



**Safest People, Safest Places**

**Combined Fire Authority**

**16 February 2024**

**Minor Amendment to the Constitution**

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**Report of the Clerk**

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### **Purpose of Report**

1. The purpose of this report is to seek approval for proposed minor amendments to the delegated powers and functions of the Appointments Committee.

### **Background**

2. County Durham and Darlington Fire and Rescue Authority has agreed a constitution which sets out how the Authority operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people.
3. A review has resulted in proposed amendments being put forward.
4. The terms of reference of the Appointments Panel currently stipulates that the Committee has delegated authority for;  
  
*‘Selecting suitable individuals for Principal Officer or the Treasurer posts.’*
5. Principal Officer is defined under the Constitution as *‘Chief Fire Officer, Deputy Chief Fire Officer and Treasurer’*.

## Suggested Amendments

6. The amendments are as follows:

Section 3 Committee delegations and referrals currently has the following delegation;

*The Appointments Panel Delegated:*

1. *Selecting suitable individuals for Principal Officer or the Treasurer posts.*
7. It is proposed to extend the terms of reference to give the Appointments Panel delegated authority to appoint to all Director posts in addition to the Principal Officer posts as defined by the constitution. This would extend the remit of the Appointments Panel to appoint the Director of Emergency Response, Director of Community Risk Management, Director of Corporate Resources and Director of People and Organisational Development posts in addition to the Principal Officer posts. The wording has therefore been amended throughout Section 3. Point 5 The Appointments Panel, to reflect this.
8. The above amendment is considered appropriate to expand the oversight and involvement of the Appointments Panel in a greater number of appointments to senior posts. This will result in a greater number of senior posts being subject to member scrutiny at the appointment stage.
9. It is also proposed to amend the wording to delete specific reference to the Treasurer post under the terms of reference as the Treasurer is included within the definition of Principal Officer, therefore this wording is not necessary.
10. The tasks referred to the Appointments Panel include the following;  
  
*'3. Receive recommendations from officers and select individuals as part of the shortlisting process for final interviews'*
11. Having reviewed the functions carried out by the Appointments Panel it is also proposed to remove the function set out above as the Appointments Panel are not involved in the shortlisting process. Removing this function will ensure that the constitution is reflective of the functions carried out by the Committee.
12. The proposed amendments are set out in Appendix A.

## Recommendations

13. The Authority is requested to:

- a. **note** the contents of the report and the revised responsibilities and functions of the Appointments Committee.
- b. **approve** the amendment to the constitution as set out in paragraphs 4 to 10 above and Appendix A.

Helen Bradley, Clerk and Monitoring Officer 03000 269732

## **Appendix A**

### **5. The Appointments Panel**

#### **Delegated:**

1. Selecting suitable individuals for Principal Officer and Director posts including the Director of Emergency Response, Director of Community Risk Management, Director of Corporate Resources and Director of People and Organisational Development..

#### **Referred:**

The Committee shall meet when it is necessary to appoint a Principal Officer or Director position. The panel will consist of 4 members, namely:

- The Chair of the Authority;
- The Vice Chair of the Authority;
- At least one other Member from each constituent local authority;
- A Member representing the minority parties unless this is achieved through any of the above Members.

The Chair will be responsible for appointing the additional Members having considered any volunteers or nominations made. If the Chair is unable to attend, the Vice Chair will chair the Committee. It shall have the following functions:

1. Agree the final selection process for any relevant appointments;
2. Agree which officers they would like to act as advisers to the Committee;
3. Sit as the final interview panel for any relevant posts;
4. Select appropriate people for each relevant post.