

Appendix 1

Chief Fire Officer/Chief Executive Recruitment and Selection process.

1. Options for the recruitment and selection process for the next CFO/CE were considered by the Executive Committee. Considerations took account of the significant succession and development planning undertaken by the Authority and ensuring tax payer value for money.
2. A phased process was agreed as outlined below.
3. It was agreed to consider internal succession as the first stage by way of a thorough assessment process.
4. It was agreed that if the first stage was not successful no appointment would be made, and the selection would be widened to external candidates. The internal candidate may or may not be included, depending on performance at the first stage.
5. All members of the Authority's Executive Committee were invited to participate.
6. The first stage selection process was conducted on 13 November 2014 by a panel of seven Executive Committee members.
7. The panel was supported with technical advice by an external independent advisor (Sir Ken Knight, former HM Government Chief Fire and Rescue Adviser and former London Fire Commissioner and Chief Fire Officer of Dorset and West Midlands Fire and Rescue Services).
8. Panel members agreed the standards expected in advance of the process.
9. The process consisted of:
 - Internal candidate provided CV and personal statement to show evidence against the key elements of the job description and person specification.
 - A presentation on an agreed topic. The topic and supporting material was distributed to member's in advance to allow familiarisation.
 - A structured and formal interview with questions and typically successful responses provided to panel members.
10. The processes were independently scored by each panel member.
11. On completion of the process it was unanimously agreed that the internal candidate had demonstrated suitability for the post of CFO/ CE.

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