



**Wednesday,  
24 July 2019  
10.30 am**

**Meeting of  
Cheshire Fire Authority  
Sadler Road  
Winsford**

Contact Officer:  
Naomi Thomas  
Democratic Services

Cheshire Fire and Rescue Service, Sadler Road, Winsford, Cheshire, CW7 2FQ

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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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#### **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 CHESHIRE FIRE AUTHORITY**

**WEDNESDAY, 24 JULY 2019**

**Time: 10.30 am**

**Lecture Theatre - 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 Chair's Announcements**

To receive any announcements that the Chair wishes to make prior to the commencement of the formal business of the meeting.

###### **1D 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.

###### **1E Questions from Members of the Public**

To receive any questions submitted in accordance with procedure rules 4.47 to 4.54 by members of the public within the area covered by the Fire Authority.

###### **1F Minutes of Fire Authority**

To confirm as a correct record the minutes of the Fire Authority Meeting held on 19<sup>th</sup> June 2019.

(Pages 1 - 18)

Matters arising:

Item 1J in the minutes refers to the petitions received from Mr Jones concerned with Chester Fire Station and a second fire engine for Chester. A response was sent to Mr Jones on 12<sup>th</sup> July 2019 and this is attached to the minutes.

###### **1G Minutes of Performance and Overview Committee**

To receive, for information, the minutes of the Performance and Overview Committee meeting held on 10<sup>th</sup> July 2019.

(Pages 19 - 24)

- 1H Minutes of Governance and Constitution Committee** (Pages 25 - 48)  
To receive, for information, the minutes of the Governance and Constitution Committee meeting held on 3<sup>rd</sup> July 2019.

Matters arising:

Governance and Constitution Committee recommended changes to the Authority's Constitution.

An updated **Members' Code of Conduct** appears at item **1Ha** beginning on page 31. The changes, which are shown in red, are relatively minor.

A document entitled **Gifts and Hospitality Guidance** described the approach to dealing with gifts and hospitality and appears as item **1Hb** beginning on page 43. This is a significant departure from the existing document which it is intended to replace (contained in Section 7 of the Constitution, Protocol for Acceptance of Gifts and Hospitality). The Protocol was felt to be too wordy and difficult to follow. The Protocol can be accessed via this link: [Constitution - Protocol for Acceptance of Gifts and Hospitality](#).

- 1I Notes of the Member Training and Development Group** (Pages 49 - 52)  
To receive, for information, the notes of the Member Training and Development Group meeting held on 2<sup>nd</sup> July 2019.

- 1J Notice of Motion - Dispute Over Firefighter Pay and Role** (Pages 53 - 54)

## **ITEMS REQUIRING DISCUSSION / DECISION**

- 2 Final Accounts 2018-19** (To Follow)
- 3 External Audit Findings Report 2018-19** (To Follow)
- 4 Statement of Assurance 2018-19** (Pages 55 - 76)
- 5 Replacement of Chester Fire Station** (Pages 77 - 80)

## **PART 2 - BUSINESS TO BE DISCUSSED IN PRIVATE**



**MINUTES OF THE MEETING OF THE CHESHIRE FIRE AUTHORITY held on Wednesday, 19 June 2019 at Lecture Theatre - Fire and Rescue Service Headquarters at 10.30 am**

**PRESENT:** Councillors Bob Rudd, Rachel Bailey, Mike Biggin, David Brown, Razia Daniels, Martyn Delaney, David Edwardes, Dorothy Flude, Phil Harris, Gina Lewis, Nick Mannion, Karen Mundry, James Nicholas, Stef Nelson, Terry O'Neill, Jonathan Parry, Stuart Parker, Rob Polhill, Morgan Tarr, Peter Wheeler, Norman Wright and Steve Wright. The Police and Crime Commissioner, David Keane, was also present.

**1 PROCEDURAL MATTERS**

**A Recording of Meeting**

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

**B Fire Authority Membership 2019-20**

The agenda contained details of the appointments to the Fire Authority for the 2019-20 municipal year:

Appointed by Cheshire East Borough Council (3 Con, 3 Lab, 1 Ind)

**Labour**

Cllr Dorothy Flude  
Cllr Nick Mannion  
Cllr Jonathan Parry

**Conservative**

Cllr Rachel Bailey  
Cllr Michael Beanland  
Cllr David Brown

**Independent**

Cllr David Edwardes  
Cllr James Nicholas

Appointed by Cheshire West and Chester Borough Council (3 Con, 4 Lab)

**Labour**

Cllr Martyn Delaney  
Cllr Gina Lewis  
Cllr Bob Rudd  
Cllr Peter Wheeler

**Conservative**

Cllr Razia Daniels  
Cllr Stuart Parker  
Cllr Norman Wright

Appointed by Halton Borough Council (3 Lab)

**Labour**

Cllr Phil Harris  
Cllr Stef Nelson  
Cllr Rob Polhill

Appointed by Warrington Borough Council (4 Lab, 1 Lib Dem)

**Labour**

Cllr Karen Mundry  
Cllr Terry O'Neill  
Cllr Morgan Tarr  
Cllr Steve Wright

**Liberal Democrat**

Cllr Mike Biggin

**Note:** The Police and Crime Commissioner for Cheshire, Mr David Keane, has also been afforded certain rights in relation to Fire Authority business, including the right to attend meetings.

**C Apologies for Absence**

Apologies for absence were received from Councillor M Beanland.

**D Election of Chair**

The Director of Governance and Commissioning asked for nominations from Members for the position of Chair.

Councillor B Rudd was nominated unopposed and was duly appointed Chair of the Fire Authority.

**RESOLVED:**

**That Councillor B Rudd be appointed as Chair of Cheshire Fire Authority until the Annual Meeting in June 2020.**

On taking the Chair Councillor B Rudd thanked Members for their continued support.

