



**Wednesday,  
11 April 2018  
10.30 am**

**Meeting of  
Governance and  
Constitution Committee  
Fire Service  
Winsford**

Contact Officer:  
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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 GOVERNANCE AND CONSTITUTION COMMITTEE WEDNESDAY, 11 APRIL 2018**

**Time : 10.30 am**

**Lecture Theatre - Sadler Road, 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 Declarations 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.

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

(Pages 1 - 4)

To confirm as a correct record the minutes of the meeting of the Governance and Constitution Committee held on 31<sup>st</sup> January 2018.

#### **ITEMS REQUIRING DISCUSSION / DECISION**

##### **2 Completion of Actions Arising from Meetings of Governance and Constitution Committee**

The following actions have now been completed and the documents that have been prepared on the instruction of the Committee are appended for final consideration before they are recommended to the Fire Authority on 25<sup>th</sup> April 2018.

###### **2A Complaints about a breach of the Members' Code of Conduct - Procedure for Handling Complaints**

(Pages 5 - 10)

This has been updated following a workshop with members of the Committee. Changes to the original are shown in red and major additions are shown in blue.

###### **2B Revised Members' Code of Conduct (and Notice of Disclosable Interests)**

(Pages 11 - 30)

This has been updated in line with guidance provided by the

Committee. See the published minutes of the meeting which took place on 31<sup>st</sup> January 2018. Changes to the original are shown in red and major additions are shown in blue.

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|----------|---|-----------------|
| <b>3</b> | <b>Preparation of Statement of Assurance 2017-18</b>  | (Pages 31 - 44) |
| <b>4</b> | <b>Review of Arrangement for Brigade Managers' Pay and Performance Committee and Staffing Committee</b> | (Pages 45 - 50) |
| <b>5</b> | <b>Review of Local Government Ethical Standards - Stakeholder Consultation</b>                          | (Pages 51 - 56) |