

To: Cambridgeshire and Peterborough Fire Authority

From: Assistant Director People - Christine Doody
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Presented by: Chair Appointments Committee - Councillor Edna Murphy
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Date: 20 June 2024

Recommendation for appointment of Chief Fire Officer/Chief Executive Officer

1. Purpose

- 1.1 The purpose of this report is to seek Fire Authority approval of the recommendation from the Appointments Committee for the appointment of the next Chief Fire Officer/Chief Executive Officer.

2. Recommendation

- 2.1 The Authority is asked to approve the appointment of Matthew Warren as the next Chief Fire Officer/Chief Executive Officer as recommended unanimously by the Appointments Committee.

3. Risk Assessment

- 3.1 **Political** – the scheduled general election in July 2024 does not affect this recommendation. The new Chief Fire Officer/Chief Executive Officer will defer any induction meetings with Members of Parliament until after the general election has taken place.
- 3.2 **Economic** – the appointment will be made in line with the current Pay Policy and the outgoing Chief Fire Officer/Chief Executive Officer salary. No increase in budget is required.
- 3.3 **Social** – the recommendation has received media coverage. An internal communication update was sent to Service colleagues. Internal and external communications will be sent following the decision of the Fire Authority.
- 3.4 **Legal** – our safeguarding safer recruitment responsibilities and Equality Act 2010 responsibilities were built into the appointment process.

4. Equality Impact Assessment

- 4.1 The Chief Fire Officer/Chief Executive Officer role was advertised nationally on online job sites and through organisations that represent diversity, including the Employers Network for Equality and Inclusion, Women in the Fire Service and the Asian Fire Service Association. The job description and person specification were reviewed to mitigate gender bias. The questions asked throughout the selection process were reviewed to ensure bias was removed. The first stage process included a panel of colleagues from across the Service, a senior leadership team interview and a media exercise with an external organisation. An external assessor was present in the final stage interviews and presentations. An equality impact assessment was completed and did not highlight any negative impact(s).

5. Background

- 5.1 In February 2024, the Authority was advised that the current Chief Fire Officer/Chief Executive Officer would shortly announce his intention to retire.
- 5.2 An informal paper was circulated in March 2024 that set out the job description, person specification, suggested selection process and the members of the Authority Appointments Committee were confirmed.

6. Selection Process

- 6.1 The role was advertised nationally between 22 March and 15 April 2024, with the agreed job description and person specification.
- 6.2 On 19 April 2024, the Appointments Committee reviewed the CVs and personal statements received against the job description and person specification; two candidates were shortlisted.
- 6.3 The Appointments Committee asked Officers to facilitate an assessment day on 7 May 2024 to gather feedback on the shortlisted candidates. This included completion of a personality profile, interviews with a panel of colleagues from across the Service, the senior leadership team and an external media assessor. All the questions asked of the candidates were related to the job description and person specification. The feedback was collated and shared with the Appointments Committee.
- 6.4 On 22 May 2024, the Appointments Committee assessed the shortlisted candidates through interviews and presentations based on the job description and person specification. The Chief Executive of Cambridgeshire County Council, Stephen Moir, was present as an external assessor. Assistant Director of People, Christine Doody, was also present as an observer.
- 6.5 The Appointments Committee is assured through the thorough and robust selection process that Matthew Warren meets all the essential requirements

of the job description and person specification for the role; these are strategic leadership, significant experience at Director level, multi-agency gold incident command and strategic incident command in fire qualifications, in-depth understanding of the sector, experience delivering innovative change, developing strategic relationships and sound people, financial and resource management.

- 6.6 Therefore the Appointments Committee recommendation is that Matthew Warren is appointed to the role of Chief Fire Officer/Chief Executive Officer, on the same salary as the outgoing post holder; this is currently £179,739.00.
- 6.7 The total cost of the selection process, paid from the existing external recruitment budget, was £4,113.00. Costs were significantly reduced by Officers from the Service's People Group facilitating the process instead of it being outsourced to a recruitment agency. Agency fees are typically 15 to 30% of the salary for the role being recruited.

Source documents

None