**E Election of Deputy Chair**

The Chair invited nominations for the position of Deputy Chair. Councillor S Nelson was nominated unopposed and was duly appointed Deputy Chair of the Fire Authority.

Councillor Nelson also thanked Members for their continued support.

**RESOLVED:**

**That Councillor S Nelson be appointed as Deputy Chair of Cheshire Fire Authority until the Annual Meeting in June 2020.**

**F Appointment of Group Spokepersons**

**RESOLVED:**

**That the following appointments of Group Spokepersons be noted:**

**Conservative: Councillor S Parker**

**Labour: Councillor B Rudd**

**Democratic: Councillor M Biggin**

**G Appointment of Lead Members**

**RESOLVED:**

**That the following appointments of Lead Members be noted:**

**Cheshire East: Councillor D Flude**

**Cheshire West and Chester: Councillor G Lewis**

**Halton: Councillor S Nelson**

**Warrington: Councillor M Tarr**

**H Chair's Announcements**

The Chair asked Members to note the content of the Chair's announcements which included details of Authority achievements and events Members had attended since the last meeting of the Fire Authority.

The Chair reported that Cheshire Fire Authority had the pleasure of announcing the appointment of two new Area Managers, Steve Barnes and Neil Griffiths who were selected to become the Service's new Area Managers after a formal interview and presentation to Member's of the Authority's Staffing Committee on 22nd May 2019. The Area Manager roles had different areas of responsibility with Steve Barnes taking up the role of Head of Operational Policy and Assurance and Neil Griffiths taking up the role of the Head of Service Delivery.

**I Declaration of Members' Interests**

There were no declarations of Members' interest.

**J Questions and Petitions**

There were no questions. However, two related petitions had been received and the Chair asked the Director of Governance and Commissioning to confirm details for the record as the petitioner was not in attendance.

He informed Members that the petitions were both concerned with the building of a new fire station in Chester and the return of a second fire engine to Chester. In total there were 6,495 signatures with the vast majority from individuals within Cheshire/neighbouring county postcodes. The Director referred to the fact that fire cover arrangements would be considered later in the year when it would be appropriate to take the petitions into account.

The Director took the opportunity to cover the current position in relation to the new fire station, e.g. the fact that planning permission had now been secured and that work was continuing on the project. Councillors Rudd, Daniels and Delaney indicated that they had signed one of the petitions.

**K Minutes of Fire Authority**

**RESOLVED:**

**That the minutes of the Fire Authority meeting held on 24<sup>th</sup> April 2019 be approved as a correct record.**

**L Minutes of Staffing Committee**

**RESOLVED:**

**That the minutes of the Staffing Committee meetings held on 22<sup>nd</sup> May and 10<sup>th</sup> June 2019 be noted.**

**M Minutes of the Closure of Accounts Committee**

**RESOLVED:**

**That the minutes of the Closure of Accounts Committee meeting held on 29<sup>th</sup> May 2019 be noted.**

**N Notes of Local Pension Board - Firefighters Pension Scheme**

**RESOLVED:**

**That the notes of the Local Pension Board – Firefighters Pension Scheme held on 7<sup>th</sup> May 2019 be noted.**

**O Appointment of Committees etc., Outside Bodies and Member Roles 2019-20**

The Director of Governance and Commissioning introduced the report which covered the following items:

- a) Responsibilities of the Fire Authority and its committees, boards etc.;
- b) Political proportions on the Fire Authority;
- c) Political proportionality rules (where they apply and where they do not and their affect upon the allocation of seats on committees etc.);
- d) Appointment of Members to available seats on committees etc;
- e) Involvement of independent (non-elected) members;
- f) Appointments to outside bodies;
- g) Appointment of Member Champions; and
- h) Endorsement of Member/officer buddy arrangements.

Following a short adjournment, details of the proposed nominations to the various committees, outside bodies and member champion roles had been provided to Members. Completed versions of Appendices 2B, 3 and 4 were provided to all Members in order for them to check the documents for accuracy prior to approval.

A complete list of the appointments made at the Fire Authority meeting (Appendices 2B, 3 and 4) is attached as an Annex to these minutes.



**RESOLVED That:**

- [1] the responsibilities of the Fire Authority set out in Appendix 1A be confirmed;**
- [2] the responsibilities of Committees, Boards and Groups set out in Appendix 1B be agreed;**
- [3] the political proportions on the Fire Authority set out in paragraph 4 be agreed;**
- [4] the approach to the allocation of seats explained in paragraphs 5 and 6 and the revised copy of Appendix 2A be agreed;**
- [5] the appointments required as set out in Appendix 2B be agreed (see Annex);**
- [6] the involvement of independent (non-elected) members (to act in an advisory capacity) as set out in paragraphs 10 to 12 of the report and shown in Appendix 2B be agreed (see Annex);**
- [7] the appointments to outside bodies set out in Appendix 3 be agreed (see Annex);**
- [8] the appointments of Member Champions set out in Appendix 4 be agreed (see Annex); and**
- [9] the continuation of the Member/officer buddy arrangements be agreed.**

**P Programme of Member Meetings 2019-20**

Members were advised that an additional Member Planning Day on 3<sup>rd</sup> April 2020 had been included within Programme of Member Meetings for 2019-20.

**RESOLVED:**

**That the Programme of Meetings for 2019-20 be noted.**

**Q Constitution**

The Director of Governance and Commissioning informed Members that the constitution had been updated to include the changes made by the Fire Authority during 2018-19 and published on the Authority' website.

**RESOLVED:**

**That the Fire Authority's constitution be adopted.**

## **2 END OF YEAR FINANCIAL REPORT 2018-19**

Consideration was given to a report of the Head of Finance which provided details of the 2018-19 year end review of the Authority's financial position.

