



Gwasanaeth Tân ac Achub
Canolbarth a Gorllewin Cymru

Mid and West Wales
Fire and Rescue Service



Monitoring Officer & Clerk to the Fire & Rescue Authority

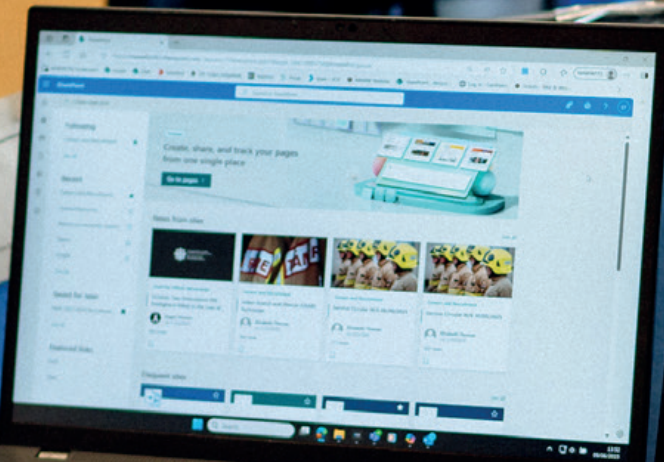
Candidate Pack, September 2026



LHH

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Welcome from Cllr John Davies, Chair, Mid and West Wales Fire and Rescue Authority

A role with significant responsibility and influence.

Thank you for your interest in the role of Monitoring Officer and Clerk to the Fire & Rescue Authority at Mid and West Wales Fire and Rescue Service.

Mid and West Wales Fire and Rescue Service plays a vital role in protecting the communities we serve across one of the largest and most diverse geographic areas in the United Kingdom. Our firefighters, control staff and support colleagues work every day to keep people safe, respond to emergencies and help build resilient communities across Carmarthenshire, Ceredigion, Pembrokeshire, Neath Port Talbot, Powys and Swansea.

The Fire and Rescue Authority provides the democratic leadership and governance of the Service. Ensuring that the Authority operates lawfully, transparently and to the highest standards of public accountability is fundamental to maintaining the trust placed in us by the communities we serve.

The Monitoring Officer performs a critically important statutory role in this regard. As the Authority's principal adviser on governance, constitutional matters and standards, the postholder ensures that decisions are taken properly, that members are supported in fulfilling their responsibilities, and that the Authority's governance arrangements remain robust, ethical and effective.

Additionally, Fire and Rescue Authorities in Wales are facing significant changes to their governance arrangements, and the Monitoring Officer will play an important part in shaping those arrangements for the Service.

This is an influential and independent position which combines the statutory responsibilities of Monitoring Officer with the role of Clerk to the Fire & Rescue Authority, supporting the democratic processes that underpin the Service. The successful candidate will work closely with myself, Chair of the Authority, members, Chief Fire Officer, and the wider senior leadership team to ensure the Authority operates with integrity, transparency and strong governance.

Although the role is part-time (three days per week, with flexibility for an additional day), it carries significant responsibility and influence. We are therefore seeking an individual with strong experience of governance, sound judgement, and the ability to provide clear and trusted advice in a complex public sector environment.

If you share our commitment to public service, strong governance and high ethical standards, I encourage you to consider this opportunity to support the effective leadership of Mid and West Wales Fire and Rescue Service.

Thank you again for your interest in this important role.

Cllr John Davies

Chair

Mid and West Wales Fire and Rescue Authority



Advertisement

Monitoring Officer and Clerk to the Fire & Rescue Authority

Location – Service Headquarters, Carmarthen (Hybrid with a flexible approach)

Salary – £110,070 (pro rata for three days)

Mid and West Wales Fire and Rescue Service protects and serves communities across a vast and diverse region of Wales, covering Carmarthenshire, Ceredigion, Pembrokeshire, Neath Port Talbot, Powys and Swansea. Our Fire and Rescue Authority provides the democratic governance of the Service, ensuring that it operates effectively, transparently and in the best interests of the communities it serves.

We are now seeking to appoint an experienced and highly credible Monitoring Officer and Clerk to the Fire & Rescue Authority to support the Authority in maintaining the highest standards of governance, probity and ethical conduct.

This is a statutory role, responsible for carrying out the Monitoring Officer functions under the Local Government and Housing Act 1989 and advising the Fire and Rescue Authority on constitutional, legislative and procedural matters. The role also acts as Clerk to the Authority, ensuring that its democratic processes, meetings and governance arrangements operate lawfully and effectively.

