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| Report to | North Wales Fire and Rescue Authority |  |
| Date | 28 April 2025 | |
| Lead Officer | Dawn Docx, Chief Fire Officer | |
| Contact Officer | Llinos Gutierrez-Jones, Head of Human Resources | |
| Subject | Appointment Process for the post of Assistant Chief Fire Officer | |

PURPOSE OF REPORT

- 1 To advise Members of the North Wales Fire and Rescue Authority (the Authority) of the arrangements for the recruitment to one of the two vacant Assistant Chief Fire Officer (ACFO) posts.

OBSERVATIONS FROM EXECUTIVE PANEL/AUDIT COMMITTEE

- 2 This has not previously been considered by the Audit Committee or Executive Panel.

RECOMMENDATION

- 3 It is recommended that Members:
 - i) **Note the process as outlined below; and**
 - ii) **confirm the membership of the appointments committee.**

BACKGROUND

- 4 Following the retirement of an ACFO in May 2023, the resultant vacant post was held open to contribute to the 2023-24 savings and to fund an additional temporary Area Manager post. This post was required because of the workloads involved in the Emergency Cover Review.
- 5 On 20 March 2025, ACFO Stuart Millington submitted his notice to retire from North Wales Fire and Rescue Service on 20 June 2025. He will be taking all his outstanding leave and therefore his last working day will be towards the end of May 2025. In order to maintain the operational rota and manage the significant workloads around the new Training Centre and Emergency Cover Review, it is necessary to replace at least one of the two vacant ACFO posts as soon as possible.

INFORMATION

- 6 In line with all appointments to the Principal Officer team, this will be a Member appointment. There will be the need to convene an appointments committee of six Members, including the Chair and Deputy Chair, and the Officers of the Authority.

- 7 The vacancy will be advertised on the National Fire Chief Council's (NFCC) website in order to attract suitably qualified applicants. The post will be advertised with the expectation that the post holder will be required to operate at Gold Command level and, in order to balance the skillsets in the team, be able to manage operational incidents. Applicants without a Gold Command qualification will be required to achieve Gold Command level within a reasonable timescale.
- 8 Similarly, it will be a requirement for the post holder to have either Level 3 Welsh language skills or be required to achieve that level within a determined timescale.
- 9 The appointment process will follow the assessment process used in 2021 to appoint to the Principal Officer roles. However, it is envisaged that the assessment and interviews will be conducted in person rather than virtually.

PROVISIONAL TIMETABLE

- 10 The provisional timetable for the appointment process is as follows:
 - Advertisement to be placed by 9 May 2025
 - Closing date for applications 30 May 2025
 - Shortlisting and invitation to attend initial assessment by 3 June 2025
 - Officers assessment and Members Panel TBC
 - Confirmation of appointment at the Authority meeting on 21 July 2025

IMPLICATIONS

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| Well-being Objectives | No implications |
| Budget | The funding for this post is within the existing budget |
| Legal | A Members appointment as set out in the Constitution |
| Staffing | A replacement of an existing post required to provide a continuous duty rota |
| Equalities/Human Rights/ Welsh Language | Open to all suitably qualified candidates |
| Risks | Lack of appointable applicants |