

**REPORT TO THE SOUTH EAST FIRE AND RESCUE SERVICES REGIONAL  
MANAGEMENT BOARD**

**FiRe Control Project Progress Report –  
Regional Control Centre Director Recruitment**

**KEY ISSUE/DECISION**

To note the recruitment process for the appointment of the Regional Control Centre Director (RCCD) together with their salary and Conditions of Service they will be employed on.

**EXECUTIVE SUMMARY**

This report explains the recruitment process for the new vacancy of the Regional Control Centre Director (RCCD). It also explains the terms and conditions this person will be employed on and the fact that they will be employed by West Sussex County Council during the initial stages of their employment up until the Regional Control Centre (RCC) goes live in 2010. The successful applicant will then transfer under TUPE to the new Local Authority Controlled Company (LACC).

**CONSULTATION**

Consultation has been undertaken at a national level with the People and Organisational Development (POD) team at Communities and Local Government and Regional Project teams across England.

No formal consultation has yet been undertaken because of constraints in respect of TUPE legislation.

**RECOMMENDATIONS**

That the Regional Management Board notes the following:

1. The process of the RCCD appointment.
2. The salary and Conditions of Service.
3. That the salary and Conditions of Service are recommended to the Local Authority Controlled Company, and the “Company” review these at a suitable future date.
4. The RMB will also need to note and agree who should sit on the final interview panel, it is recommended that the Panel carrying out the final interview stage e.g. the panel interviews, consist of two Local Authority Controlled Company Directors, the Project Director, the South East FiReControl HR Lead and a member of the national (POD) team.

**REASONS FOR RECOMMENDATION**

To ensure Chief Officers and Members agree with the recruitment process and are happy to nominate individuals to sit on the final interview panel.

## **INTRODUCTION**

This report is an update on the recruitment process for the new post of South East Regional Control Centre Director.

The Communities and Local Government (CLG) have suggested the early appointment of the Regional Control Centre Director to facilitate progress of Regional Control Centre implementation and appoint an individual who will ensure the project meets the standard required of the "Company" post "go –live."

The financial implications of early appointment will be met by CLG, if this offer were not progressed the advantage suggested above may have a detrimental effect on the Regional Control Centre, post go live.

The RCCD will be responsible to the Local Authority Controlled Company (LACC) for the delivery of the Fire Control Service in the South East.

Whilst the appointee will effectively provide the principal management level in the RCC post "go live" the CLG project team has suggested an early appointment to all regions to facilitate policy development and project implementation by an individual with an over arching responsibility between project and implementation or so called "steady state." Because of the urgency required by the central project team, we were unable to formally advise Members of the recent developments and the South East Project Director therefore undertook a number of decisions to facilitate the early appointment.

A considerable amount of work has been carried out to ensure the salary and conditions of service meet the need of the post and will attract suitably qualified applicants.

Because of the unique position that the RCCD will find themselves in; i.e. being appointed by one organisation (RMB) and working for another (LACC) it is suggested that the RMB note the process contained in this report, together with the salary and Conditions of Service and recommend the same to the LACC for potential future review by the Company once "steady state" is achieved.

## **BACKGROUND**

Originally, this recruitment campaign was planned for the first quarter of 2008, however due to the business need, it was suggested by CLG that it was brought forward to September 2007, with a view to recruiting someone to start in the first quarter of 2008.

## **ANALYSIS AND COMMENTARY**

### **Salary**

The post, based on a national job evaluation scheme (Hay) attracts a suggested salary range of £60,000 to £74,000. The monetary value of this Hay evaluation in West Sussex, falls within West Sussex County Council's Chief Officer B salary banding and equates to £67,971 - £74,088. A summary of the terms and conditions associated with this post are attached at [Appendix A](#).

### **Advert**

A copy of the advert is attached at [Appendix B](#). You will note that we were part of a joint advertisement with the East of England and the West Midlands. This advert ran accordingly to the following schedule:

Sunday Times:	Sunday 2 September 2007.
The Guardian:	Wednesday 5 September 2007.
The Times:	Tuesday 4 September 2007.
Execappointments.com website:	From Monday 3 September x 2 weeks
Guardian Website:	From Wednesday 5 September x 1 month
The Times Website:	From Sunday 2 September x 1 month

FINDS Website: From Monday 3 September  
FiReControl Website: From Monday 3 September

The closing date for receipt of completed job application forms was 12 noon on 3 October 2007.

