

TO: Cambridgeshire and Peterborough Fire Authority

FROM: Chief Fire Officer/Chief Executive Officer – Matthew Warren

PRESENTING OFFICER(S): Chief Fire Officer/Chief Executive Officer –
Matthew Warren

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RATIFICATION OF APPOINTMENT OF NEW ASSISTANT CHIEF FIRE OFFICER

1. Purpose

- 1.1 The purpose of this report is to report to the Fire Authority the outcome of the Assistant Chief Fire Officer (ACFO) assessment process and seek ratification of the appointment of the new ACFO.

2. Recommendations

- 2.1 The Authority is asked to;

2.1.1 note the ACFO assessment process outlined in Paragraph 5 below,

2.1.2 ratify the appointment of Stuart Smith as the new ACFO as required by the current Authority Scheme of Delegation.

3. Risk Assessment

- 3.1 **Economic** – the appointment was made in line with the current Pay Policy and the outgoing ACFO salary. No increase in budget was required.

- 3.2 **Legal** – our safeguarding safer recruitment responsibilities and Equality Act 2010 responsibilities were built into the process.

- 3.3 **Reputational** – the substantive appointment of a new ACFO brings further stability and resilience to the senior leadership team and wider organisation. This positions the Authority and the Service well to lead the organisation through the challenges ahead.

4. Equality Impact Assessments

- 4.1 These were completed to ensure both the recruitment and assessment processes were compliant with applicable legislation.

5. Background

- 5.1 At its meeting on 20 June 2024, the Authority approved the appointment of Matthew Warren as the next Chief Fire Officer/Chief Executive Officer (CFO/CEO) as recommended unanimously by its Appointments Committee (Agenda Item 9, Minute 123 refer).
- 5.2 On taking up his appointment, Matthew put in place a temporary structure that enabled the Service to continue to deliver the Principal Officer operational rota, stating that he wished the new chief officer structure to be himself, with a Deputy Chief Fire Officer (DCFO) and ACFO. Jon Anderson moved into the DCFO position and an internal process to appoint an ACFO culminated in Stuart Smith, then an Area Commander, moving into that position. Both these posts were temporary to enable full recruitment processes to take place.
- 5.3 In late 2024 the recruitment process for a substantive DCFO took place; Jon Anderson was offered and accepted the post. This appointment was ratified by the Authority at its meeting on 13 February 2025 (Agenda Item 11, Minute 151 refer).
- 5.4 The final substantive post in the new chief officer structure was that of the ACFO which went out to advert in March 2025. The advert attracted a total of six applicants, three were shortlisted to the first assessments stage and two for the final stage. This later stage involved an interview with the Assistant Directors, a media interview with a journalist and a final interview, conducted by a panel consisting of the CFO/CEO, DCFO, Head of People and Daryl Brown, the Chief Executive of MAGPAS.
- 5.5 Stuart performed consistently high throughout the process and scored the highest in objective scoring criteria. The process was both challenging and probing, and Stuart was offered the post; an offer he accepted.
- 5.6 The current Authority Scheme of Delegation states that as CEO and Head of Paid Service Matthew has specific delegated authority;

to make all personnel appointments up to and including the level of Principal Officer and to determine the remuneration and conditions of service of each post. The appointment of a Principal Officer will be subject to ratification by the Fire Authority
- 5.7 It is therefore requested that the Authority ratify the ACFO appointment.

BIBLIOGRAPHY

| Source Documents | Location | Contact Officer |
|----------------------------------------------|------------------------------------------------------|---------------------------------------------------------------------------------|
| Fire Authority Reports and Minutes – various | Hinchingbrooke Cottage Brampton Rad Huntingdon | Deb Thompson Scrutiny and Assurance Manager deb.thompson@cambsfire.gov.uk |