**RESOLVED: That**

**[1] the forecast outturn position be noted;**

## **3 TREASURY MANAGEMENT REPORT 2018-19**

Consideration was given to a report of the Head of Finance which provided a review of the Authority's treasury management activities during 2018-19. The report also provided information about compliance with the Authority's Treasury Management Practices during the year.

The Head of Finance highlighted the key areas of the report which provided details on the following:

- a) the Authority's loans portfolio position at 31<sup>st</sup> March 2019;
- b) the Authority's investment portfolio position at 31<sup>st</sup> March 2019;
- c) a summary of performance for the year 2018-19; and
- d) the Authority's performance in 2018-19 against the key Prudential Indicators.

Members were reminded that all of the 2018-19 figures in the report remained subject to audit.

**RESOLVED: That**

**[1] the report on treasury management activity for 2018-19 be noted; and**

**[2] the prudential and treasury management outturn indicators as detailed in the report be noted.**

## **4 MEMBER DEVELOPMENT PROGRAMME 2019-20 AND REVIEW OF MEMBER DEVELOPMENT 2018-19**

Consideration was given to a report of the Director of Governance and Commissioning which sought approval of the Member Training and Development Programme for 2019-20.

The report also contained a review of the Service's member development activities over the last year which included a summary of the delivery of the Member Development Programme.

Councillor D Flude, Chair of the Member Training and Development Group took the opportunity to advise that Cheshire Fire Authority had been successful at the recent review of its Level One Charter for Elected Member Development. The Chair took

the opportunity to thank Members and the Democratic Services Team involved in the process for their commitment and hard work when preparing for the assessment.

**RESOLVED: That**

- [1] the 2019-20 Member Development Programme (attached as Appendix 1 to the report) be approved; and**
- [2] the review of Member Development activities for 2018-19 (attached as Appendix 2 to the report ) be noted.**

**Annex to Minutes - Appointments to Committees 2019-20**

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**APPOINTMENTS TO COMMITTEES, BOARDS AND GROUPS FOR 2019-20**

**BODIES COVERED BY POLITICAL PROPORTIONALITY RULES**

**PERFORMANCE AND OVERVIEW COMMITTEE – 8 Members and 1 independent member**

**Chair: Cllr Phil Harris**

**Deputy Chair: Cllr Terry O’Neill**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>INDEPENDENT</b>	<b>independent member</b>
Cllr Norman Wright	Cllr Phil Harris	Cllr James Nicholas	Derek Barnett
Cllr Razia Daniels	Cllr Terry O’Neill		
	Cllr Gina Lewis		
	Cllr Jonathan Parry		
	Cllr Peter Wheeler		

**Substitute Members for Performance and Overview Committee**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>INDEPENDENT</b>
Cllr Rachel Bailey	Cllr Rob Polhill	Cllr Mike Biggin

**GOVERNANCE AND CONSTITUTION COMMITTEE – 7 Members and 2 independent members**

**Chair: Cllr Steve Wright**

**Deputy Chair: Cllr Rob Polhill**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>INDEPENDENT</b>	<b>independent member</b>
Cllr David Brown	Cllr Steve Wright	Cllr Mike Biggin	Derek Barnett
Cllr Rachel Bailey	Cllr Rob Polhill		Lesley Thomson
	Cllr Martyn Delaney		
	Cllr Nick Mannion		

**Substitute Members for Governance and Constitution Committee**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>INDEPENDENT</b>
Cllr Michael Beanland	Cllr Peter Wheeler	Cllr David Edwardes

**BRIGADE MANAGER’S PAY AND PERFORMANCE COMMITTEE – 7 Members**

It is the usual convention that the Committee includes the Fire Authority Chair, Deputy Chair, and Group spokesperson(s).

**Chair: Cllr Bob Rudd**

**Deputy Chair: Cllr Stef Nelson**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>INDEPENDENT</b>
Cllr Stuart Parker	Cllr Bob Rudd	Cllr Mike Biggin
Cllr Michael Beanland	Cllr Stef Nelson	
	Cllr Morgan Tarr	
	Cllr Dorothy Flude	

**Substitute Members for Brigade Manager's Pay & Performance Committee**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>INDEPENDENT</b>
Cllr David Brown	Cllr Jonathan Parry	Cllr James Nicholas

**ESTATES AND PROPERTY COMMITTEE – 7 Members and 1 independent member**

**Chair: Cllr Karen Mundry**

**Deputy Chair: Cllr Dorothy Flude**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>INDEPENDENT</b>	<b>independent member</b>
Cllr Stuart Parker	Cllr Karen Mundry	Cllr David Edwardes	Derek Barnett OR
Cllr Norman Wright	Cllr Dorothy Flude		Lesley Thomson
	Cllr Peter Wheeler		
	Cllr Stef Nelson		

**Substitute Members for Estates and Property Committee**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>INDEPENDENT</b>
Cllr Michael Beanland	Cllr Phil Harris	Cllr James Nicholas

**Note:** Appointments to this body should where possible include the four Lead Members and the Procurement and Environment Member Champions

**JOINT CONSULTATIVE COMMITTEE – 4 Members**

**Chair: Cllr Rob Polhill**

**Deputy Chair: Cllr Phil Harris**

<b>CONSERVATIVE</b>	<b>LABOUR</b>
Cllr Rachel Bailey	Cllr Rob Polhill
	Cllr Phil Harris
	Cllr Terry O'Neill