### **Shortlisting**

Shortlisting will take place on 15 October 2007.

This will involve the Regional Project Director, SE HR lead and a Member of the National HR Team (POD - People and Organisational Design). A scoring system has been devised by DCLG for the group to score the application forms and then decide on which applicants to invite to the next stage.

### **Selection Assessment Centre**

The Avisford Park Hotel, Nr Arundel, West Sussex has been reserved to accommodate this Assessment and Development Centre.

### **The tests included at the Assessment and Development Centre include:**

#### **Stage 1**

Candidates are asked to complete an application form addressing each selection criteria individually providing evidence of skills, knowledge and experience for each.

Applications will be screened against selection criteria using the information contained within the application form.

Shortlisted candidates will be invited to stage two and to complete a personality profile questionnaire on-line.

It should be noted that those candidates who apply for more than one RCCD post would go through the same shortlisting process for each post within each region. Being shortlisted for one post does not automatically qualify the individual to be short listed for other post(s) This is because the results are based on the overall score of the individual ranked against other candidates for that job, and how many candidates the region chooses to take forward.

#### **Stage 2**

This stage will run over two days (29 and 30 October 2007 at Avisford Park Hotel). Day one will see candidates being assessed against the Personal Qualities and Attributes (PQAs), which can be found within the Person Specification and have been determined as being appropriate for the role, using a formal scoring mechanism.

Day two will see the candidates completing two psychometric tests to assess their verbal and numeric reasoning capability. Candidates will also be required to sit a formal interview which will both seek to pursue apparent strengths and weaknesses from the personality questionnaire and to find out more about key knowledge and experience required within the Personal Qualities and Attributes. A formal scoring mechanism is used which will enable assessors to differentiate between candidates' levels of ability to do the job effectively from the first day in the job.

#### **Stage 3**

The formal panel interview will take place on 19 November 2007.

It is suggested that representatives from the Local Authority Controlled Company will carry out the final panel interview for the Regional Control Centre or if this is not established in

time, from the Regional Management Board, plus a regional HR practitioner. A member of the National Project Team will also attend as an observer/advisor.

It is recommended that the Panel carrying out the final interview stage e.g. the panel interviews, consist of two Local Authority Controlled Company Directors, the Regional Project Director, the South East FiReControl HR Lead and a member of the national (POD) team.

Those candidates invited to Stage 3 that have applied for more than one region, may be asked to attend a final panel interview for more than one region, as each region's panel will determine the successful candidate within the specific region.

However, being selected for final panel interview from one region does not automatically mean that those candidates who have applied for more than one region will be automatically selected to attend for the other region(s) that they have applied for.

Reasonable travel and accommodation expenses will be payable for travel to and from the selection centres and final interview panel. Further details of what will be reimbursed will be sent out with the invitation to each stage.

### **Next Steps**

Once the final panel interviews have been completed the panel will make a decision on who will be appointed to the post. Letters will be sent to all candidates with the results at each stage of the process.

The RMB and Chief Officers will be advised via email of the successful candidate.

The offer of appointment will be subject to satisfactory references, a full security check and medical clearance

### **Start date**

It is anticipated that the successful candidate will commence work in early 2008.

### **OPTIONS**

This is the national team's preferred option. However, the RMB could choose to do nothing and await a later appointment.

### **IMPLICATIONS**

**Perceived Positive** – This is a very fair and thorough recruitment process. There is also a real need to recruit this key role into the LACC as many policy and project decisions need to be made which involve the Regional Control Centre Director.

**Perceived Negative** – The recruitment process is resource intensive with many volunteers covering both their day jobs and this area of recruitment.

### **CONCLUSION**

To conclude, the Hay Job Evaluation scheme, the Terms and Conditions of Employment, the recruitment process - all comply with good HR practice and employment law.

The early appointment of the RCCD would appear beneficial to the project overall.

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BACKGROUND PAPERS: none

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