

# Northamptonshire Police, Fire and Crime Panel

A meeting of the Northamptonshire Police, Fire and Crime Panel will be held in the Great Hall, The Guildhall, Northampton NN1 1DE on Wednesday 6 July 2022 at 1.00pm

## Agenda

1.	<b>Apologies for Absence and Notification of Substitute Members</b>
2.	<b>Appointment of a Chair</b> To appoint a chair for the current meeting ahead of the appointment of the chair for 2022/23 at the first regular meeting in the municipal year.
3.	<b>Notification of requests from members of the public to address the meeting</b> Any requests to speak on an item on the agenda should be notified to the Chair (c/o the Committee Manager) by 12 noon two working days before the date of the meeting.
4.	<b>Declarations of Interest</b> Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.
5.	<b>Chair's Announcements</b> To receive communications from the Chair.
<b>SCRUTINY OF THE POLICE, FIRE &amp; CRIME COMMISSIONER</b>	
6.	<b>Confirmation Hearing - Chief Fire Officer of Northamptonshire Fire &amp; Rescue Service</b>
a)	<b>Confirmation Hearing Procedure (Pages 5 - 10)</b>
b)	<b>Proposed appointment by the Police, Fire &amp; Crime Commissioner for Northamptonshire of a Chief Fire Officer (Pages 11 - 26)</b>
7.	<b>Urgent Business</b> The Chair to advise whether they have agreed to any items of urgent business being admitted to the agenda.

8.	<p><b>Exclusion of Press and Public</b></p> <p>In respect of the following items the Chair may move the resolution set out below, on the grounds that if the public were present it would be likely that exempt information (information regarded as private for the purposes of the Local Government Act 1972) would be disclosed to them: The Panel is requested to resolve: “That under Section 100A of the Local Government Act 1972, the public be excluded from the meeting for the following item(s) of business on the grounds that if the public were present it would be likely that exempt information under Part 1 of Schedule 12A to the Act of the descriptions against each item would be disclosed to them.”</p>
9.	<p><b>Report and recommendation to the Police, Fire &amp; Crime Commissioner for Northamptonshire on the proposed appointment of a Chief Fire Officer</b></p> <p>Exemption under Paragraph 1 – Information relating to any individual.</p>

Catherine Whitehead  
Proper Officer  
28 June 2022

**Northamptonshire Police, Fire and Crime Panel Members:**

Councillor Gill Mercer	Councillor Andre Gonzalez De Savage
Councillor Adam Brown	Councillor Jon-Paul Carr
Councillor Dorothy Maxwell	Councillor Zoe McGhee
Councillor Russell Roberts	Councillor Ken Pritchard
Councillor David Smith	Councillor Winston Strachan
Mrs Anita Shields	Miss Pauline Woodhouse

## **Information about this Agenda**

### **Apologies for Absence**

Apologies for absence and the appointment of substitute Members should be notified to [democraticservices@westnorthants.gov.uk](mailto:democraticservices@westnorthants.gov.uk) prior to the start of the meeting.

### **Declarations of Interest**

Members are asked to declare interests at item 4 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item

### **Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates**

Members are reminded that any member who is two months in arrears with Council Tax must declare that fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

### **Evacuation Procedure**

If a continuous fire alarm sounds you must evacuate the building via the nearest available fire exit. Members and visitors should proceed to the assembly area as directed by Democratic Services staff and await further instructions.

### **Access to Meetings**

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

### **Mobile Phones**

Please ensure that any device is switched to silent operation or switched off.

### **Queries Regarding this Agenda**

If you have any queries about this agenda please contact James Edmunds, Democratic Services, via the following:

Tel: 07500 605276

Email: [democraticservices@westnorthants.gov.uk](mailto:democraticservices@westnorthants.gov.uk)

Or by writing to:

West Northamptonshire Council  
One Angel Square  
Angel Street  
Northampton  
NN1 1ED

This page is intentionally left blank

## NORTHAMPTONSHIRE POLICE, FIRE & CRIME PANEL

**6 JULY 2022**

<b>Report Title</b>	<b>Confirmation hearing in relation to the proposed appointment by the Police, Fire &amp; Crime Commissioner for Northamptonshire of a Chief Fire Officer of Northamptonshire Fire &amp; Rescue Service.</b>
<b>Report Author</b>	<b>James Edmunds, Democratic Services Assistant Manager, West Northamptonshire Council</b> <a href="mailto:James.edmunds@westnorthants.gov.uk">James.edmunds@westnorthants.gov.uk</a>

Contributors/Checkers/Approvers		
<b>West MO</b> (for West and joint papers)	Catherine Whitehead	27/06/2022
<b>West S151</b> (for West and joint papers)	Martin Henry	23/06/2022

### List of Appendices

**None**

#### **1. Purpose of Report**

---

- 1.1. The report is intended to advise the Northamptonshire Police, Fire & Crime Panel of the procedure to be followed for a confirmation hearing in relation to the proposed appointment by the Police, Fire & Crime Commissioner for Northamptonshire of a Chief Fire Officer of Northamptonshire Fire & Rescue Service.

