



**Tuesday,
22 May 2018
10.30 am**

**Meeting of
Fire Authority**

Contact Officer:
Joanne Smith
Democratic Services

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

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

TUESDAY, 22 MAY 2018

Time : 10.30 am

Lecture Theatre - Fire Service HQ, Sadler Road, 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 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.

1D Minutes of Fire Authority

To confirm as a correct record the minutes of the Fire Authority Meeting held on 25th April 2018.

(Pages 1 - 6)

1E Minutes of Brigade Managers' Pay and Performance Committee

To receive, for information, the minutes of the Brigade Managers' Pay and Performance Committee meetings held on 8th May (attached) and 17th May 2018 (to follow).

(Pages 7 - 8)

1F Minutes of Staffing Committee

To receive, for information, the minutes of the Staffing Committee meeting held on 8th May 2018.

(Pages 9 - 12)

1G Notes of the Risk Management Board

To receive, for information, the notes of the Risk Management Board meeting held on 1st May 2018.

ITEMS REQUIRING DISCUSSION / DECISION

2 Appointment of Chief Fire Officer and Chief Executive

Report of the Director of Transformation **(to follow)**.

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MINUTES OF THE MEETING OF THE FIRE AUTHORITY held on Wednesday, 25 April 2018 at Lecture Theatre - Sadler Road, Winsford, Cheshire at 10.30 am

PRESENT: Councillors D Beckett, M Biggin, D Flude, P Harris, E Johnson, N Jones, D Mahon, D Marren, J Mercer, K Mundry, S Nelson, S Parker, R Polhill, B Rudd, T Sherlock, M Simon, M Tarr, J Weatherill and S Wright.

1 PROCEDURAL MATTERS

A Recording of Meeting

Members were reminded that the meeting would be audio-recorded.

B Apologies for Absence

Apologies for absence were recorded for Councillors D Bailey, A Dirir, G Merry, J Saunders and the Police and Crime Commissioner David Keane.

C Chair's Announcements

The Chair asked Members to note the content of the Chair's announcements, which included details of the Authority's achievements and events that Members had attended since the last Fire Authority meeting in February 2018. He drew Members attention to the Working Together award which was the fourth award in a year that the Service had won for the Safe and Well programme.

The Chair also spoke about the Chief Fire Officer's recent announcement that he was retiring from the Service at the end of June. He thanked the Chief for his strong leadership over the last 9 years particularly how he had implemented plans to maintain the number of fire engines, increase the number of fire stations and continue to drive the prevention agenda despite the austerity measures that had been imposed.

The Deputy Chair also paid tribute to the Chief for his commitment to his role to ensure the safety of the people in Cheshire and also, on a personal note, for the role he played in the Deputy Chair's personal development.

The deputy group spokesperson for the Conservative group commented that the Chief was a very well respected leader amongst Members and officers and wished him a happy, well deserved retirement.

D Declaration of Members' Interests

There were no declarations of Members' Interests.

E Minutes of Fire Authority

RESOLVED:

That the minutes of the Fire Authority meeting held on 14th February 2018 be approved as a correct record subject to the following amendment:

That the word 'remains' in Item 7 Resolution No 2 be replaced with the words 'should be' as detailed elsewhere in the minutes in relation to the alternative motion proposed for the duty system at Crewe Fire Station.

F Questions from Members of the Public

There were no questions submitted from members of the Public.

G Minutes of Performance and Overview Committee

RESOLVED:

That the minutes of the meeting of the Performance and Overview Committee meeting held on 28th February 2018 be received, for information.

H Minutes of Governance and Constitution Committee

RESOLVED:

That the minutes of the Governance and Constitution Committee meeting held on 11th April 2018 be received, for information.

I Minutes of Brigade Managers' Pay and Performance Committee

RESOLVED:

That the minutes of the Brigade Managers' Pay and Performance Committee meeting held on 28th March 2018 be received, for information.

J Minutes of Staffing Committee

RESOLVED:

That the minutes of the Staffing Committee meeting held on 7th March 2018 be received, for information.

K Notes of the Member Training and Development Group

RESOLVED:

That the notes of the Member Training and Development Group meeting held on 9th April 2018 be received, for information.