**Substitute Members for Joint Consultative Committee**

<b>CONSERVATIVE</b>	<b>LABOUR</b>
Cllr Stuart Parker	Cllr Morgan Tarr

**BODIES NOT COVERED BY POLITICAL PROPORTIONALITY RULES**

**MEMBER TRAINING AND DEVELOPMENT GROUP – 5 Members and 1 Independent Member**

**Chair: Cllr Dorothy Flude**

Cllr Dorothy Flude	Cllr Karen Mundry	Cllr Stuart Parker	Cllr David Brown
Cllr David Edwardes	<b>independent member</b> Lesley Thomson		

## **RISK MANAGEMENT BOARD – 2 Members**

Cllr Stef Nelson	Cllr Stuart Parker
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## **PHOENIX BOXING CLUB BOARD – 2 Members (Warrington Members only)**

<b>Members</b>	<b>Substitute Members</b>
Cllr Karen Mundry	Cllr Terry O'Neill
Cllr Steve Wright	Cllr Morgan Tarr

## **HEALTHY HEART RUNCORN TRAINING GYM BOARD – 1 Member (from Halton Members)**

<b>Member</b>
Cllr Stef Nelson

## **PENSION BOARD – 1 Member**

<b>Member</b>
Cllr David Brown

## **BODIES WHERE NO APPOINTMENTS ARE REQUIRED**

### **CLOSURE OF ACCOUNTS COMMITTEE**

The Performance and Overview Committee sits as the Closure of Accounts Committee and meets once a year to close the Authority's accounts.

### **STAFFING COMMITTEE – 7 Members**

The Brigade Managers' Pay and Performance Committee sits as the Staffing Committee.

### **BUSINESS CONTINUITY COMMITTEE**

The membership of the Business Continuity Committee comprises the Chair, Deputy Chair, Group Spokesperson(s) and Lead Member(s). The Committee meets on an ad-hoc basis, as required.

### **UNITARY PERFORMANCE MANAGEMENT GROUPS**

The Unitary Performance Area Groups are the performance delivery groups in each of the Unitary Performance Areas and are chaired by the local Unitary Performance Manager, and attended by the local Members for that area.

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## **OUTSIDE BODIES – INFORMATION**

### **REGIONAL APPOINTMENTS – NORTH WEST**

#### **(A) NORTH WEST FIRE FORUM**

This forum oversees collaborative work being undertaken by the fire and rescue services in the North West.

**NB: 3 representatives only - Chair, Deputy Chair and Leader of Main Opposition**

<b>Members</b>
Chair of Fire Authority – Cllr Bob Rudd
Deputy Chair of the Fire Authority – Cllr Stef Nelson
Leader of Main Opposition – Cllr Stuart Parker

#### **(B) NW FIRE CONTROL LTD – BOARD OF DIRECTORS**

This Company is jointly owned by the Authority and Cumbria County Council, Greater Manchester Fire and Rescue Authority and Lancashire Combined Fire Authority. It is responsible for the provision of call handling and mobilising services to the Authorities. It has a Board of Directors and each Authority is able to appoint two of its Members to the Board.

**NB: 2 representatives only - Chair + 1**

<b>Members</b>
Chair of the Fire Authority – Cllr Bob Rudd
Deputy Chair of the Fire Authority – Cllr Stef Nelson

### **REGIONAL APPOINTMENTS – OTHER**

#### **(C) LOCAL GOVERNMENT ASSOCIATION (LGA) - FIRE COMMISSION**

The Fire Commission provides a focus for the needs and concerns of fire authorities. All Fire and Rescue Services with full or corporate membership have the right to nominate a representative to this forum. At Cheshire this is usually the Chair of the Authority. Additional Members from Fire Authorities are appointed as necessary by the political groups to ensure political balance. The Commission meets quarterly and is an opportunity for Members to network and share information and ideas. The Commission is subject to the Constitution and Standing Orders of the Local Government Association.

<b>Member</b>
Chair of Fire Authority – Cllr Bob Rudd

#### **(D) SAFER CHESHIRE EAST PARTNERSHIP**

Safer Cheshire East Partnership is a statutory requirement under the Crime and Disorder Act 1998 and Cheshire Fire Authority is a statutory partner. The Fire Authority is represented by a Senior Officer and a (Cheshire East) Fire Authority Member is also appointed by the Fire Authority. The partnership meets on a 6-monthly basis and its key priorities include crime prevention, anti-social behaviour, preventing offending, road safety and domestic abuse.

**NOTE: There is currently a large scale sub-regional review taking place on Community Safety Partnerships and Cheshire East are also reviewing the arrangements for the Safer Cheshire East Partnership.**

<b>Member</b>
Cllr Nick Mannion

#### **(E) SUB-REGIONAL PUBLIC LEADERSHIP BOARD**

The Board provides strategic direction and focus on sub-regional matters for any sub-regional commissions, working groups, sub-committees, project steering groups or task and finish groups established to develop and implement sub-regional strategy. The Board comprises of elected Leaders of Cheshire East Council, Cheshire West and Chester Council and Warrington Borough Council, the Police and Crime Commissioner for Cheshire, the Chair of Cheshire Fire Authority, the Chair of Cheshire and Warrington Local Enterprise Partnership and the Chair of the Cheshire, Warrington & Wirral PCT Cluster. In addition the Leader of Halton Borough Council has membership of the Board in an Associate Capacity.