#### **2. Executive Summary**

---

- 2.1 The report summarises the Northamptonshire Police, Fire & Crime Panel's statutory responsibilities relating to reviewing and making a report on the proposed appointment by the Police, Fire & Crime Commissioner for Northamptonshire of a Chief Fire Officer of Northamptonshire Fire & Rescue Service. A report by the Police, Fire & Crime Commissioner providing information on the proposed appointment is included separately on the agenda for the hearing.

### **3. Recommendations**

---

- 3.1 It is recommended that the Northamptonshire Police, Fire & Crime Panel reviews and makes a report on the proposed appointment by the Police, Fire & Crime Commissioner for Northamptonshire of a Chief Fire Officer of Northamptonshire Fire & Rescue Service.
- 3.2 Reasons for Recommendation(s) – The recommendation is intended to enable the Panel to carry out its statutory responsibilities relating to scrutiny of the proposed appointment of a Chief Fire Officer.

### **4. Report Background**

---

- 4.1 The Policing & Crime Act 2017 makes provision for a Police & Crime Commissioner for an area to be the fire and rescue authority for that area. This position has applied in Northamptonshire since 1<sup>st</sup> January 2019. The responsibilities of a Police, Fire & Crime Commissioner (PFCC) created under the 2017 Act include the function of appointing, suspending or dismissing the chief fire officer.
- 4.2 The Fire & Rescue Authority (Police & Crime Commissioner) (Application of Local Policing Provisions, Inspection, Powers to Trade and Consequential Amendments) Order 2017 part 2 chapter 1 specifies that a PFCC must notify the relevant Police, Fire & Crime Panel of the proposed appointment of a chief fire officer. In such cases the PFCC must also notify the Police, Fire & Crime Panel of the following information:
  - a) the name of the person whom the PFCC is proposing to appoint (“the candidate”);
  - b) the criteria used to assess the suitability of the candidate for the appointment;
  - c) why the candidate satisfies those criteria; and
  - d) the terms and conditions on which the candidate is to be appointed.
- 4.3 When a Police, Fire & Crime Panel is notified of such a proposed appointment it is required to review the proposed appointment and to make a report on it to the PFCC. The report must state the outcome of the review by the Panel. In the case of the proposed appointment of a chief fire officer these outcomes are:
  - a) A recommendation as to whether or not the candidate should be appointed, or
  - b) A veto of the proposed appointment, if at least two-thirds of the people who are members of the Police, Fire & Crime Panel at the time vote in favour of making that decision.
- 4.4 The 2017 Order requires that a Police, Fire & Crime Panel must review the proposed appointment at a confirmation hearing. A confirmation hearing is defined as: “A meeting of the Panel, held in public, at which the candidate is requested to appear for the purpose of answering questions relating to the appointment”. Supporting guidance produced by the Local Government Association (LGA) and the Centre for Governance and Scrutiny (CfGS) advises that a confirmation hearing should not be dealt with as an item of business at a standard Panel meeting but conducted as a separate meeting.
- 4.5 The process of reviewing and reporting on a proposed appointment must be completed within three weeks of a Police, Fire & Crime Panel being notified of it by the PFCC.

## **5. Issues and Choices**

---

- 5.1 This confirmation hearing of the Northamptonshire Police, Fire & Crime Panel (“the Panel”) has been convened to enable the Panel to review and make a report on the proposed appointment by the Police, Fire & Crime Commissioner for Northamptonshire (“the Commissioner”) of a Chief Fire Officer of Northamptonshire Fire & Rescue Service following notification of the proposed appointment by the Commissioner.
- 5.2 A report by the Commissioner providing information on the proposed appointment is included separately on the agenda for the hearing.

### **Confirmation Hearing Procedure**

- 5.3 It is proposed that the Panel conducts the confirmation hearing according to the following process, which reflects statutory requirements and good practice and has been used successfully in the past:
- a) The Panel Chair will welcome the candidate to the hearing and invite Panel members and host authority officers present to introduce themselves.
  - b) The Chair will ask the Panel’s secretariat officer to outline briefly the format of the hearing.
  - c) The Chair will invite the Commissioner to outline the proposed appointment and introduce the candidate.
  - d) The Chair will invite Panel members to ask questions of the candidate. The Panel secretariat will work with Panel members to draw up these questions ahead of the hearing. The questions should reflect the principles set out in paragraphs 5.4 – 5.6 of this report.
  - e) When all Panel members’ questions have been asked and addressed the Chair will invite the candidate to clarify any answers that they have given during the hearing and to ask any questions of the Panel, for example about the next steps in the process.
  - f) The candidate will then withdraw from the meeting.
  - g) The Panel will be asked to agree a resolution to exclude the press and public from the meeting before it considers its report to the Commissioner.
  - h) The Panel will consider its report and conclusions. The possible outcomes that may result from a review of the proposed appointment of a chief fire officer are discussed in paragraphs 5.7 – 5.10 of this report.
  - i) The Panel will send its report to the Commissioner by the end of the working day following the date of the confirmation hearing.
  - j) The Panel will publish its report an appropriate time after the confirmation hearing, normally in liaison with the Commissioner to reflect that the Commissioner will also publish his own final decision on the proposed appointment following the hearing.