L Programme of Member Meetings 2018-19

RESOLVED:

That the revised programme of meetings for 2018-19 be approved.

2 CHANGES TO THE FIRE AUTHORITY'S CONSTITUTION

The Director of Governance and Commissioning presented this report, which provided details of recommendations to the Fire Authority from Governance and Constitution Committee on proposed changes to the Fire Authority's Constitution following the Committee review of elements of the Constitution.

A. Members Code of Conduct

The Governance and Constitution Committee had reviewed the current Members Code of Conduct with a view to simplifying the wording of the code and making aspects of the code clearer. The main changes proposed were highlighted and a copy of the revised code was attached to the report.

Members were supportive of the changes and agreed that it would be useful for all Members to sign a declaration to say that they agreed to abide by the code.

The Director of Governance and Commissioning confirmed that the changes would take effect immediately.

B. Procedure for Handling Complaints

The Governance and Constitution Committee had assisted officers in the production of a new version of the procedure for handling complaints which was attached to the report, for information.

The report of the Head of Governance and Commissioning also clarified the membership of the Members' Code of Conduct Sub-Committee which would, wherever possible, include two Members from each of the two main political groups. This would be highlighted in the Committee appointments report in June.

The Director of Governance and Commissioning confirmed that the changes would take effect immediately.

C. Review of Arrangements for Brigade Managers' Pay and Performance Committee and Staffing Committee

The Governance and Constitution Committee proposed revisions to the responsibilities of these two committees to provide more clarity. A copy of the report considered by the Committee and the revised responsibilities was attached to the report.

The Director of Governance and Commissioning explained that, if approved, it was proposed that the new arrangement would be brought into effect for the

commencement of the 2018-19 municipal year.

Members were satisfied with the proposals and the cross party work of the Governance and Constitution Committee on these recommendations was noted.

RESOLVED: That

- [1] the adoption of the Members' Code of Conduct (attached as 2A to the report) be approved;**
- [2] the changes to the procedure for handling complaints be noted; and**
- [3] the updated responsibilities of the Brigade Managers' Pay and Performance Committee and Staffing Committee (attached to the report as 2C) be approved.**

3 RECRUITMENT OF CHIEF FIRE OFFICER AND CHIEF EXECUTIVE

The Director of Governance and Commissioning introduced this report which confirmed the arrangements for the recruitment process for the role of Chief Fire Officer and Chief Executive (CFOCE).

It was noted that there would be an opportunity for all Members to meet with the candidates for a buffet lunch on 16th May and that the Chair had agreed to call an additional meeting of the Fire Authority on 22nd May to make the final decision on the appointment.

RESOLVED: That

- [1] the arrangements for the recruitment of a Chief Fire Officer and Chief Executive be noted.**

4 APPOINTMENT OF INDEPENDENT (NON-ELECTED) MEMBER

The Director of Governance and Commissioning presented the report which sought Member approval for the appointment of an independent (non-elected) member. He explained that the Member interview panel (comprising of members of the Governance and Constitution Committee) had interviewed two candidates on 11th April 2018 and also provided a brief resume of the preferred candidate.

The Chair of the Governance and Constitution Committee added that both candidates were of a high standard and it had been a difficult decision but the panel recommended the appointment of Mr Barnett to the Authority.

RESOLVED: That

- [1] Derek Alan Barnett be appointed as an Independent (non-elected) Member for a term of office of four years.**

5 EXTERNAL AUDIT PLAN FOR 2017-18

The Treasurer introduced Andrew Smith and Ged Small from Grant Thornton (the External Auditor), who were in attendance at the meeting to present the External Audit Plan (the Plan) for 2017-18.

The External Auditor provided an overview of the Plan. The Plan explained the criteria used to help arrive at the Auditor's value for money conclusion and the audit fee for the work for 2017-18. It also stated that the External Audit Plan fee for 2017-18 would be £29,860 and it was noted that this was unchanged from last year.

