



**Wednesday,  
15 June 2016  
10.30 am**

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

Contact Officer:  
Joanne Smith  
Democratic Services

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## **Cheshire Fire Authority**

### **Notes for Members of the Public**

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#### **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.

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#### **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.

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#### **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](http://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](mailto: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](http://www.cheshirefire.gov.uk) or alternatively contact Democratic Services for details

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#### **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, 15 JUNE 2016  
Time : 10.30 am  
Lecture Theatre - Fire Headquarters, Cheshire**

**AGENDA**

**Part 1 - Business to be discussed in public**

**1. Procedural Matters**

**1A Recording of Meetings**

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

**1B Apologies for Absence**

**1C Appointment to the Fire Authority**

The following Members have been appointed to the Fire Authority by the respective constituent authorities:

Representing Cheshire East Borough Council (5 Con, 2 Lab, 1 Ind)

**Conservative**

Cllr D Marren  
Cllr G Merry  
Cllr J Saunders  
Cllr M Simon  
Cllr J Weatherill

**Labour**

Cllr D Bailey  
Cllr D Flude

**Independent**

Cllr D Mahon

Representing Cheshire West and Chester Borough Council (3 Con, 4 Lab)

**To be advised – Fire Authority representatives to be appointed at Cheshire West and Chester Cabinet meeting held on 8<sup>th</sup> June 2016**

Representing Halton Borough Council (3 Lab)

**Labour**

Cllr P Harris  
Cllr S Nelson  
Cllr R Polhill

Representing Warrington Borough Council (5 Lab)

**Labour**

Cllr A Dirir

Cllr K Mundry

Cllr L Morgan

Cllr M Tarr

Cllr S Wright

**1D Election of Chair**

Members are invited to elect a Chair of the Authority, to serve until the Annual Meeting in 2017.

**1E Election of Deputy Chair**

Members are invited to elect a Deputy Chair of the Authority, to serve until the Annual Meeting in 2017.

**Note:** The Chair and Deputy Chair must be from different constituent authorities. If an election is necessary votes will be cast by secret ballot until one Member receives more than half the cast votes.

**1F Appointment of Group Spokespersons**

A political group may appoint a Group Spokesperson. The respective names will be confirmed at the meeting.

**1G Appointment of Lead Members**

Each constituent authority is invited to appoint a Lead Member.

**Note:** Should the Chair or Deputy Chair wish to act as Lead Member for their respective constituent authority they would automatically take this role.

**1H Chair's Announcements**

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

**1I 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 Pecuniary Interests.

**1J Minutes of the Fire Authority**

To confirm as a correct record the minutes of the Fire Authority meeting held on 30<sup>th</sup> March 2015. **(attached as Annex 1)**

(Pages 1 - 8)

**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 25<sup>th</sup> April 2016. **(attached as Annex 2)**

(Pages 9 - 12)

- 1L Minutes of the Policy Committee** (Pages 13 - 14)  
To receive, for information, the minutes of the Policy Committee meeting held on 29<sup>th</sup> April 2016. **(attached as Annex 3)**
- 1M Appointment of Independent (Non-Elected) Members** (Pages 15 - 16)  
Members are asked to approve the appointments of Aimee Ruddy and Lesley Thomson as Independent (Non-Elected) members for Cheshire Fire Authority.  
**(Annex 4 attached)**
- 1N Appointments to Committees etc., Outside Bodies and Member Roles** (Pages 17 - 44)  
Members are asked to appoint to the Committees etc., Outside Bodies and Member Roles for 2016-17.  
  
The report of the Head of Legal and Democratic Services **(attached as Annex 5)** sets out the requirements for these appointments.
- 1O Timetable of Meetings 2016-17** (Pages 45 - 46)  
Members are asked to note the Timetable of Meetings for 2016-17. **(attached as Annex 6)**
- 1P LGA Annual Conference: 5th - 7th July 2016**  
To note that the Chair and the Deputy Chair will be invited to attend the LGA Annual Conference on behalf of Cheshire Fire Authority.
- 1Q Constitution** (Pages 47 - 64)  
Members are asked to adopt the constitution which contains the following sections:
- Section 1 – Cheshire Fire Authority
  - Section 2 – Key Documents
  - Section 3 – Members’ Decision Making Bodies
  - Section 4 – Procedural Matters
  - Section 5 – Outside Bodies
  - Section 6 – Members’ Roles
  - Section 7 – Protocols
  - Section 8 – Members’ Codes of Conduct
  - Section 9 – Members’ Allowance Scheme
  - Section 10 – Financial Regulations: Revised version approved for submission to the Fire Authority at Governance and Constitution Committee 30 March 2016  
**(Copy attached for approval)**
  - Section 11 – Scheme of Delegation

A copy of the Constitution can be accessed on the Service’s web-site. (<http://www.cheshirefire.gov.uk>)

## **ITEMS REQUIRING DISCUSSION/DECISION**

- |          |  |                          |
|----------|--|--------------------------|
| <b>2</b> | <b>Blue Light Collaboration - People Strategy</b>                                    | <b>(Pages 65 - 84)</b>   |
| <b>3</b> | <b>End of Year Financial and Performance Review 2015-16</b>                          | <b>(Pages 85 - 114)</b>  |
| <b>4</b> | <b>Member Development Programme 2016/17 and Review of Member Development 2015-16</b> | <b>(Pages 115 - 132)</b> |