



**Wednesday,
21 June 2017
10.30 am**

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

Contact Officer:
Joanne Smith
Democratic Services

Fire Service Headquarters, Sadler Road, Winsford, Cheshire, CW7 2FQ

Tel: 01606 868804
E-mail: joanne.smith@cheshirefire.gov.uk

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, 21 JUNE 2017**

Time : 10.30 am

Lecture Theatre - Fire Service Headquarters, 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 Appointments to the Fire Authority

The following Members had 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)

Conservative

Cllr H Deynem
Cllr E Johnson
Cllr S Parker

Labour

Cllr P Booher
Cllr J Mercer
Cllr B Rudd
Cllr T Sherlock

These Members were appointed for 2016-17. Their appointments are continuing. Appointments for 2017-18 to be confirmed after the Fire Authority has met.

Representing Halton Borough Council (3 Lab)

Labour

Cllr P Harris
Cllr S Nelson
Cllr R Polhill

Representing Warrington Borough Council (1 Lib Dem, 4 Lab)

Labour

Cllr A Dirir
Cllr K Mundry
Cllr M Tarr
Cllr S Wright

Liberal Democrat

Cllr M Biggin

Note: The Police and Crime Commissioner for Cheshire, Mr David Keane, has also been afforded certain rights in relation to Fire Authority business, including the right to attend meetings.

1D Election of Chair

Members are invited to elect a Chair of the Authority, to serve until the Annual Meeting in 2018.

1E Election of Deputy Chair

Members are invited to elect a Deputy Chair of the Authority, to serve until the Annual Meeting in 2018.

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 the 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 Non-Pecuniary Interests.

1J Minutes of Fire Authority

To confirm as a correct record the minutes of the Fire Authority meeting held on 26th April 2017.

(Pages 1 - 8)

- 1K Minutes of Performance and Overview Committee** (Pages 9 - 14)
To receive, for information, the minutes of the Performance and Overview Committee meeting held on 1st March 2017.
- 1L Minutes of Governance and Constitution Committee** (Pages 15 - 17)
To receive, for information, the minutes of the Governance and Constitution meeting held on 12th June 2017.
- Note:** A copy of the report entitled 'New Member Decision-Making Body' is attached as Appendix 1, following the minutes. (Pages 19 - 22)

Members will see that Governance and Constitution Committee made recommendations to the Fire Authority which are summarised below:

A new decision-making be created called Estates and Property Committee with the following responsibilities:

'The [body] will be responsible for:

Ensuring that the Fire Authority's property management arrangements are appropriate, providing guidance to officers as necessary.

Providing guidance to officers and the Fire Authority in relation to property transactions.

Providing guidance to officers and the Fire Authority in relation to the sharing of its sites/premises with third parties.

Assisting in the co-ordination of and agreeing the prioritisation of property-related projects/programmes.

Assisting in the co-ordination of and agreeing the prioritisation of environmental projects/programmes and supporting officers and the Fire Authority in the delivery of matters that further the Authority's Environmental Strategy.

Engaging in key procurement issues as necessary.

Overseeing the arrangements for Safety Central.'

The Committee is to comprise of seven elected Members (to include the Lead Members and Member Champions for Procurement and Environment) together with one of the independent (non-elected) members.

The role of Chair of the Committee is to attract the same allowance as that paid to the Chair of Governance and Constitution

Committee.

Decision: Members of the Fire Authority are asked to consider the recommendations. If they agree them Members are asked to authorise the Director of Governance and Commissioning to make such amendments to the Constitution (including the Members' Allowances Scheme) as are necessary to give effect to these decisions.

1M Appointments to Committees etc., Outside Bodies and Member Roles (Pages 23 - 50)

Members are asked to appoint to the committees etc., outside bodies and Member roles for 2017-18.

The report of the Director of Governance and Commissioning sets out the requirements for these appointments.

1N Timetable of Meetings 2017-18 (Pages 51 - 52)

Members are asked to note the Timetable of Meetings for 2017-18.

10 Constitution

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
- Section 11 – Scheme of Delegation

A copy of the Constitution can be accessed on the Service's website. (<http://www.cheshirefire.gov.uk>)

ITEMS REQUIRING DISCUSSION / DECISION

PART 2 - BUSINESS TO BE DISCUSSED IN PRIVATE

- 2 End of Year Financial Report 2016-17** (Pages 53 - 62)
- 3 Treasury Management Annual Report 2016-17** (Pages 63 - 66)
- 4 Member Development Programme 2017-18 and Review of Member Development 2016-17** (Pages 67 - 86)