### **Focus of questions to the candidate**

- 5.4 LGA / CfGS guidance recommends that confirmation hearings should focus on the following areas:
- a) Professional competence: i.e. the candidate's ability to carry out the role, for example, their professional judgement and insight; and
  - b) Personal independence: i.e. the need for the candidate to act in a manner that is operationally independent of the PFCC.
- 5.5 The guidance further recommends that Police, Fire & Crime Panels should think in terms of minimum standards applying to particular attributes: i.e. there should be minimum standards below which it would not be appropriate to appoint a candidate under any circumstances. Above this level, the Panel might have concerns but the candidate would still be 'appointable' at the discretion of the PFCC.
- 5.6 This focus is intended to reflect that confirmation hearings should complement rather than duplicate a PFCC's systems for making the appointment in question: hearings are not intended to represent a re-staging of a previous selection process.

### **Possible outcomes of the review**

- 5.7 The Panel should use the confirmation hearing to form a view about the professional competence and personal independence of the candidate and whether or not they meet the minimum standards for the role. Based on this it should agree the conclusion about the proposed appointment that it wishes to report to the Commissioner.
- 5.8 The Panel essentially has the following options:
- a) If the Panel is satisfied that the candidate meets the required standards it can recommend to the Commissioner that the appointment be made. The Commissioner may accept or reject such a recommendation, and must notify the Panel of his response.
  - b) If the Panel considers that the candidate meets the required standards but has a query or concern about their suitability it can make a recommendation to this effect to the Commissioner. Ultimately, the Panel has the option of recommending to the Commissioner that the appointment not be made. The Commissioner may accept or reject such a recommendation, and must notify the Panel of his response.
  - c) If the Panel considers that the candidate clearly does not meet the minimum standards necessary for the position the Panel can veto the proposed appointment. A decision to veto a proposed appointment must be supported by at least two-thirds of the people who are members of the Panel at the time when the decision is made. In the event that the Panel vetoes a proposed appointment the Commissioner must not appoint that candidate. The Commissioner must then propose another – reserve – candidate for appointment. This proposed appointment will be subject to review by the Panel at a second confirmation hearing, resulting in a report to the Commissioner making a recommendation about the

appointment of the reserve candidate. The Commissioner may accept or reject such a recommendation, and must notify the Panel of his response.

- 5.9 LGA / CfGS guidance anticipates that a recommendation not to appoint should be used very rarely by Police, Fire & Crime Panels, based on the principles that candidates will have already been subject to a recruitment process.
- 5.10 LGA / CfGS guidance emphasises that the veto should only be used in exceptional circumstances. A PFCC's power to appoint a chief fire officer should be backed up by appropriate human resources functions and appointment procedures designed to provide a 'due diligence' check on the suitability of the candidate that a PFCC proposes for appointment. A proposed appointment should only be vetoed if a Police, Fire & Crime Panel considers that there has been a significant failure of this 'due diligence' check, to the extent that the candidate is not appointable.

## **6. Implications (including financial implications)**

---

### **6.1 Resources and Financial**

- 6.1.1 There are no resources or financial implications arising from the proposal.

### **6.2 Legal**

- 6.2.1 There are no legal implications arising from the proposal.

### **6.3 Risk**

- 6.3.1 There are no significant risks arising from the proposed recommendation in this report.

## **7. Background Papers**

---

Police Reform & Social Responsibility Act 2011

The Police & Crime Panels (Precepts and Chief Constable Appointments) Regulations 2012

*Police & Crime Panels Guidance on Confirmation Hearings* Local Government Association and Centre for Public Scrutiny (August 2012)

Policing & Crime Act 2017

Fire & Rescue Authority (Police and Crime Commissioner) (Application of Local Policing Provisions, Inspection, Powers to Trade and Consequential Amendments) Order 2017

This page is intentionally left blank



**Formal Notification to the Northamptonshire Police, Fire and Crime Panel of the Proposed Appointment to the Position of Chief Fire Officer for Northamptonshire Fire and Rescue Service as required under the Police Reform and Social Responsibility Act 2011 and the Fire and Rescue Authority (Police and Crime Commissioner) (Application of Local Policing Provisions, Inspection, Powers to Trade and Consequential Amendments) Order 2017**

