
Report No	

## APPOINTMENT OF CHIEF FIRE OFFICER

### Report by the Clerk

#### Summary

This Report briefs Members on the appointment process for a new Chief Fire Officer and invites Members to establish a Chief Officer Appointments Sub-Committee.

#### Background

1. The Clerk wrote to all Members on 1 July 2009 to advise that the Chief Fire Officer, Mr Brian Murray, had intimated his intention to retire with effect from January 2010. To fulfil the requirements of the Pensions Regulations, Members were asked to confirm their agreement to his retirement. The majority of Board Members responded and all who did so confirmed their agreement, albeit it with general expressions of regret that he would be leaving the Service.
2. The Clerk wrote to Mr Murray on 15 July 2009 confirming the Board's approval. The Board is now asked to homologate this action formally.

#### Next Steps

3. A meeting took place between the Convener, Vice Convener, Clerk, Personnel Adviser and Mr Brian Fraser, Head of the Fire and Rescue Advisory Unit in Scotland, to draw up a Job Description and Person Specification for this post and to agree the process for making this appointment. Mr Fraser will act as professional adviser to the Appointments Sub-Committee throughout the process.
4. Members were invited by email to comment on the draft Job Description and Person Specification. These have now been finalised and advertisements for the post will be placed on professional networks within the UK and overseas and in relevant media during the week commencing 7 September 2009, giving a three week reply deadline. It is anticipated that shortlisting will take place on a date to be agreed during the week beginning 19 October 2009 and that interviews will be held on 13 November 2009.
5. As the successful candidate may require to give three months notice, this timetable should permit the new Chief Fire Officer to be in post by the beginning of March 2010. Members are asked to confirm that the Deputy Chief Fire Officer cover the role and responsibilities of the Chief Fire Officer during the period between the resignation of the current postholder and the arrival of his successor.

## **Chief Officers Appointments Sub-Committee**

6. At its meeting held on 14 November 2009, the Board appointed the following Members to an Appointments Sub-Committee to select a new Deputy Chief Fire Officer (DCFO): the Convener, Vice Convener, Mr D Henderson, Mr N Macleod and Mr A Cooper. Mr Cooper, however, was unable to participate on the relevant dates and Mr A Duncan represented Shetland during the appointments process instead.
7. The Sub-Committee's remit was so worded as to apply the DCFO post only. The Board may wish to confirm the re-appointment of the same membership and to widen the Sub-Committee's remit to that of a Chief Officers Appointments Sub-Committee, with delegated powers to fill any chief officer vacancies arising during the term of this Board.

### **Recommendation**

The Board is invited to:

- i. homologate the action of the Clerk in confirming the Board's acceptance of the Chief Fire Officer's notice of retirement;
- ii. approve the proposed timetable and process for the appointment;
- iii. agree to establish a Chief Officers Appointments Sub-Committee comprising those Members who previously sat on the Appointments Sub-Committee for the post of Deputy Chief Fire Officer, with delegated powers to fill any chief officer vacancies arising during the term of this Board; and
- iv. agree that the Deputy Chief Fire Officer cover the role and responsibilities of the Chief Fire Officer during the period between the resignation of the current postholder and the arrival of his successor.

Signature

Designation Clerk

Date 27 August 2009

Author Mrs R Moir, Assistant Clerk