



**Tuesday,
5 June 2018
10.00 am**

**Meeting of
Brigade Managers' Pay
and Performance
Committee**

Contact Officer:
Joanne Smith
Democratic Services

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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 BRIGADE MANAGERS' PAY AND PERFORMANCE COMMITTEE

TUESDAY, 5 JUNE 2018

Time : 10.00 am

Fire Service 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 Brigade Managers' Pay and Performance Committee - 8th May 2018 (Pages 1 - 2)

To approve the minutes of the meeting of the Committee held on 8th May 2018.

1D Minutes of the Brigade Managers' Pay and Performance Committee - 17th May 2018 (Pages 3 - 4)

To approve the minutes of the meeting of the Committee held on 17th May 2018.

2 Appraisal of Chief Fire Officer and Chief Executive (Designate) (Pages 5 - 6)

3 Exclusion of the Press and Public (Pages 7 - 8)

Part 2 - Business to be discussed in private

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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 BRIGADE MANAGERS' PAY AND PERFORMANCE COMMITTEE held on Thursday, 17 May 2018 at Leadership Team Conference Room - Fire Service, Clemonds Hey, Winsford, CW7 2UA at 9.30 am

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

1 PROCEDURAL MATTERS

A Apologies for Absence

There were no apologies for absence.

B Declaration of Members' Interests

There were no declarations of interest.

2 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 items of business listed below on the grounds that they involve the likely disclosure of exempt information as defined in Schedule 12A to the Act in the paragraphs indicated:

Item 3: Appointment of Chief Fire Officer and Chief Executive

Paragraph

(1) Information relating to any individual

3 APPOINTMENT OF CHIEF FIRE OFFICER AND CHIEF EXECUTIVE

The Committee conducted interviews with the shortlisted candidates for the position of Chief Fire Officer and Chief Executive. The Committee was also provided with a debrief about the other elements of the assessment process.

RESOLVED: That

[1] a recommendation be made to the Fire Authority that Mr Mark Cashin be appointed to the post of Chief Fire Officer and Chief Executive.

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CHESHIRE FIRE AUTHORITY

MEETING OF: BRIGADE MANAGERS' PAY AND PERFORMANCE COMMITTEE
DATE: 5th JUNE 2018
REPORT OF: DIRECTOR OF TRANSFORMATION
AUTHOR: ANDREA HARVEY

SUBJECT: APPRAISAL OF CHIEF FIRE OFFICER AND CHIEF EXECUTIVE (DESIGNATE)

Purpose of Report

1. To set the context for the appraisal of the Chief Fire Officer and Chief Executive (Designate).

Recommended That Members:

- [1] Carry out an initial performance appraisal discussion with the Chief Fire Officer and Chief Executive (Designate) in order to agree key objectives for 2018-19; and
- [2] Agree to carry out an interim appraisal discussion on 31st October 2018.

Background

2. Cheshire Fire and Rescue Service (CFRS) is committed to continuous improvement and effective performance management.
3. The Performance Appraisal and Development Scheme (PADS) enables CFRS to review an employee's performance against delivery of agreed priorities/objectives, grade the contribution and performance of each member of staff, identify individual and organisational development needs, and support succession planning.
4. The PADS scheme operates from top to bottom across the whole of CFRS and is particularly important at the top of the organisation, with Members agreeing objectives with the CFO, aimed at ensuring delivery of the Authority's Integrated Risk Management Plan (IRMP).

Introduction

5. The appraisal discussion to be carried out between Members of the Pay and Performance Committee and the CFO, provides a valuable opportunity for the CFO and Members to have a focused confidential discussion about priorities, performance and development.
6. The discussion should:-
 - Establish a shared understanding about what needs to be achieved;
 - Translate corporate goals into individual goals;
 - Provide an opportunity for the CFO to discuss development needs in line with the role and future career aspirations;
 - Allow the CFO to make suggestions for improvement; and
 - Enable Members to develop the CFO and in order to maximise potential.
7. The outcome of the discussion should be 3-5 SMART key objectives, which relate to the CFO's role and responsibilities and must link to the Authority's IRMP. Development needs should also be agreed for the forthcoming year.
8. An interim appraisal review meeting should take place mid year (scheduled for 31st October), when progress against the objectives agreed at this meeting are considered, and objectives and development plans are updated.
9. The cycle is completed in a year's time when the annual discussion enables a review of the CFO's performance against the agreed objectives providing constructive two way feedback. New objectives and development needs are also agreed.

CONTACT:

**JOANNE SMITH, FIRE SERVICE HQ, WINSFORD
TEL [01606] 868804**

BACKGROUND PAPERS: NONE

CHESHIRE FIRE AUTHORITY

MEETING OF: BRIGADE MANAGERS' PAY AND PERFORMANCE COMMITTEE
DATE: 5th JUNE 2018
REPORT OF: GOVERNANCE AND CORPORATE PLANNING MANAGER
AUTHOR: JOANNE SMITH

SUBJECT: EXCLUSION OF THE PRESS AND PUBLIC

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 12A to the Act in the paragraphs indicated:

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

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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