**1. Introduction**

- 1.1 Darren Dovey, the Chief Fire Officer for Northamptonshire's Fire and Rescue Service will retire from the service in October 2022.
- 1.2 The Police, Fire and Crime Panel is required to undertake a confirmation hearing to review and endorse the appointment of a new Chief Fire Officer.
- 1.3 In line with the Policing and Crime Act 2017 schedule A2 (8(1)) with ref to section 28 (5) of the Police Reform and Social Responsibility Act / Schedule 8, in relation to the confirmation of a new Chief Fire Officer, the Northamptonshire Police, Fire and Crime Commissioner must notify the Northamptonshire Police, Fire and Crime Panel of his preferred appointment to the post.
- 1.4 The Commissioner must include the following information in the notification:
  - a) the name of the person whom the commissioner is proposing to appoint ("the candidate");
  - b) the criteria used to assess the suitability of the candidate for the appointment;
  - c) why the candidate satisfies those criteria; and
  - d) the terms and conditions on which the candidate is to be appointed.
- 1.5 The Act, also sets out the Panel's responsibility to review the proposed appointment and make a report to the Police, Fire and Crime Commissioner within a period of three weeks from when the panel received notification from the Commissioner of the proposed appointment, including a recommendation as to whether or not the candidate should be appointed.
- 1.6 The Police, Fire and Crime panel must hold a public confirmation hearing before making a report and recommendation to the Police, Fire and Crime Commissioner in

relation to a proposed senior appointment. At this meeting, the candidate is requested to appear to answer any questions relating to the appointment.

- 1.7 The Police, Fire and Crime Panel may, having reviewed the proposed appointment, veto the appointment of the candidate. A decision to veto the appointment must be supported by at least two-thirds of the persons who are panel members at the time when the decision is made for it to be carried and this power is only exercisable in relation to a proposed appointment during the three-week appointment process. If the panel vetoes the appointment of the candidate, their report must include a statement that the panel has vetoed it and the PFCC must not appoint that candidate as Chief Fire Officer.
- 1.8 If the panel does not veto the proposed appointment, the PFCC may accept or reject the panel's recommendation as to whether or not the candidate should be appointed and must notify the panel of their decision whether to accept or reject the recommendation.

## **2. Background to the appointment**

- 2.1 During the pandemic lockdown, the PFCC updated the Panel on his intention to abate the pension of the Chief Fire Officer for Northamptonshire Fire and Rescue Service under the provisions of the COVID-19 legislation to ensure continuity and community safety in Northamptonshire.
- 2.2 As the nation was under lockdown, and still in the depth of the COVID-19 pandemic, it was of grave concern to the PFCC that the Fire and Rescue service could lose a Chief Officer at this point in time. This was why the PFCC proposed that the current Chief Fire Officer be re-appointed on a new fixed term contract for a period of two years.
- 2.3 This contract is due to end in October 2022 and the Chief Fire Officer has informed the PFCC of his decision to retire, which signalled the start of a recruitment process to select his replacement.

## **3. The Proposed Appointment**

- 3.1 The recruitment process started early in May 2022 when the OPFCC appointed Gatenby Sanderson who are a leading public sector recruitment company to promote and advertise the role. All applicants were given the opportunity to discuss the role and ask any questions they may have with either the OPFCC's Monitoring Officer or with Gatenby Sanderson directly. A copy of the application pack is included in appendix A of the report.
- 3.2 We had 10 applicants from which we shortlisted 4 candidates, 1 of whom subsequently withdrew from the process. The selected 3 candidates took part in two days of activities, where they presented to and took questions from senior members of partner organisations before participating in a 'question time' event with firefighters and staff. This event allowed a cross section of NFRS staff to listen to presentations from each of the candidates and then ask any questions they may have.

This session was also live streamed to enable those who were unable to attend in person the chance to follow the session and hear the views of each candidate on the future of the fire and rescue service.

- 3.3 The candidates then faced a formal interview panel, which included Stephen Mold - the PFCC, Nicci Marzec - OPFCC Head of Paid Service and Monitoring Officer, Helen King – OPFCC Chief Finance Officer and Gillian Webster – independent HR consultant from Routledge Blakey Associates Ltd.
- 3.4 Following this robust process, it became clear to the PFCC that Mark Jones would be the right person to take NFRS forward into the next stage of its development, creating a positive, welcoming culture, embracing change, and taking the undoubted skills of the firefighters and staff to build on the already significant work being undertaken in the broader community safety arena.
- 3.5 Mark joined Grampian Fire Brigade in 1985 and after working in various roles was appointed as Deputy Chief Fire Officer in Essex in 2005, and then became Chief Fire Officer of Buckinghamshire in 2010. After leaving Buckinghamshire in 2015, Mark moved to Australia and served as the Australian Capital Territory (ACT) Emergency Services Agency's "Director of Strategic Reform" for two years. He served as the London Ambulance Service's Head of Resilience and Specialist Assets in 2019 before returning to Australia, taking on the role of Chief Officer of the South Australia Country Fire Service. Among his achievements he commanded the largest ever series of bushfires in South Australia's history.
- 3.6 Mark has worked in a wide range of senior operational and strategic leadership roles. He has managed large scale emergencies, events and terror related incidents, and his career has spanned roles in emergency planning and disaster management, operational Fire Command, Fire Safety and Training. Mark has shown a particular professional interest in the fields of fairness, equality, and diversity, and these were his key responsibilities as he served as an Inspector in Her Majesty's Fire Service Inspectorate for Scotland in the early 2000s. He also worked on the 'Women in Emergency Services' project in Canberra, which saw a significant increase in the recruitment of women into the ACT's Fire and Rescue Service.

