



**Wednesday,  
1 November 2017  
10.00 am**

**Meeting of  
Brigade Managers' Pay and  
Performance Committee  
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 BRIGADE MANAGERS' PAY AND PERFORMANCE COMMITTEE**

**WEDNESDAY, 1 NOVEMBER 2017**

**Time : 10.00 am**

**P O Conference Room - Fire Headquarters, Cheshire**

### **AGENDA**

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

##### **1 PROCEDURAL MATTERS**

##### **1A Apologies for Absence**

##### **1B 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.

##### **1C Minutes of the last meeting**

To approve the minutes of the meeting of the Committee held on 29<sup>th</sup> March 2017.

(Pages 1 - 2)

##### **2 Exclusion of the Press and Public**

(Pages 3 - 4)

#### **Part 2 - Business to be discussed in private**

##### **3 Chief Fire Officer: Performance and Appraisal Development Scheme (Interim Review)**

(Pages 5 - 10)

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**MINUTES OF THE MEETING OF THE BRIGADE MANAGERS' PAY AND PERFORMANCE COMMITTEE held on Wednesday, 29 March 2017 at P O Conference Room - Fire Service Headquarters, Winsford, Cheshire at 10.00 am**

**PRESENT:** Councillors E Johnson, D Flude, S Nelson, B Rudd and M Tarr

**1 PROCEDURAL MATTERS**

**A Apologies for Absence**

Apologies for absence were received from Councillors G Merry and S Parker.

**B Declaration of Members' Interests**

There were no declarations of interest.

**C Minutes of the last meeting**

**RESOLVED: That**

**The minutes of the meeting of the Brigade Managers' Pay and Performance Committee, held on 10<sup>th</sup> January 2017, be confirmed as a correct record.**

**2 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED: That**

Under Section 100(A) (4) of the Local Government Act 1972, as amended by the Local Government (Access to Information) Order 2006, the press and public be excluded from the meeting for the item of business listed below on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12A to the Act in the paragraph indicated.

**Item 3**

Chief Fire Officer and Chief Executive – Performance Appraisal and Development Scheme

**Paragraph**

(1) Information relating to any individual

**3 CHIEF FIRE OFFICER AND CHIEF EXECUTIVE - PERFORMANCE APPRAISAL AND DEVELOPMENT SCHEME**

The Performance Appraisal and Development Scheme (PADS) for the Chief Fire Officer and Chief Executive (CFO) enables Members to review performance against agreed objectives, guide the contribution and performance of the CFO, identify individual and organisational development needs and support succession planning.

The report of the Head of People and Development provided information on the PADS process. Members were asked to review the performance of the CFO against the objectives set in 2016/17 and agree key objectives and development needs, following discussions with the CFO, for the coming year.

**RESOLVED: That**

- [1] the Chief Fire Officer and Chief Executive's appraisal be agreed as discussed;**
- [2] appraisal objectives for 2017/18 are drafted and circulated to Members for review and approval; and**
- [2] Members agree to carry out an interim appraisal discussion on 1<sup>st</sup> November 2017.**

## CHESHIRE FIRE AUTHORITY

MEETING OF : BM PAY AND PERFORMANCE COMMITTEE  
DATE : 1<sup>st</sup> NOVEMBER 2017  
REPORT OF : GOVERNANCE AND CORPORATE PLANNING  
MANAGER  
AUTHOR : JOANNE SMITH

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SUBJECT : EXCLUSION OF THE PRESS AND PUBLIC

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### Exclusion of the Press and Public

#### Recommended:

That under Section 100(A) (4) of the Local Government Act 1972, as amended by the Local Government (Access to Information) Order 2006, the press and public be excluded from the meeting for the items of business listed below on the grounds that they involve the likely disclosure of exempt information as defined in Schedule 12 A to the Act in the paragraphs indicated:

#### Item 3: Chief Fire Officer – Performance Appraisal and Development Scheme (Interim Review)

#### Paragraph

(1) Information relating to any individual

CONTACT OFFICER: JOANNE SMITH, FIRE SERVICE HQ, WINSFORD  
TEL: [01606] 868804

BACKGROUND DOCUMENTS: NONE

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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