<b>Member</b>
Chair of the Fire Authority – Cllr Bob Rudd

**MEMBER CHAMPION ROLES**

<b>Equality and Diversity</b> Sits on Equality Steering Group	Cllr Razia Daniels
<b>Health and Safety</b> Sits on Health and Safety Committee	Cllr Dorothy Flude
<b>Information and ICT</b>	Cllr Rob Polhill
<b>Environment</b>	Cllr Karen Mundry
<b>Procurement</b>	Cllr Martyn Delaney
<b>Finance</b> (Note: 2 appointments were made to this position in 2018/19)	Cllr Stef Nelson Cllr David Brown
<b>Older People</b>	Cllr Peter Wheeler
<b>Young People</b>	Cllr Jonathan Parry
<b>Performance Management</b>	Cllr Phil Harris
<b>Commercial/Business Risk Reduction</b>	Cllr Stuart Parker
<b>Industrial Relations (JCC Chair)</b>	Cllr Rob Polhill
<b>Road Safety</b>	Cllr Nick Mannion
<b>Pensions (Local Pension Board Chair)</b>	Cllr David Brown
<b>Sprinklers</b>	Cllr Terry O'Neill

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Our Ref: Andrew Leadbetter

Your Ref:

Tel No: 01606 868456

Date: 12<sup>th</sup> July 2019

Email: [Andrew.leadbetter@cheshirefire.gov.uk](mailto:Andrew.leadbetter@cheshirefire.gov.uk)

Mr M A Jones



Dear Mr Jones

PETITIONS CONCERNED WITH CHESTER FIRE STATION AND A  
SECOND FIRE ENGINE FOR CHESTER

I am writing to you on behalf of Cheshire Fire Authority in relation to the petitions referred to above. The petitions were brought to the attention of Members at the Fire Authority meeting on 19<sup>th</sup> June 2019.

Chester Fire Station

The Fire Authority decided that it wanted to build a new fire station on the St Anne Street site some time ago and confirmed this position at a meeting in December 2017. Capital funding was allocated in February 2018. Planning permission was secured in June 2019.

The Fire Authority intends to press ahead with the new fire station

Second Fire Engine for Chester

The Fire Authority will consider the outcomes from a wide-ranging review later this year as it aligns its budget with priorities. The outcomes of the review will encourage the Fire Authority to make decisions about the placement of resources generally in Cheshire. At that time the petitions will be taken into account by the Fire Authority alongside any other representations.



The Fire Authority believes that there is a flaw in the petitions, because they seek to combine two separate matters. The capital funding allocated to the fire station project would not be made available to pay for a second fire engine for Chester if the fire station project did not proceed. The building of the fire station will not impact upon the potential to have a second fire engine for Chester – that is a separate decision. The new fire station will have adequate space to accommodate a second fire engine as well as the staff and equipment required should the Fire Authority determine, as a result of the review, that a second fire engine should operate from Chester Fire Station.

Yours sincerely

Andrew Leadbetter

Andrew Leadbetter  
Director of Governance and Commissioning



**MINUTES OF THE MEETING OF THE PERFORMANCE AND OVERVIEW COMMITTEE  
held on Wednesday, 10 July 2019 at Lecture Theatre - Sadler Road, Cheshire at 10.00  
am**

**PRESENT:** Councillors Phil Harris, Terry O'Neill, Razia Daniels, Gina Lewis, James Nicholas, Jonathan Parry, Peter Wheeler and Norman Wright and independent (non-elected) member Derek Barnett.

**1 PROCEDURAL MATTERS**

**A Record of Meeting**

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

**B Apologies for Absence**

There were no apologies for absence received.

**C Declaration of Members' Interests**

There were no declarations of Members' interests.

**D Minutes of the Performance and Overview Committee**

**RESOLVED:**

**That the minutes of the Performance and Overview Committee held on 27<sup>th</sup> February 2019 be confirmed as a correct record.**

**E Minutes of Closure of Accounts Committee**

**RESOLVED:**

**That the minutes of the Closure of Accounts Committee held on 29<sup>th</sup> May 2019 be confirmed as a correct record.**

**2 PERFORMANCE REPORT - QUARTER 4 2018-19**

The Head of Protection and Organisational Performance introduced the report, which provided an update on the 2018-19 Quarter 4 review of performance for each of the Service's Key Performance Indicator (KPIs). Appendix 1 to the report included the Corporate Performance Scorecard, which reflected the Quarter 4 position against targets set and the year-on-year direction of travel for the KPIs.

Officers expanded on each of the KPIs, providing further context particularly where targets set had not been achieved. These included the number of recorded deaths

and injuries in primary fires, on call availability and working days lost to injury.

The Head of Protection and Organisational Performance reported that although there had been a rise in the number of working days lost to injury compared with figures from last year, there had been none reported for the last quarter of 2018-19.

The Head of Service Delivery provided Members with an update on the performance of 'On-call availability' for the final quarter of 2018-19. He informed Members that the overall availability for the year was 63.07% against the 85% target. He explained that although the Service was below target, recruitment for on-call firefighters had improved significantly having 13 firefighters recruited and 34 more going through the training programme to achieve their certificate allowing them to ride a fire engine.

**RESOLVED: That**

**[1] the report be noted.**

### **3 PROGRAMME REPORT - QUARTER 4 2018-19**

The Chief Fire Officer and Chief Executive provided Members with an update on the Service's 2018-19 Integrated Risk Management Plan (IRMP) programmes and projects. He referred Members to Appendix 1 to the report which contained a health report for the final quarter of 2018-19.

He provided an update on the Blue Light Collaboration programme and confirmed that new signage had been erected to reflect the joint occupancy of Police and Fire at the Clemonds Hey site in Winsford, following permission granted by the Cheshire West and Chester Council planning department.

A Member queried which of the joint corporate services teams were planned to taken back 'in house' by the Service. The Chief Fire Officer and Chief Executive confirmed that there were no plans to bring the services back 'in house'. However, there was still further work to be done to improve the overall service provided by the joint teams.

A Member drew officers attention to page 16 of the report which included an update on the replacement of Chester Fire Station project. He queried why details of a petition the Fire Authority had received was not included. The Director of Governance and Commissioning confirmed that the information contained within the report was compiled for the last quarter of 2018-19 prior to receipt of the petition.