#### **4. The terms and Conditions on which the Candidate is to be appointed**

- 4.1 The PFCC proposes to appoint Mark Jones for a fixed term for a period of three years with the option to extend for up to two years.
- 4.2 The PFCC proposes to appoint Mark Jones on a spot salary of £140,000.00 per annum, subject to nationally negotiated pay increases.
- 4.3 Mark will be required to travel effectively between locations by car and an official vehicle will be provided in accordance with the Principal Officer's Car Scheme.
- 4.4 The terms and conditions of employment will be in accordance with the provisions of the Joint Negotiating Committee for Brigade Managers of Local Authority Fire and

Rescue Services (Gold Book) and supplemented by local and/or provincial agreements and any other local provisions. The terms and conditions will not be less favourable than those applicable to NCFRA employees subject to the National Joint Council; Authority Fire and Rescue Services (Grey Book).

- 4.5 Subject to confirmation of the proposed appointment by the Police, Fire and Crime Panel and other pre-employment clearances, the PFCC would look to commence Mark's employment in late September/ early October to enable an effective period of induction and handover before Darren Dovey retires from the position.

**5. Recommendation:**

- 5.1 The Panel is requested to review and confirm the proposed appointment of Mr Mark Jones to the position of Chief Fire Officer for Northamptonshire as set out above.

**Nicci Marzec**

**Head of Paid Service and Monitoring Officer**

**Office of the Northamptonshire Police, Fire and Crime Commissioner**



# Northamptonshire Fire and Rescue Service

## Chief Fire Officer Candidate Pack

 GatenbySanderson

April 2022

 INVESTORS  
IN PEOPLE | GOLD

## Table of Contents

Table of Contents .....	2
A message from the Police, Fire and Crime Commissioner .....	3
About Northamptonshire Fire and Rescue Service .....	4
Job description .....	5
Person specification .....	6
Timetable of appointment .....	9
How to apply .....	9
Advertisement .....	10

## A message from the Police, Fire and Crime Commissioner



Dear applicant

**Thank you for your interest in this exciting role in Northamptonshire.**

As Police, Fire and Crime Commissioner, I am fully committed to supporting the Chief Fire Officer to enable them to deliver an unrivalled service across our county, and play its crucial role in helping to keep our communities safe.

As an operational service, staffed by credible and competent professionals, I am looking not only to the Fire and Rescue Services nationally and internationally for our next Chief, but also to professionals from other similar large-scaled operational businesses. We have seen this effectively achieved elsewhere, so it is nothing new. What is important, as we look to deliver improvements in our current provision, is that we get the right person for the job to build on the achievements of our retiring CFO Darren Dovey.

Like many FRS's we have responded well to the views of Her Majesty's Inspectorate of Constabulary, Fire and Rescue Services (HMICFRS), as well as to our residents and business leaders. We have made good progress since our last inspection in 2018/19, which we expect to be reflected in the 2022 report published later in the year, but there always remains more to be done.

We have made significant progress in improving the performance and infrastructure of the organisation and, through our joint enabling services with the Police, have delivered efficiencies. In the next phase of our service development journey, we are specifically looking to focus on innovation, transformation and modernisation, looking to build a culture that is open to innovation and is truly inclusive, creating an environment where all of our staff, whoever they are, can be comfortable, can thrive, and do their best work. This role will be central to driving that cultural change and I am looking for an exceptional candidate who will genuinely look to work constructively with staff and representative bodies to create a modern, innovative and dynamic service.

If you are up for the challenge and the journey we are on, I would be delighted to hear from you. Delivering an outstanding service for all those who live, work and visit the county is my priority, so thank you again for your interest. I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink that reads "Stephen Mold".

**Stephen Mold**

## About Northamptonshire Fire and Rescue Service

Northamptonshire Fire and Rescue Service has 22 stations and has its headquarters Darby House, Wellingborough (a site shared with Northamptonshire Police and the Office of Police, Fire & Crime Commissioner (OPFCC)). In addition, it has two satellite sites:

- Moulton Logistics Centre (MLC), Moulton, Northampton
- Northern Accommodation Building, Kettering Wellingborough.