Working closely with the Chair of the Fire Authority, Members of the Authority and the Chief Fire Officer, the postholder will provide independent professional advice on governance and standards, oversee the Authority's Constitution and Code of Conduct arrangements, and help ensure that the Authority's decision-making is robust, transparent and compliant with relevant legislation and guidance.

We are seeking an individual who brings:

- Experience from a legal and regulatory environment where you have advised to ensure strong governance, ideally in a public sector environment
- Experience of advising senior leadership on legal, governance or procedural matters.
- The ability to provide independent, balanced and trusted advice in a complex public-sector environment.
- Excellent judgement, credibility and communication skills.

This is an excellent opportunity for an experienced governance professional, senior lawyer or local authority Monitoring Officer to contribute to the effective governance of an essential public service.

The role is offered on a Hybrid basis, with flexibility to support candidates not located in the immediate area. There is a requirement to be on-site for Fire Authority meetings which take place approximately every 6 weeks, the location of these meetings is Service Headquarters, Carmarthen. Out with these days, a flexible approach can be taken around location.

For candidates not located in the immediate area and who are seeking to relocate, an allowance is available to support.

To find out more and how to apply please visit [Penna | Jobs](#) or for an informal discussion about this exciting role, please contact Executive@LHH.com or call **0141 220 6460**.

Applications must be submitted by **midnight on Sunday 18 October, 2026**.



About

Reducing risk and protecting the most vulnerable across our communities.

Mid and West Wales Fire and Rescue Service protects and serves more than 900,000 people across almost two-thirds of Wales.

Covering approximately 11,700 square kilometres - from Port Talbot in the south to the borders of Powys in the north, and from the industrial centres of Swansea and Neath Port Talbot to the coastal communities of Pembrokeshire and Ceredigion - we are one of the largest Fire and Rescue Services in the United Kingdom by geography.

Our landscape defines our challenge.

We manage a diverse risk profile that includes:

- Major petrochemical and energy infrastructure at Milford Haven.
- Heavy industry and dense urban environments.
- Extensive rural and agricultural communities.
- 650km of coastline and significant inland waterways.
- Seasonal population increases driven by tourism.

We operate from 56 fire stations and 2 volunteer stations across three divisions, supported by approximately 1,350 dedicated colleagues working across emergency response, prevention, protection and corporate functions.

While emergency response remains at the heart of our service, our role today is broader and more preventative than ever. We attend thousands of incidents each year - including fires, road traffic collisions, flooding and specialist rescues - but increasingly our impact is measured by the incidents that do not happen.

Through targeted prevention activity, business fire safety enforcement, community engagement, medical response collaboration and partnership working, we are reducing risk and protecting the most vulnerable across our communities.

While we are rightly proud of our operational capability, we are equally proud of our growing role in prevention, protection and partnership.

Our current strategic focus includes:

- Strengthening financial resilience and long-term sustainability.
- Embedding cultural maturity and inclusive leadership.
- Enhancing operational excellence and incident command capability.
- Deepening collaboration across Welsh blue-light and public service partners.
- Leveraging digital transformation and data insight.
- Ensuring our workforce reflects and represents the communities we serve.

This is not business as usual. Like all public services, we operate in an environment of financial constraint, public scrutiny and evolving community expectation. Our response is to lead with authenticity, transparency and ambition - continuously improving how we deploy our people, our assets and our expertise.

Mid and West Wales Fire and Rescue Service is overseen by the Mid and West Wales Fire and Rescue Authority, comprising 25 elected Members representing six constituent local authorities. As a service, we are publicly accountable and operate within the legislative and policy framework set by Welsh Government. However, our focus is simple: to deliver safe, effective and efficient services that earn and maintain the trust of the communities we serve.





Our Location

Mid and West Wales Fire and Rescue Service offers a rare combination: you can work in an organisation with the scale and complexity of a major emergency service, alongside living a quality of life that is increasingly difficult to find elsewhere in the UK.

A Place to Breathe — and Belong

Carmarthen, the location of our Service Headquarters, is widely regarded as the oldest town in Wales. It blends historic character with a growing cultural and commercial vibrancy. Independent retailers, cafés and restaurants sit alongside modern developments, with strong transport links connecting the town to Swansea, Cardiff and beyond.

The wider region offers extraordinary natural beauty. From the Pembrokeshire Coast National Park and the Gower Peninsula to the Cambrian Mountains and Brecon Beacons, Mid and West Wales provides immediate access to coastline, countryside and open space.

For those who value outdoor living, the area offers sailing, surfing, cycling, hiking and equestrian pursuits within easy reach. For others, it offers something equally valuable - space, pace and perspective.

