

## NORTHUMBERLAND COUNTY COUNCIL

### STAFF AND APPOINTMENTS COMMITTEE

At the meeting of the **Staff and Appointments Committee** held at Council Chamber, County Hall, Morpeth on Wednesday, 30 August 2023 at 9.00 am.

#### PRESENT

G Sanderson (Chair) (in the Chair)

#### MEMBERS

B Flux	I Hunter
M Purvis	R Wearmouth

#### OFFICERS

L M Bennett	Senior Democratic Services Officer
L Denyer	Head of Members Services, Elections and Deputy Monitoring Officer
S Farrell	Director of Workforce and Organisational Development
H Paterson	Chief Executive
C Sample	Lawyer

#### 8 APOLOGIES FOR ABSENCE

Apologies were received from Councillors A. Dale, S. Dickinson, E. Simpson and J. Watson.

#### 9 MINUTES

**RESOLVED** that the minutes of the meeting of the Committee held on 28 July 2023, as circulated, be confirmed as a true record and signed by the Chair.

#### 10 EXECUTIVE DIRECTOR PERFORMANCE APPRAISAL

Sarah Farrell presented the report which sought approval to agree an appraisal process for Executive Directors of the Council in line with the guidance laid out within the JNC Chief Officer Handbook (Appendix 2). The report also outlined a defined process for appraisal (Appendix 1) for the Committee to consider and agree.

**RESOLVED** that

Ch.'s Initials.....

- (1) the appraisal process defined in appendix 1 to the report be agreed.
- (2) the Executive Directors' appraisals be conducted by their line manager, the Chief Executive.

## 11 **PROPOSED APPOINTMENT PROCESS OF DEPUTY CHIEF FIRE OFFICER**

Dr. Helen Paterson, Chief Executive, presented the report which set out the proposed appointment process for the role of Deputy Chief Fire Officer (DCFO) within Northumberland Fire & Rescue Service. The current postholder had been successful in their application and had been appointed to Chief Fire Officer, therefore, the DCFO post will become vacant from 28 August 2023.

The final appointment would be brought back to the Committee for approval. The advert would refer to NCC pay grade Band 17, SCP 70. It was hoped that this would make the post attractive to potential applicants whilst maintaining the salary differential between that post and the Chief Fire Officer post.

### **RESOLVED**

- (1) To agree that the Deputy Chief fire Officer will align to the National Joint Council for Brigade Managers of Fire and Rescue Services terms and conditions (Gold Book) with remuneration aligning to NCC pay grade of Band 17, £126,665 SCP 70. The cost excludes employer's national insurance and employer's pension contributions.
- (2) To approve external advertisement of the post following consideration at this meeting of the Staffing and Appointments Committee for the period 25 September 2023 to 23 October 2023. Shortlisted candidates will be required to attend an Assessment Day at the beginning of November 2023 (date TBA). The assessment will include psychometric testing, staff panel comprising senior manager.
- (3) To accept the findings of the selection panels that the preferred candidate be offered the role of Deputy Chief Fire Officer subject to the final approval of Staff and Appointments Committee.
- (4) To agree that in the event that any objection is received from the Leader and/or urgent consideration.
- (5) To note that offers of employment will be subject to all necessary pre-employment checks.
- (6) To note that the effective date of commencement of employment is to be confirmed following completion of all the necessary pre-employment checks.

## 12 **DATE OF NEXT MEETING**

The next meeting will be held on 20 September 2023, at 10.00 am in the Council

Ch.'s Initials.....

Chamber, County Hall, Morpeth.

**CHAIR**.....

**DATE**.....

Ch.'s Initials.....