The Chief Fire Officer is also the Chair of the local resilience forum, which includes emergency services, local authorities, government agencies, health, utilities, military voluntary organisations and businesses. The forum identifies and assesses local risks such as flooding, pandemic flu and utility failure.

The service has the capability to deal with the consequences of terrorism, flooding and other large-scale emergencies alongside the more traditional incidents it attends such as fires and road traffic accidents.

The last published inspection by the HMICFRS (in 2018/19) showed that we required improvement across three key areas, namely:

- The extent to which the service is **effective** at keeping people safe and secure from fire and other risks
- The extent to which the service is **efficient** at keeping people safe and secure from fire and other risks
- The extent to which the service looks after its **people**

Much has been achieved since our last inspection though, with the latest inspection due to be published later in 2022.

In addition to the Chief Fire Officer (CFO), there are two Assistant Chief Fire Officers (ACFOs), a Joint Assistant Chief Officer for Enabling Services (across Police and Fire), three Area Managers (AMs), a Head of Protection and the Prevention, Safeguarding and Partnerships Manager who collectively come together to form the Fire Executive Group (FEG) for NFRS.

Key facts – 2019/20		
		
SERVICE AREA	<b>914</b> square miles	
POPULATION	<b>0.75m</b> people	<b>+6%</b> local 5 yr change
WORKFORCE	<b>62%</b> wholetime firefighters	<b>38%</b> on-call firefighters
	<b>0.54</b> per 1000 population local	<b>0.57</b> national level
	<b>+5%</b> local 5 yr change	<b>+8%</b> national 5 yr change
ASSETS	<b>22</b> stations	<b>28</b> fire engines
INCIDENTS	<b>2.3</b> fire incidents per 1000 population local	<b>2.7</b> national
	<b>2.4</b> non-fire incidents per 1000 population local	<b>3.1</b> national
	<b>2.5</b> fire false alarms per 1000 population local	<b>4.1</b> national
COST	<b>£19.93</b> firefighter cost per person per year	<b>£24.53</b> firefighter cost per person per year (national)

## Job description

**Title:** Chief Officer for the Fire and Rescue Service  
**Organisation:** Northamptonshire Fire and Rescue Service (NFRS)  
**Location:** Wellingborough

### Job purpose:

The challenges which our county faces are changing at pace and our services need to respond to successfully deliver the outcomes we aspire to achieve for the residents and communities we are here to serve. As the Chief Officer for the Fire and Rescue Service you will lead the development of a modern, responsive, partnership focussed service which will deliver the objectives of the Police, Fire and Crime Plan and contribute to the wider partnership priorities of the county as a whole.

You will lead our Fire and Rescue Service to support the outcomes of the Northamptonshire Police, Fire and Crime Plan. Reporting directly to the Police, Fire and Crime Commissioner, you take full operational responsibility to ensure that our Fire and Rescue Service fully discharges its statutory obligations and duties in line with the Fire and Rescue National Framework and the needs of the people and communities of Northamptonshire.

You will be given the autonomy needed to transform our Fire and Rescue Services to provide the best outcomes for our residents. Working with our emergency services partnerships you will shape and develop opportunities within and across our partnership borders. Fire service experience would be helpful, but it is not essential for this leadership role. What will be key is a strong focus on outcomes, with the ability to drive performance improvement and transformation in a large operational business.

You will be available on call, as required to meet the exigencies of the service.

### Key Responsibilities

- Be responsible for the service delivery of fire and rescue functions ensuring that intended outcomes and agreed service levels are achieved through effective management against key performance indicators, with a particular focus on resilience and safety.
- Be responsible for significant delegated financial budgets and resources ensuring that they are allocated effectively for the delivery of intended outcomes in a manner which demonstrates value for money and compliance with relevant policies and guidelines.
- In conjunction with the Monitoring Officer and Section 151 Officer advise the Commissioner accordingly to ensure standards of governance are maintained.
- Be accountable for delivering against the Community Risk Management Plan (CRMP).
- Direct and lead the Service through transformational change at a strategic level to ensure it successfully achieves its business objectives and accommodates the challenges facing the Authority, including effective use of the resources available.

