



**Wednesday,  
31 October 2018  
10.00 am**

**Meeting of  
Brigade Managers' Pay  
and Performance  
Committee  
Sadler Road  
Winsford**

Contact Officer:  
Donna Linton  
Democratic Services

Fire Service, Clemonds Hey, Winsford, Cheshire, CW7 2UA

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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 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 Sadler Road. 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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#### **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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**MEETING OF THE BRIGADE MANAGERS' PAY AND PERFORMANCE COMMITTEE**

**WEDNESDAY, 31 OCTOBER 2018**

**Time : 10.00 am**

**Conference Room - Clemonds Hey, 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 Brigades Managers' Pay and Performance Committee** (Pages 1 - 2)

To approve the minutes of the meeting of the Brigades Managers' Pay and Performance Committee held on 5<sup>th</sup> June 2018.

**2 Exclusion of the Press and Public** (Pages 3 - 4)

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

**3 Appraisal of Chief Fire Officer and Chief Executive (Interim Review)** (Pages 5 - 10)

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**MINUTES OF THE MEETING OF THE BRIGADE MANAGERS' PAY AND PERFORMANCE COMMITTEE held on Tuesday, 5 June 2018 at Leadership Team Conference Room - Fire Service, Clemonds Hey, Winsford, CW7 2UA at 10.00 am**

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

**1 PROCEDURAL MATTERS**

**A Apologies for Absence**

There were no apologies for absence.

**B Declaration of Members' Interests**

There were no declarations of interest.

**C Minutes of the Brigade Managers' Pay and Performance Committee - 8th May 2018**

**RESOLVED:** That

**The minutes of the meeting of the Brigade Managers' Pay and Performance Committee, held on 8<sup>th</sup> May, be approved as a correct record.**

**D Minutes of the Brigade Managers' Pay and Performance Committee - 17th May 2018**

**RESOLVED:** That

**The minutes of the meeting of the Brigade Managers' Pay and Performance Committee, held on 17<sup>th</sup> May 2018, be approved as a correct record.**

**2 APPRAISAL OF CHIEF FIRE OFFICER AND CHIEF EXECUTIVE (DESIGNATE)**

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

The report of the Director of Transformation provided information on the PADS process and then the Committee moved in to part 2 of the meeting for the appraisal discussions.

**3 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED: That**

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 paragraphs indicated:

**Item 2: Appraisal of Chief Fire Officer and Chief Executive (Designate) – Appraisal Discussion**

**4 APPRAISAL OF CHIEF FIRE OFFICER AND CHIEF EXECUTIVE (DESIGNATE) - APPRAISAL DISCUSSION**

Members were asked to agree key objectives and development needs, following discussions with the CFO/CE (Designate), for the coming year.

Members were also briefed on the CFO/CE (Designate)'s proposal to introduce a revised Brigade Manager structure on a six month trial basis from 1<sup>st</sup> July 2018. Members gave support to the proposal and it was agreed that Committee Members would be kept updated. An evaluation report would be submitted to the Brigade Managers Pay and Performance Committee in January 2019 with a view to determining the ongoing viability of the revised structure.

**RESOLVED: That**

- [1] the Chief Fire Officer and Chief Executive (Designate) appraisal be agreed as discussed;**
- [2] Appraisal objectives for 2018/19 are drafted and circulated to Members for review and approval; and**
- [3] Members agree to carry out an interim appraisal discussion on 31<sup>st</sup> October 2018.**

## CHESHIRE FIRE AUTHORITY

**MEETING OF** : **BM PAY AND PERFORMANCE COMMITTEE**  
**DATE** : **31<sup>st</sup> OCTOBER 2018**  
**REPORT OF** : **GOVERNANCE AND CORPORATE PLANNING**  
**MANAGER**  
**AUTHOR** : **DONNA LINTON**

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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: DONNA LINTON , DEMOCRATIC SERVICES,  
CLEMONDS HEY WINSFORD  
TEL: [01606] 868804**

**BACKGROUND DOCUMENTS: NONE**

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# Agenda Item 3

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

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