**RESOLVED: That**

**[1] the report be noted.**

### **4 INTERNAL AUDIT PROGRESS REPORT AND INTERNAL AUDIT ANNUAL REPORT AND HEAD OF INTERNAL AUDIT OPINION 2018-19**

Ann-Marie Harrop, a representative from Mersey Internal Audit Agency (MIAA), was in attendance at the meeting to present the Internal Audit Progress Report and



## Internal Audit Annual Report and Head of Internal Audit Opinion 2018-19.

The auditor referred Members to the appendices in particular the Internal Audit Annual Report and Head of Internal Audit Opinion 2018-19. She explained that the overall opinion for the period 1st April 2018 to 31st March 2019 was that substantial assurance could be given that there was a good system of internal control in place and that controls were being applied consistently.

The independent non-elected member queried what benchmarking activities were in place. The auditor confirmed that as there was no longer a national body, there was no way to benchmark without reviewing all fire and rescue services and comparing assurance levels.

**RESOLVED: That**

**[1] the report be noted.**

## **5 UPG ANNUAL REPORT 2018-19**

The Head of Service Delivery introduced the report, which provided an update on the initiatives supported and funded by the Unitary Performance Groups (UPGs) during 2018-19. The report had been produced at the request of the Chair and would be presented to this meeting on an annual basis.

It was reported that the UPG meetings provided an opportunity for Fire Authority Members to engage with officers from Service Delivery, Prevention and Protection to scrutinise performance at a local level. The UPG also developed initiatives which assisted with improving performance and outcomes for the communities within each unitary area. The UPGs received £25k per year to enable them to consider and approve funding bids for activities within their areas. Information on some of the initiatives supported and funded by the UPGs during 2017-18 and Quarter 1 of 2018-19 were detailed at Appendix 1 of the report.

A Member queried how members of the public were able to find out about funding from UPGs. The Head of Service Delivery explained that the Service runs campaigns throughout the year to inform the community of the initiatives and funding available for community projects or to individuals keen to make a difference in their local area.

**RESOLVED: That**

**[1] the report be noted.**

## **6 NORTH WEST FIRE CONTROL - ANNUAL REPORT 2018-19**

The Group Manager for Operational Policy and Assurance introduced the report which provided an update on the performance of North West Fire Control during the 2018-19 reporting year (1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019).

He informed Members that the performance recorded for the availability of the call

handling and mobilising system was 100%. Members were informed above the current areas that officers were reviewing to help improve performance which included, automatic call distribution, standardisation of operating procedures amongst the brigades and business continuity arrangements.

A Member queried if relevant security arrangements were in place to deal with possible hackers. The Group Manager for Operational Policy and Assurance confirmed that the information technology security arrangements were maintained by Greater Manchester Fire and Rescue which provides regular assurance in this particular area.

**RESOLVED: That**

**[1] the performance information relating to North West Fire Control be noted.**

**7 OPERATIONAL AND COMMAND TRAINING - END OF TRAINING YEAR REPORT 2018-19**

The Group Manager for Operational Policy and Assurance introduced the report, which provided members with an update on the training arrangements and achievements throughout the training year 2018-19.

He drew Members attention to the new performance report template which was similar to the corporate performance report and provided an indication of the performance for each of the training courses provided by the Service including a RAG status and dashboard. He asked Members to confirm that this template be used to report on an annual basis to the Performance and Overview Committee.

**RESOLVED: That**

**[1] the end of training year report be noted and that future reports be presented in the same format.**

**8 HMICFRS INSPECTION ACTION PLAN**

The Head of Protection and Organisational Performance introduced the report which presented Members with the action plan produced in response to the 'Areas for Improvement' highlighted within the inspection report from Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) about the performance of Cheshire Fire and Rescue Service.

He reminded Members that it was reported at the last Performance and Overview Committee that it was the intention of the Service to develop the action plan through engagement and consultation across the organisation. Since then 275 members of staff had been engaged with to help inform the development of the action plan.

**RESOLVED: That**

**[1] the content of the action plan be agreed.**

- [2] the HMICFRS Action Plan Performance Health Report be noted.**
- [3] progress be reported to Performance and Overview Committee every six months.**

## **9 ANNUAL PROSECUTIONS REPORT 2018-19**

The Head of Protection and Organisational Performance introduced the report which provided Members with an update on the prosecutions under the Regulatory Reform (Fire Safety) Order 2005 during the 2018-19 IRMP period.

He informed Members that 25 cases had been taken to court over the past 10 years and 100% of them had been won with significant fines and sentences given. He drew Members attention to Appendix 1 to the report which included a brief description of each of the prosecutions pursued by the Service between the years 2006 to 2018.

**RESOLVED: That**

- [1] the contents of the report be noted.**
- [2] the annual report continue to be presented to Performance and Overview Committee.**

## **10 PENSION ADMINISTRATION UPDATE**

The Payroll and Pensions HR Lead introduced the report which aimed to provide Members with further information regarding the changes that had been made to improve the quality of employee data and business processes following a number of errors made by the current pension administrator.

She provided a brief overview of the errors made by the company and led Members through each of the proposed arrangements in place to reduce the risk of reoccurrence.

The Chief Fire Officer and Chief Executive commended the payroll team for their diligence in spotting the errors and thanked them for their efforts to ensure that pension scheme members receive a satisfactory service.

**RESOLVED:**

- [1] the report be noted.**

## **11 FORWARD WORK PROGRAMME**

The table included those items that have been identified/agreed to-date.