- Deliver cultural transformation to develop the Fire and Rescue service in Northamptonshire into a fully inclusive workplace, representative of the communities that it serves
- Provide strong, visible and collective leadership across the Fire Service and its partners which builds a culture of high performance, inspires people and supports the delivery of the Fire Authority's strategic objectives.
- Champion the benefits of a safe, inclusive and diverse workplace to the business of the Authority. Ensure that the Service operates and promotes fair and open practices relating to employment and service delivery. Utilise the relevant legislation relating to equality, fairness to present the Service as an employer of choice.
- Proactively build and maintain collaborative relationships and partnerships. Build constructive relationships with staff representative organisations to develop and foster a positive industrial relations climate that facilitates change.
- Assume the role of Principal Officer within a multi-agency Strategic Co-ordinating Group as Chief Officer for the Fire and Rescue Service during a major emergency. (Where appropriate candidates will be supported to gain relevant service knowledge.)
- Working with the Commissioner, make submissions to influence policy decisions that will affect people in Northamptonshire. Set the pace for the organisation; providing and actively promoting clear, consistent, highly visible leadership across the service to build a culture of trust, highperformance and continuous improvement. Lead, manage and develop a highly effective Service Leadership Team that works strategically, collaboratively, and promotes a corporate 'one team' approach.
- Positively contribute to and champion a safe working environment; proportionately apply Health and Safety, Risk Management, Business Continuity and Safeguarding policies and procedures. Process personal data fairly and lawfully as identified within the Data Protection Act 1998.
- Lead and drive a culture of continual improvement for the Fire Service ensuring that business processes are effective and efficient and enable the highest possible levels of service quality to be provided.
- One of the primary roles for the Chief Officer for the Fire and Rescue Service will be leading on the Fire Service Integration and Collaboration with partners.
- You will be required to undertake routine medical examinations throughout your employment and it is your responsibility to maintain a level of physical fitness to meet the requirements of the role.

## Person specification

### Essential criteria

- Substantial track record of operating within a leadership role at Management Board level, within an organisation of comparable scale and complexity
- Proven track record and significant experience of leading substantial transformational change within a strongly unionised environment. Particularly organisational, behavioural and cultural transformation, with a demonstrable ability to lead people through the transformational change journey
- Strong and demonstrable people leadership skills, with a proven ability to manage resources effectively and efficiently, providing inspiration and motivation across a diverse workforce.
- Demonstrable track record of operating strategically; providing innovation and creativity to organisational challenges with the credibility and ability to contribute positively to policy and strategy development at a local, regional and national level
- Significant track record of effectively working with and managing diverse stakeholder relationships across a range of disciplines and at a breadth of levels.
- Positive track record of establishing sustainable working partnerships and relationships fostering collaboration and joint working
- Experience of leading a public sector or public sector related organisation/significant division/operation, and positively impacting the relationship with associate unions.

### Desirable criteria

- Significant experience of having worked at a senior level in a political environment.
- Proven transformational and visionary leader with proven ability to lead a strategic team at a similar level through customer services and leadership capability.
- Ability to lead across a multi-agency environment including local authorities, emergency organisation, the private sector and the third sector.
- Strong awareness of the requirements of strategic (Gold) command during a major incident/civil emergency.
- Possession of a thorough understanding of the political and economic context of the fire and rescue service terms of government, governance, stakeholders and the community.
- Evidence of continuous and professional development.

## Skills and Abilities

- Clear connection and commitment to the values of the organisation and commitment to the Nolan principles for public life.
- Proven leadership and motivational skills, especially in the context of service transformation
- Highly motivated and not easily discouraged, with resilience and tenacity
- Ability to make clear decisions in a variety of circumstances
- Highly effective written communication skills including drafting and interpreting strategic plans, policies and reports
- Personal and professional demeanour that commands credibility, confidence and respect
- Able to engage effectively with a range of people and stakeholders at all levels
- Financially astute able to manage budgets in all contexts
- Excellent ability to deliver effective PR and media messages
- An effective and balanced decision maker who leads by example
- Excellent negotiation, persuasion and communication skills, including media management and negotiation with internal and external agencies
- To be self-assured, confident, assertive and approachable.

## Timetable of appointment

Closing date for applications (08:00 Monday)	30 <sup>th</sup> May 2022
Shortlist meeting (for information only)	3 <sup>rd</sup> June 2022
Final Panel Interviews and assessments	9 <sup>th</sup> /10 <sup>th</sup> June 2022