Connectivity and Access

Carmarthen is well connected by rail and road:

- Direct rail services to Swansea, Cardiff and London.
- Access to the M4 corridor within approximately 30–40 minutes.
- Cardiff Airport within around 90 minutes.

For senior leaders relocating from urban centres, the commute is replaced with community.

Education and Community

The region benefits from a range of highly regarded primary and secondary schools in both the state and independent sectors. Higher education institutions in Swansea and Aberystwyth contribute to a vibrant student and research presence across the region.

Mid and West Wales has a strong sense of identity and community. The Welsh language and culture are an important and celebrated part of everyday life, and many leaders relocating to the area speak of the warmth and welcome they receive.

Housing and Cost of Living

Compared to many parts of the UK, Mid and West Wales offers excellent value in housing, whether seeking coastal property, rural tranquillity or town-centre convenience. The balance between professional responsibility and personal wellbeing is genuinely achievable here.

A Leadership Role with Lifestyle Balance

This is a service that demands high performance - but it is also located in a part of the UK that enables leaders to recharge, reflect and maintain balance. Relocating for a senior leadership role is a significant decision - professionally and personally.

For those willing to relocate, Mid and West Wales offers more than a career move. It offers a change in pace without a reduction in impact.





The Role: Monitoring Officer and Clerk to the Fire & Rescue Authority

Supporting effective leadership and accountability.



The Monitoring Officer and Clerk to the Fire & Rescue Authority is a key statutory governance role within Mid and West Wales Fire and Rescue Service. The postholder plays a central part in ensuring that the Fire and Rescue Authority operates lawfully, transparently and to the highest standards of public accountability.

Mid and West Wales Fire and Rescue Authority provides the democratic governance of the Service. It brings together elected members from the six constituent local authorities to set strategic direction, oversee performance and ensure that the Service delivers effectively for the communities it serves.

The Monitoring Officer supports this work by providing independent professional advice on governance, constitutional matters and standards of conduct, helping to ensure that the Authority's decision-making processes are robust, transparent and compliant with relevant legislation and regulatory frameworks.

Working closely with the Chair of the Fire and Rescue Authority, Authority Members, the Chief Fire Officer and the Senior Leadership Team, the postholder will help maintain strong governance arrangements and ensure that the Authority continues to operate with integrity and public confidence.

The role combines the statutory responsibilities of Monitoring Officer with the role of Clerk to the Fire and Rescue Authority, ensuring that the Authority's democratic processes are well-managed, properly administered and legally sound. The role also includes line management responsibility for the Corporate Governance Manager.

Although the role is part-time (three days per week), it carries significant influence and responsibility and requires an individual with strong judgement, credibility and experience of governance in a complex public-sector or local government context.

Key responsibilities include:

Statutory Monitoring Officer Responsibilities

- Undertaking the statutory functions of Monitoring Officer under Section 5 of the Local Government and Housing Act 1989, including reporting to the Authority where any proposal, decision or omission may give rise to unlawfulness or maladministration.
- Supporting and promoting high standards of conduct across the Authority and ensuring compliance with relevant codes and governance frameworks.
- Acting as adviser to the Standards Committee and overseeing arrangements relating to Members' conduct, declarations of interests and ethical standards.

- Maintaining and overseeing registers relating to Members' interests, declarations and hospitality.
- Investigating complaints and matters referred through appropriate channels, including those involving the Public Services Ombudsman for Wales, and making reports and recommendations as required.
- Supporting the development, maintenance and review of the Authority's Code of Corporate Governance and reporting on its effectiveness.

The Role: Monitoring Officer and Clerk to the Fire & Rescue Authority

Maintaining and keeping under review the Authority's Constitution.

Governance and Constitutional Advice

- Maintaining and keeping under review the Authority's Constitution, including Standing Orders, schemes of delegation, committee terms of reference and related governance protocols.
- Providing independent advice to the Fire Authority, the Chair and Members on constitutional, legislative and procedural matters affecting the work of the Authority.
- Advising the Chief Fire Officer and Senior Leadership Team on issues relating to probity, governance and the proper exercise of delegated authority.
- Supporting the Authority in maintaining effective governance arrangements that meet statutory requirements and recognised best practice.

