



**Wednesday,  
10 July 2024  
1.00 pm**

**Meeting of  
Governance and  
Constitution Committee  
Sadler Road  
Winsford  
CW7 2FQ**

Contact Officer:  
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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 the Training Centre, Sadler Road, 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 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 Sadler Road Winsford Tel (01606) 868700.

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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, the Agenda and 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. Most business is dealt with in the first part which is open to the public. On some occasions some business may need to be considered in the second part of the agenda, in private session. There are limited reasons which allow this to take place, e.g. as confidential information is being considered about an individual, or commercial information is being discussed.

**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**

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## **MEETING OF THE GOVERNANCE AND CONSTITUTION COMMITTEE WEDNESDAY, 10 JULY 2024**

**Time : 1.00 pm**

**Lecture Theatre - Fire Service Headquarters, Sadler Road, Winsford,  
Cheshire CW7 2FQ**

### **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 Declarations of Members' Interests**

Members are reminded to disclose any interests that are relevant to any item on the Agenda.

###### **1D Minutes of the Governance and Constitution Committee**

(Pages 5 - 8)

To confirm as a correct record the Minutes of the meeting of the Governance and Constitution Committee held on Wednesday 17<sup>th</sup> April 2024.

###### **1E Appointment of Members of the Audit Committee for 2024-25**

The Audit Committee is comprised of four elected Members and an independent audit committee member. The four elected Members are drawn from and appointed by the Governance and Constitution Committee.

To be politically proportionate the Labour Group needs to have the majority of seats on the Audit Committee. Therefore, the Audit Committee should be made up of three Labour Members, one Conservative Member and the independent audit committee member.

#### **Recommended That:**

**[1] Members confirm the three Labour Members and one Conservative Member who will sit on the Audit Committee for 2024-25; and**

**[2] The Labour Members indicate who will Chair the Audit Committee for 2024-25.**

## **ITEMS REQUIRING DISCUSSION / DECISION**

<b>2</b>	<b>Dispensation</b>	<b>(Pages 9 - 12)</b>
<b>3</b>	<b>Summary of Member Attendance 2023-24 Municipal Year</b>	<b>(Pages 13 - 18)</b>
<b>4</b>	<b>Compliments and Complaints Annual Report 2023-24</b>	<b>(Pages 19 - 32)</b>
<b>5</b>	<b>Whistleblowing Annual Report 2023-24</b>	<b>(Pages 33 - 38)</b>
<b>6</b>	<b>Whistleblowing Policy and Procedure</b>	<b>(Pages 39 - 54)</b>