## How to apply

<p><b>How to apply</b></p>	<p>We are seeking to appoint a Chief Fire Officer and that appointment will be made based on a combination of your written application, video submission, assessments and final interview.</p> <p>To apply please visit our recruitment partner's website at: <a href="https://www.gatenbysanderson.com/job/GSe84785/Chief-Fire-Officer-/">https://www.gatenbysanderson.com/job/GSe84785/Chief-Fire-Officer-/</a> or by using the 'search for jobs' function at <a href="http://www.gatenbysanderson.com">www.gatenbysanderson.com</a> and entering Northamptonshire Fire and Rescue Service or the reference number 84785.</p> <p>Register and submit the following no later than <b>08:00 Monday 30 May 2022</b>:</p> <ol style="list-style-type: none"> <li>1. A tailored CV (<b>maximum of 2 pages</b>), setting out your work history (paid and voluntary), responsibilities and achievements as they relate to this role;</li> <li>2. A cover letter (<b>maximum of 2 pages</b>), outlining your suitability for the role, including your experience of driving cultural change in a comparable setting</li> <li>3. We want you to be able to meaningfully portray your passion for this role, and we are therefore inviting all applicants to record and submit a video message (<b>of no more than 2 minutes in length</b>) to accompany and strengthen their application.</li> </ol> <p>This is your opportunity to portray yourself beyond the formality of the written word. Please record your answer to the following question?</p> <ol style="list-style-type: none"> <li>i. What would look and feel different in the Fire and Rescue Service after you have served three years in post?</li> </ol> <ol style="list-style-type: none"> <li>4. If successful at the shortlisting stage, you will be asked to provide the following:             <ol style="list-style-type: none"> <li>ii. The names and contact details of two referees. Please note that referees will only be contacted if you are selected for interview;</li> <li>iii. Relevant identification (i.e. Passport/driving licence).</li> </ol> </li> </ol>
----------------------------	---

	<p>During your online registration process, you will be asked to submit <b>diversity monitoring information</b>. This is very important and will be kept entirely separate from the application process. You will also be asked if you are applying for a guaranteed interview through the <b>Disability Confident</b> scheme.</p> <p>Should you encounter any issues with your online application please contact <a href="mailto:charley.cordrey@gatenbysanderson.com">charley.cordrey@gatenbysanderson.com</a> quoting the job title/reference number.</p>
<p><b>Arrangements for interview</b></p>	<p>Selected candidate will be asked to attend for a stakeholder panel, and staff engagement exercise which will take place on the 9<sup>th</sup> June in Wellingborough. There will be an overnight stay required on the evening of the 9<sup>th</sup> followed by a final panel interview on the 10<sup>th</sup> June.</p> <p>Overnight accommodation will be arranged and funded by Northamptonshire Fire and Rescue Service for the night of the 9<sup>th</sup> June. This will include evening meal and breakfast. Other expenses incurred by candidates during the recruitment process will <b>not</b> be reimbursed, except in exceptional circumstances and only when agreed in advance.</p> <p>As an inclusive employer, if you are called for interview and you require any reasonable adjustments or particular arrangements to be made, please do let Charley Cordrey know when you are called for interview.</p> <p>Please let us know as soon as possible if you are unable to meet the proposed interview dates. It may be possible to arrange an alternative date, but this cannot be guaranteed.</p>
<p><b>Further Information</b></p>	<p>If you have any questions about the role itself or would like to discuss the post and your fit within the organisation, please contact:          Nicci Marzec on <b>07979 911 950</b> at Northamptonshire OPFCC, or:          Peter Buffoni on <b>07964 877 654</b> at GatenbySanderson.</p>
<p><b>Complaints</b></p>	<p>If you feel your application has not been treated in accordance with the recruitment principles or you wish to make a complaint, in the first instance, please raise it with Peter Buffoni, Partner and Head of the Community Protection Practice at <a href="mailto:peter.buffoni@gatenbysanderson.com">peter.buffoni@gatenbysanderson.com</a>.</p> <p>If you prefer, or if the matter remains unresolved, please feel free to contact Mark Turner, Managing Partner at GatenbySanderson at <a href="mailto:mark.turner@gatenbysanderson.com">mark.turner@gatenbysanderson.com</a>.</p>

## Advertisement

**Role:** Chief Fire Officer  
**Organisation:** Northamptonshire Fire and Rescue Service  
**Location:** Wellingborough, Northamptonshire  
**Salary:** Competitive Salary

This is an exciting time to join the Fire and Rescue Service (NFRS) in Northamptonshire. You will lead the delivery of a modern, responsive, partnership-focussed Service. Reporting directly to the Police, Fire and Crime Commissioner, you will be central in ensuring that the Service fully discharges its statutory duties in line with the National Fire and Rescue Framework, supporting the outcomes of Northamptonshire's Delivery Plan.

You will be given the autonomy needed to build on our successes and help transform the NFRS to 'outstanding' under the HMICFRS inspection process. Your experience in running a comparably scaled operational business will help you ensure that you provide the best possible outcomes for all those who live, work or visit the County.

Fire Service experience would be helpful, but it is not essential. What is key is your ability to inclusively lead change, as you remain focussed on outcomes. A track record of driving innovation, transformation and modernisation in a large, operational business will also be key.

Full details about the role and the personal characteristics and experience required can be found at on our recruitment partner's site at [www.gatenbysanderson.com/GSe84785](http://www.gatenbysanderson.com/GSe84785)

If you have any queries about any aspect of this appointment, or you would like additional information, or an informal and confidential discussion, please speak to Nicci Marzec (07979 911950) at Northamptonshire OPFCC or Peter Buffoni (07964 877 654) at GatenbySanderson.

Closing date for applications is: 08:00, Monday 30 May 2022

This page is intentionally left blank