Clerk to the Fire & Rescue Authority

- Acting as Clerk to the Fire and Rescue Authority, ensuring that meetings of the Authority, its committees and working groups are properly organised and administered.
- Overseeing the preparation and publication of meeting agendas, reports and papers, ensuring compliance with statutory requirements relating to notice and transparency.
- Maintaining the formal records of the Authority and ensuring appropriate documentation of decisions and proceedings.
- Advising the Authority and its Members on procedural matters relating to meetings, governance arrangements and decision-making processes.
- Supporting the Authority in matters relating to appointments, governance processes and Member arrangements, including the operation of Members' allowances and statutory requirements affecting the Authority.

Through these responsibilities, the Monitoring Officer plays a vital role in ensuring that Mid and West Wales Fire and Rescue Authority operates with integrity, transparency and strong governance, supporting the effective leadership and accountability of the Service.



The Person

Strong experience of providing advice in a legal and regulatory environment to ensure good governance.

We are seeking an experienced and credible governance professional who can provide independent, authoritative advice to the Fire and Rescue Authority and support the highest standards of governance, probity and ethical conduct.

This role requires an individual with a strong understanding of public sector governance and experience of providing advice to senior leaders, ensuring the highest standards in fairness, accountability and transparency within a complex public sector environment, and being comfortable with giving advice to ensure compliance with laws and regulations, which may not always be popular.

Given the part-time nature of the role, it is particularly well suited to an individual with significant senior experience who may currently hold, or be seeking, a portfolio of governance roles.

Essential Experience and Knowledge

- Significant experience of providing oversight and governance within a complex environment.
- Experience of holding statutory responsibilities.
- Experience of advising senior leadership teams and elected members, committees or Boards on governance, legal or procedural matters.
- Knowledge of codes of conduct, standards frameworks and ethical governance arrangements.

- Experience of supporting or working with committees, boards or governing bodies.
- A sound understanding of legislative and regulatory environments and an appreciation of how local authorities and public bodies operate.

Skills and Personal Qualities

- The ability to provide independent, balanced and trusted professional advice.
- Strong judgement and integrity, particularly when dealing with complex governance or ethical matters.
- Excellent communication and interpersonal skills, with the ability to engage effectively with elected members and senior officers.
- Confidence to provide advice which may not always be popular to ensure compliance with laws and regulations.
- A collaborative and pragmatic approach, combined with the confidence to challenge constructively when required.
- Strong organisational skills and the ability to manage competing priorities within a part-time role.

Qualifications

Candidates should be able to demonstrate appropriate professional qualifications and experience relevant to governance, law or local government administration.





Conditions & Remuneration

Working for the Service opens the door to a whole portfolio of benefits which can enhance your lifestyle.

Salary

£110.070 (pro rata for three days)

Place of Work

The role is offered on a Hybrid basis, with flexibility to support candidates not located in the immediate area. Please note that attendance will be required in-person at Fire Authority meetings which take place approximately every 6 weeks, the location of these meetings is Service Headquarters, Carmarthen

For candidates not located in the immediate area and who are seeking to relocate, a relocation allowance is available.

Benefits

Working for the Service opens the door to a whole portfolio of benefits which can enhance your lifestyle both now and into the future. These include:

- Membership of Local Government Pension Scheme
- Generous annual leave
- Learning and Development Opportunities
- Sports and social
- Health and fitness advisors
- Welsh Language Courses
- Shopping Benefits
- Occupational Health
- Union Membership
- Free Car Parking
- Employee Assistance Programme
- Cycle to Work Scheme
- Employee Wellbeing
- Fire Fighters Charity

Timescales

Closing date for applications:
Midnight on Sunday, October 18, 2026

Interviews and assessment by the
Appointments Committee:
TBC



How to apply

Mid and West Wales Fire and Rescue Service believe that a truly effective fire and rescue service must be representative of all backgrounds, cultures and perspectives, ensuring fairness, respect and equal opportunity for everyone.

To apply for the post, please click [Penna | Jobs](#) and upload a tailored CV and covering letter. If you encounter any issues please contact Executive@LHH.com

Please note that the covering letter should be no more than three pages of A4 and should summarise your relevant skills and experience and motivations for applying for this role.

If you would like a confidential, informal discussion about the role then please contact LHH on **+44 (0)141 220 6460** or email the above address.

Mid and West Wales Fire and Rescue Service believe that a truly effective fire and rescue service must be representative of all backgrounds, cultures and perspectives, ensuring fairness, respect and equal opportunity for everyone. Equality, Diversity and Inclusion are embedded in our core values and operational practices, influencing everything from community engagement and service delivery to recruitment, leadership and career development.

We are constantly reviewing our approach to ensuring equality and diversity in our applications and would be pleased if you could complete an Equalities Monitoring Form.

Should you require any modifications or wish to speak with a member of our team to discuss any particular circumstances, please email the above address.





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