**RESOLVED: That:**

- [1] The Forward Work Programme be noted.**

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**MINUTES OF THE MEETING OF THE GOVERNANCE AND CONSTITUTION COMMITTEE held on Wednesday, 3 July 2019 at Lecture Theatre - Sadler Road, Cheshire at 10.00 am**

**PRESENT:** Councillors Steven Wright (Chair), Rachel Bailey, Mike Biggin, David Brown, Martyn Delaney, Nick Mannion, Rob Polhill and independent (non-elected) member Derek Barnett

**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 received from independent (non-elected) member Lesley Thomson.

**C Membership of Committee**

The appointment of a Chair and membership of the Governance and Constitution Committee for 2019/20 was agreed by the Fire Authority at its annual meeting on 19<sup>th</sup> June 2019. Members were asked to note the membership, listed below:

Councillors:	Steve Wright – Chair Rob Polhill – Deputy Chair Rachel Bailey Mike Biggin David Brown Martyn Delaney Nick Mannion
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Substitutes:	Michael Beanland David Edwardes Peter Wheeler
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Independent (non-elected) Members:	Derek Barnett Lesley Thomson
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**D Responsibilities of Committee (and Sub-Committee)**

The Director of Governance and Commissioning briefly explained to Members the responsibilities of the Governance and Constitution Committee.

## **E Declarations of Members' Interests**

There were no declarations of Members' interests.

## **F Minutes of the Governance and Constitution Committee**

The Director of Governance and Commissioning asked Members to consider two matters that arose from the previous meeting on Wednesday 10<sup>th</sup> April 2019. Members were asked to approve the amended Members' Code of Conduct and Procedure for Handling Complaints.

A Member queried how often the Members' Code of Conduct was reviewed. The Director of Governance and Commissioning stated that it was reviewed annually by the Governance and Constitution Committee.

Members accepted the changes made to both documents and agreed to recommend them for approval to the Fire Authority.

### **RESOLVED: That**

- [1] the minutes of the Governance and Constitution Committee held on Wednesday 10<sup>th</sup> April 2019 be confirmed as a correct record;**
- [2] the changes made to the Members' Code of Conduct (Appendix 1) and the Procedure for Handling Complaints (Appendix 2) be accepted; and**
- [3] the Members' Code of Conduct be recommended for approval by the Fire Authority.**

## **2 COMPLIMENTS AND COMPLAINTS ANNUAL REPORT 2018-19**

The Director of Governance and Commissioning introduced the report which provided information regarding compliments and complaints received about the Service during the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019. He explained that the report was presented annually in this format.

The Director of Governance and Commissioning provided an overview of the comparison figures for the past five reporting periods which were contained within a table in the report. He explained that figures had fluctuated, however, there was no obvious trend or pattern. Compared to the previous year, the Service had been a slight increase in the number of informal complaints and compliments received. The number of formal complaints was the same.

A Member asked how the Service uses patterns or trends in the complaints report to improve service. The Director stated that if there were trends in specific areas, these would encourage and inform a review.

A Member asked how staff were rewarded for the compliments they had received. The Director explained that there were many platforms for staff to receive

recognition such as the STAR awards, Chief's Commendations and Long Service and Good Conduct awards. He reminded Members that the last staff survey highlighted that the recognition of staff needed improvement and that the Service Management Team had worked towards achieving this.

**RESOLVED: That**

**[1] the information regarding compliments and complaints made during the period 1<sup>st</sup> April 2018 and 31<sup>st</sup> March 2019 be noted.**

**3 SUMMARY OF MEMBER ATTENDANCE 2018-19**

The Director of Governance and Commissioning introduced the report which provided information about Member attendance for the last municipal year. Appendix 1 to the report summarised Member attendance at meetings of the Fire Authority and its three main committees: Estates and Property Committee, Governance and Constitution Committee and Performance and Overview Committee. Appendix 2 to the report contained details of the planning days and additional meetings attended, as well as conferences and events attended.

Members were asked to consider whether they wished to take any action in relation to the reported attendance statistics. Members discussed the statistics and noted that many of the Fire Authority Members from 2018-19 were no longer appointed to the Fire Authority for 2019-20. Members agreed that no action was necessary.

A Member requested that both first names and surnames of Fire Authority members be used in formal documentation to avoid confusion e.g. there were two Members who had the same surname this year. A Member also requested that in future versions of the document, the independent (non-elected) members' attendance at Member Planning Days be noted.

**RESOLVED: That**

**[1] the summary of Member attendance at meetings of the Authority and its three main committees for 2018-19 be noted.**

**4 WHISTLEBLOWING ANNUAL REPORT 2018-19**

The Director of Governance and Commissioning introduced the report which provided information about whistleblowing for 2018-19. The policy had been reviewed and no changes were required, apart from some amendments to the list of the names and contact details within and outside the Authority to whom concerns could be reported.

The Director informed Members that the Authority had not been contacted by Safecall since the last report to the Committee in 2018. He assured Members that this was likely to be as result of concerns being raised with managers and Safecall being considered a last resort.

A Member noted that processes were in place, however, he questioned whether staff felt comfortable reporting concerns. The Chair informed the group that whistleblowing arrangements had been reviewed last year and that there were several channels of communication for staff to use. The Director suggested that Safecall could be featured in The Green to remind staff of the whistleblowing options.

**RESOLVED: That**

**[1] the Whistleblowing Annual Report 2018-19 be noted.**

## **5 DISPENSATIONS**

The Director of Governance and Commissioning introduced the report which asked Members to extend the benefit of the existing dispensations to new Members of the Fire Authority. This would allow them to take part in debates and votes on the setting of the council tax precept and approval of the Members' Allowance Scheme (and any changes and/or additions to it).

Appendix 1 to the report contained a copy of the legislation and Appendix 2 to the report contained an extract which explained the rationale for the granting of the original dispensations.