A Member raised a query on whether any audit work took place in respect of salaries not being paid to an individual but to an associated account. The External Auditor explained that they did analyse the payroll accounts and would look in more detail if the payments were made off payroll (by invoice). The Treasurer added that he would look into the query on the identification of salaries being paid into associate bank accounts. A query on whether the audit on operating expenses would include corporate credit card transactions was also raised and the External Auditor confirmed that as the audit was carried out on a sample basis this could include credit card transactions. Finally the Member queried if the audit on the Firefighters Pension Scheme in response to the identification of this as a risk was carried out on an annual basis and the Auditor confirmed that this was the case.

Members thanked the External Auditor for the report.

RESOLVED: That

[1] the External Audit Plan for 2017-18 be noted; and

[2] the audit fee of £29,860 for 2017-18 be approved.

6 INTERNAL AUDIT PLAN 2018-19

Kevin Lloyd, the Internal Auditor from Mersey Internal Audit Agency (MIAA), presented the report to Members which contained the proposed Internal Audit Plan (the Plan) for 2018-19.

The Internal Auditor referred Members to the one page summary of the Plan which provided an overview of how it had been developed and how MIAA would deliver the Authority's internal audit services in 2018-19. He also drew Members attention to the detail of the proposed audits and the planned delivery dates. He highlighted a number of key areas of work including HMICFRS Inspectorate, organisational performance and the combined Fire and Police Financial systems (ORACLE Fusion).

A Member asked if an explanation of Oracle Fusion could be provided and the Head of Finance explained that it was a new cloud based system that was being implemented to replace the current system used by Multi-Force Shared Service (MFSS) which provided financial systems for a number of police services. The Chief Fire Officer and Chief Executive added that there were a number of partners

engaged in the MFSS and this was a good example of collaborative work between emergency services.

RESOLVED: That

[1] the Internal Audit Plan for 2018-19 be approved.



MINUTES OF THE MEETING OF THE BRIGADE MANAGERS' PAY AND PERFORMANCE COMMITTEE held on Tuesday, 8 May 2018 at Leadership Team Conference Room - Fire Service, Clemonds Hey, Winsford, CW7 2UA at 10.00 am

PRESENT: Councillors D Flude, G Merry, S Nelson, S Parker and B Rudd

1 PROCEDURAL MATTERS

Recording of Meeting

Members noted that the meeting would be audio-recorded.

A Apologies for Absence

Apologies for absence were received from Councillors E Johnson and M Tarr.

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 28th March 2018, be confirmed as a correct record.

2 PROVIDED CARS

The Director of Governance and Commissioning introduced the report which provided information in respect of the vehicles provided for the Chief Fire Officer and Chief Executive and Deputy Chief Fire Officer (the Principal Officers) and Members were asked to consider the existing arrangements and determine whether they were satisfied with them.

He explained the contractual position. The Principal Officers' Statements of Particulars contained identical provisions concerning the provision of vehicles for their use. An extract from the Statement of Particulars containing the key provisions was attached as an appendix to the report and the Director of Governance and Commissioning explained that the Authority was required to provide the Principal Officers with an emergency response vehicle but reserved the right to determine the value, make and model of vehicle to be provided.

The Director of Governance and Commissioning drew Members attention to appendix 2 of the report which provided details of the costs associated with provided cars. Members were told that the average cost per car per annum was approx.

£11.5k. The Fleet Manager had carried out an exercise comparing costs of purchase and lease. In his view the current approach (purchase) should continue to be significantly cheaper than the leasing of vehicles. The Authority was able to access various framework contracts to obtain worthwhile discounts off the list price and the Fleet Manager also sought the best resale value for the vehicles.

Members considered the information provided and discussed the following issues: the risk that was mitigated by providing 4x4 vehicles; the geographical challenge of operating in such a diverse county; the value for money of the vehicles that were typically provided.

RESOLVED: That

- [1] the Chief Fire Officer and Chief Executive and the Deputy Chief Fire Officer continue to be provided with cars;**
- [2] the policy of supplying 4x4 vehicles continue; and**
- [3] the cost of the provided cars is acceptable.**



MINUTES OF THE MEETING OF THE STAFFING COMMITTEE held on Tuesday, 8 May 2018 at Leadership Team Conference Room - Fire Service, Clemonds Hey, Winsford, CW7 2UA at 10.30 am

PRESENT: Councillors B Rudd, S Nelson, D Flude, G Merry and S Parker

1 PROCEDURAL MATTERS

Recording of Meeting

Members noted that the meeting would be audio-recorded.

