

## **Appendix 1**

### **Proposed Terms of Reference for Appointment Committee**

#### **1. Background**

The Deputy Chief Fire Officer, Andy Bowers, has given notice of his resignation, which will take effect in June 2019. Andy Bowers is currently the Deputy Chief Fire Officer for HFRA and also the IWFRS, pursuant to the Delivering Differently in Partnership (“DDIP”) agreement. In light of the complex external context (both nationally and locally) within which HFRA is operating, the Authority needs to investigate and consider how best to deal with the Deputy Chief Fire Officer vacancy that will arise in 2019.

#### **2. Objectives and Scope**

The Appointment Committee (AC) shall undertake a review of the national and local context, including national policy direction. The AC will consider the requirements of both HFRA and the Isle of Wight Council (IWC), and the future direction of the Services in order to formulate an appropriate recruitment strategy and associated processes for the appointment of a new Deputy Chief Fire Officer. For the avoidance of doubt, the decision to appoint a new Deputy Chief Fire Officer is delegated to the AC.

#### **3. Deliverables**

The AC will meet as required to make a number of key decisions in relation to the Deputy Chief Fire Officer vacancy, that will inform the finalised recruitment strategy.

A non-exhaustive list of the key decisions are:

- What are the immediate requirements of the role?
- Is strategic command experience essential?
- Will the requirements of the role change over time? How will this affect the appointment process and contractual terms?
- How will key stakeholders be engaged within the selection and appointment process?
- What governance arrangements are necessary to deliver the process?
- How will selection and appointment processes and timescales be decided?

The AC will also need to consider various recruitment options and make a decision on the best approach based on the merits and demerits of each option. As a minimum, the AC will consider options including:

- Appointment through a temporary promotion arrangement
- Appointment through a fixed term contract (i.e. temporary arrangement)
- Permanent appointment

The AC shall commission and instruct the Senior Human Resources (HR) Business Partner, the Clerk/Monitoring Officer and the Democratic Services Manager as appropriate in order to carry out its functions.

#### **4. Proceedings**

The AC shall meet as required in order to discharge its functions. All meetings will take place at a suitable venue and time to be agreed by Chairman of the AC.

HFRA's Standing Orders shall apply to meetings of the AC and in particular, those Standing Orders in respect of quorum, voting and access to information.

The Secretary of the AC will give notice to the public of the time and place of any meetings in accordance with Part VA of the Local Government Act 1972.

Meetings of the AC shall be open for members of the public to attend unless the it is determined necessary to exclude members of the public in accordance with Part VA of the Local Government Act 1972 or the AC determines that it is necessary to close the meeting to the public because of a disturbance.

Copies of the agenda for meetings of the AC and any reports for its meetings shall be open to inspection by members of the public at the offices of the Authority with the exception of any report which the Secretary to the AC determines relates to items which in his or her opinion are likely to be determined to include exempt information and result in a resolution at the meeting to exclude the public. Categories of exempt information are set out at Schedule 12A of the 1972 Act.

#### **5. Membership, Roles and Responsibilities**

The following membership is suggested for the AC:

5 members of HFRA including:

- 3 Conservative members,
- 1 Liberal Democrat Member,
- 1 Labour member,

The Chairman of HFRA shall be the Chairman of the AC. The Vice-Chairman of the AC will be appointed from time to time by the members of the AC.

The AC will remain in existence until the successful appointment of a new Deputy Chief Fire Officer. It will then be dissolved.

Each appointed member of the AC shall be entitled to remain on the committee until it is dissolved but shall cease to be a member if he or she ceases to be a member of the Authority appointing them or if that Authority removes the appointed member.

A key part of the AC's role shall be to engage with the IWC as a key stakeholder to ensure that the recommended strategy/processes are supported by the IWC and are in accordance with HFRA's constitutional requirements and any applicable constitutional requirements of IWC.

The Clerk/Monitoring officer to HFRA shall act as the Secretary to the AC.

The Chairman may direct the Secretary of the AC to call a meeting and may require any item of business to be included in the summons.

Officer support to be provided as required but likely to include:

Neil Odin – Chief Officer

Molly Rowland – Senior HR Business Partner

Paul Hodgson and Katy Sherwood - Legal and Democratic Services

## **6. Stakeholders (without voting rights)**

Fire Authority Members not part of the Appointment Committee

IWC Councillors

The Police and Crime Commissioner for Hampshire

Such other Stakeholders as the Appointment Committee shall determine