



**Wednesday,
25 April 2018
10.30 am**

**Meeting of
Fire Authority
Fire Service HQ
Winsford**

Contact Officer:
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Democratic Services

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Cheshire Fire Authority

Notes for Members of the Public

Attendance at Meetings

The Cheshire Fire Authority welcomes and encourages members of the public to be at its meetings and Committees. You are requested to remain quiet whilst the meeting is taking place and to enter and leave the meeting room as quickly and quietly as possible.

All meetings of the Authority are held at Fire Service Headquarters in Winsford. If you plan to attend please report first to the Reception Desk where you will be asked to sign in and will be given a visitors pass. You should return your pass to the Reception Desk when you leave the building. There are some car parking spaces available on site for visitors at the front of the Headquarters Building. Please do not park in spaces reserved for Fire Service personnel.

If you feel there might be particular problems with access to the building or car parking please contact the Reception Desk at Fire Service Headquarters on Winsford (01606) 868700.

Questions by Electors

An elector in the Fire Service area can ask the Chair of the Authority a question if it is sent to the Monitoring Officer at Fire Service HQ to arrive at least five clear working days before the meeting. The contact officer named on the front of the Agenda will be happy to advise you on this procedure.

Access to Information

Copies of the Agenda will be available at the meeting. A copy can also be obtained from the contact officer named on the front of the Agenda. Alternatively, individual reports are available on the Authority's website (www.cheshirefire.gov.uk)

The Agenda is usually divided into two parts. Members of the public are allowed to stay for the first part. When the Authority is ready to deal with the second part you will be asked to leave the meeting room, because the business to be discussed will be of a confidential nature, for example, dealing with individual people and contracts.

This agenda is available in large print, Braille, audio CD or in community languages upon request by contacting; Telephone: 01606868414 or email: equalities@cheshirefire.gov.uk

Recording of Meetings

Anyone attending the meeting should be aware the Authority audio-records its meetings. There is a protocol on reporting at meetings which provides further information. Copies are available on the Service's website www.cheshirefire.gov.uk or alternatively contact Democratic Services for details

Fire Evacuation

If the Fire Alarm sounds you should make your way to the nearest exit as quickly as possible and leave the building. Please follow any instructions from staff about evacuation routes.



**MEETING OF THE FIRE AUTHORITY
WEDNESDAY, 25 APRIL 2018
Time : 10.30 am
Lecture Theatre - Sadler Road, Winsford, Cheshire**

AGENDA

PART 1 - BUSINESS TO BE DISCUSSED IN PUBLIC

1 PROCEDURAL MATTERS

1A Recording of Meeting

Members are reminded that this meeting will be audio-recorded.

1B Apologies for Absence

1C Chair's Announcements

To receive any announcements that the Chair wishes to make prior to the commencement of the formal business of the meeting.

1D Declaration of Members' Interests

Members are reminded that the Members' Code of Conduct requires the disclosure of Statutory Disclosable Pecuniary Interests, Non-Statutory Disclosable Pecuniary Interests and Disclosable Non-Pecuniary Interests.

1E Minutes of Fire Authority

To confirm as a correct record the minutes of the Fire Authority Meeting held on 14th February 2018.

(Pages 1 - 20)

1F Questions from Members of the Public

To deal with any questions submitted by members of the public within the area covered by the Fire Authority, in accordance with procedure rules 4.47 to 4.54.

1G Minutes of Performance and Overview Committee

To receive, for information, the minutes of the Performance and Overview Committee meeting held on 28th February 2018.

(Pages 21 - 28)

1H Minutes of Governance and Constitution Committee

To receive, for information, the minutes of the Governance and Constitution Committee meeting held on 11th April 2018.

(Pages 29 - 32)

1I Minutes of Brigade Managers' Pay and Performance Committee

To receive, for information, the minutes of the Brigade Managers' Pay and Performance Committee meeting held on 28th March 2018.

(Pages 33 - 34)

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| 1J | Minutes of Staffing Committee
To receive, for information, the minutes of the Staffing Committee meeting held on 7 th March 2018. | (Pages 35 - 36) |
| 1K | Notes of the Member Training and Development Group
To receive, for information, the notes of the Member Training and Development Group meeting held on 9 th April 2018. | TO FOLLOW |
| 1L | Programme of Member Meetings 2018-19
Several small changes have been made to the programme of meetings for 2018-19. A copy of the revised programme has been attached for Members' to consider and approve. | (Pages 37 - 38) |

ITEMS REQUIRING DISCUSSION / DECISION

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|----------|---|------------------|
| 2 | Changes to the Fire Authority's Constitution | (Pages 39 - 40) |
| | 2A Members' Code of Conduct | (Pages 41 – 52) |
| | 2B Procedure for Handling Complaints | (Pages 53 - 58) |
| | 2C Review of Arrangements for Brigade Managers' Pay and Performance Committee and Staffing Committee | (Pages 59 - 64) |
| 3 | Recruitment of Chief Fire Officer and Chief Executive | (Pages 65 - 68) |
| 4 | Appointment of Independent (Non-Elected) Member | (Pages 69 - 70) |
| 5 | External Audit Plan for 2017-18 | (Pages 71 - 90) |
| 6 | Internal Audit Plan 2018-19 | (Pages 91 - 100) |

PART 2 - BUSINESS TO BE DISCUSSED IN PRIVATE