A Apologies for Absence

Apologies for absence were received from Councillors E Johnson and M Tarr.

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 Staffing Committee held on 8th May 2018 be confirmed as a correct record.

2 SERVICE TRANSFORMATION PLAN

The Director of Transformation presented the report which provided information on the closedown of the Service Transformation Plan 2017/18 (the 17/18 Plan) and the new Service Transformation Plan for 2018/19 (the 18/19 Plan) for approval. The 18/19 Plan was attached as an appendix to the report and would be used to monitor a range of actions associated with the Home Office's Fire Reform Programme and the Service's people agenda.

The 17/18 Plan was developed in 2017 in order to address the fire service reform agenda and captured the actions necessary to respond to and to progress the local agenda. It highlighted how some of the key priorities identified by the Service would be delivered and also considered the recommendations in the Adrian Thomas report, the outcomes of the staff engagement survey, the National Fire Chiefs Council (NFCC) People Strategy and the Service's Equality, Diversity and Inclusion Strategy action plan. An end of year summary against the 17/18 Plan was provided and it was noted that significant amount of progress had been made.

When Members approved the 17/18 Plan at the Staffing Committee meeting in October 2017 it was agreed that the Transformation Plan would be updated annually, to ensure that it remained relevant and fit for purpose in responding to national and local developments. The 18/19 Plan made reference to the LGA Fire Vision 2024 document, the key workstreams associated with the delivery of the NFCC People Strategy, the LGA Equality Framework for Fire and Rescue Services and the most recent recommendations arising from the NJC Inclusive Fire Service Group in Circular NJC/1/18. The new plan also linked to the outcomes of the staff engagement survey and the Service's Equality, Diversity and Inclusion Strategy action plan.

Members thanked the Director of Transformation for her comprehensive report and welcomed the clear links to national initiatives and the Authority's key priorities. They discussed the plans to : improve the recruitment of females; address the agenda pay gap; and the work planned for highlighting the support and training concerned with bullying and harassment. A Member suggested that it would be useful to align the action plan to the Authority's core values and the Director of Transformation confirmed that she would review the layout to see if an additional column could be included.

RESOLVED: That

[1] the 2018/19 Service Transformation Plan be approved.

3 STAFF ENGAGEMENT CORPORATE ACTION PLAN 2018

The Director of Transformation introduced the report which presented the draft Staff Engagement Corporate Action Plan 2018 (the Plan), arising out of the results and feedback from the Staff Engagement Survey 2017.

She explained that prior to formulating the Plan a lot of time had been spent engaging with staff across the organisation to understand the results and to ensure that the identified actions genuinely represented the views of the staff. The new approach included headline presentations to staff and representative bodies during Autumn 2017 which were followed by a round of local briefings with teams. These briefings had been well received and added another dimension to the survey in helping to identify local issues and prompting discussions around how staff could take more ownership of local action plans.

The Director of Transformation also commented how the results of the survey would be communicated and that with higher visibility, staff would start to see more meaningful and tangible outputs as a direct result of the survey.

Members discussed the Plan and a number of comments were made. A Member felt that ensuring engagement between staff and senior managers was a high priority. The Chair informed the Committee that he had requested a series of visits to stations for the Chief and the Chair as part of this engagement. Members also discussed the plans to revamp the nomination process and format of the STAR awards and a Member highlighted the need to look at reward and recognition for volunteers too.

The Director of Transformation concluded by explaining that, once the Plan was approved, it would be re-submitted to JCNP for any final comments from the union representatives. She explained that the unions had been given opportunities to provide feedback on the plan and although no suggestions had been forthcoming to date, she had met with the local branch secretary and committed to incorporating any additional actions that the Fire Brigades Union wished to include. Members suggested that a statement from the union representatives endorsing the plan would be helpful to demonstrate their support of the Service's new approach to staff engagement.

RESOLVED: That

- [1] the Staff Engagement Corporate Action Plan 2018 (attached as Appendix A to the report) be approved.**

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