The Director of Governance and Commissioning informed the Committee that the following new Members had requested that the dispensations be extended so that they could benefit from them:

Councillor Rachel Bailey	Councillor Gina Lewis
Councillor Michael Beanland	Councillor Nick Mannion
Councillor David Brown	Councillor James Nicholas
Councillor Razia Daniels	Councillor Terry O'Neill
Councillor Martyn Delaney	Councillor Jonathan Parry
Councillor David Edwardes	Councillor Peter Wheeler

**RESOLVED: That**

**[1] the dispensations granted to Fire Authority Members on 5<sup>th</sup> October 2016 be extended to benefit the Councillors Rachel Bailey, Michael Beanland, David Brown, Razia Daniels, Martyn Delaney, David Edwardes, Gina Lewis, Nick Mannion, James Nicholas, Terry O'Neill, Jonathan Parry and Peter Wheeler, thereby allowing them to take part in debates and votes on the setting of the Council Tax precept and the approval of the Members' Allowance Scheme (and any changes and/or additions to it).**

## **6 GIFTS AND HOSPITALITY GUIDANCE**

The Director of Governance and Commissioning introduced the report that detailed the proposed changes to the Gifts and Hospitality Guidance. The Director reminded Members that there was a protocol in the Authority's Constitution concerned with



gifts and hospitality.

At a workshop held on 14<sup>th</sup> November 2018, Members discussed the parameters of the new guidance. After the consultation, officers drafted new guidance to be followed by both Members and staff. The new guidance had been simplified and included a table and a form to be submitted to the Monitoring Officer.

Members noted the simplified version of the guidance and felt their discussion within the workshop was accurately captured. Members accepted the changes made to the document and were satisfied to recommend its adoption by the Fire Authority.

**RESOLVED: That**

- [1] the report be noted;**
- [2] the revised Gifts and Hospitality Guidance be recommend for adoption by the Fire Authority;**
- [3] the paragraph concerning gifts and hospitality in the Members' Code of Conduct be amended as shown in paragraph 11 of the report.**

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**SECTION 8 - CHESHIRE FIRE AUTHORITY: MEMBERS' CODE OF CONDUCT**

**Contents**

1. Introduction
2. General Obligations
3. Registration of Disclosure Interests
4. Declaration of Disclosure Interests in the Participation and Decision Making
5. Dispensations
6. Sensitive Interests
7. Publication of Register of Members' Interests
8. Gifts and Hospitality
9. Member/Officer Protocol
10. Constitution

Definitions

Appendix 1 – Statutory Disclosable Pecuniary Interests

Appendix 2 – Non-Statutory Disclosable Pecuniary Interests

Appendix 3 – Disclosable Non-Pecuniary Interests

**1. Introduction**

- 1.1 Cheshire Fire Authority (the Authority) has adopted this Code of Conduct to promote and maintain high standards of conduct and underpin public confidence in the Authority and its Members and co-opted Members.
- 1.2 The Code has been adopted as required by Section 27 of the Localism Act 2011 and is based around the following core principles contained in Section 28 of the Localism Act 2011 - selflessness, integrity, objectivity, accountability, openness, honesty and leadership. It sets out general obligations about the standards of conduct expected of Members Co-opted Members and Independent Members of the Authority, together with provisions about registering and declaring interests.
- 1.3 The Authority benefits from the input of Independent Members (non-political, non-councillors) who act in an advisory capacity. Whilst the criminal sanctions in the Act do not apply to Independent Members, Members decided that it was important that Independent Members were caught by certain parts of this Code.
- 1.4 Accordingly, Independent Members must, when acting in an advisory capacity take heed of Section 2 and disclose, at any meeting that they attend, any interests of the type outlined in Appendices 1, 2 and 3 of this Code and comply with the requirements relating to participation as if they were Members of the Authority.

## **SECTION 8 - CHESHIRE FIRE AUTHORITY: MEMBERS' CODE OF CONDUCT**

### **2. General obligations**

2.1 Whenever you are acting as a Member or co-opted Member of this Authority you must act in accordance with the following obligations:

1. *Selflessness*

(a) You must act solely in the public interest and must never use or attempt to use your position improperly to confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, friends or close associates.

2. *Integrity*

(a) You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

(b) You should exercise independent judgement. Although you may take account of the views of others (including a political group), you should reach your own conclusions on the issues before you and act in accordance with those conclusions.

3. *Objectivity*

(a) When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.

(b) You should remain objective, listen to the interests of all parties appropriately and impartially and take all relevant information, including advice from the Authority's officers, into consideration.

4. *Accountability*

(a) You are accountable to the public for your decisions and you must co-operate fully with whatever scrutiny is appropriate to your office, including by local residents.

(b) You must not bring your office or the Authority into disrepute whilst acting in your official capacity.

5. *Openness*

(a) You must be as open and transparent as possible about your decisions and actions and the decisions and actions of your Authority. You should be prepared to give reasons for those decisions and actions. You must not prevent anyone getting information that they are entitled to by law.

## **SECTION 8 - CHESHIRE FIRE AUTHORITY: MEMBERS' CODE OF CONDUCT**

- (b) Where the law or the wider public interest requires it, you must not disclose confidential information or information to which public access is restricted.

### **6. *Honesty***

- (a) You must declare any private interests, both pecuniary and nonpecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests as set out in the Appendices to this Code.
- (b) You must only use or authorise the use of the Authority's resources in accordance with the Authority's requirements. You must, when using or authorising the use by others of such resources, ensure that they are used for proper purposes only. Resources must not be used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

### **7. *Respect for others***

- (a) You must treat others with respect. You should engage with colleagues and staff in a manner that underpins mutual respect, essential to good local government.
- (b) You must not do anything which may cause your Authority to breach any equality laws.
- (c) You must not compromise or attempt to compromise the impartiality of anyone who works for, or on behalf of, the Authority.
- (d) ~~You must not bully any person, including other councillors, officers of the Authority or members of the public.~~

### **8. *Leadership***

- (a) You must promote and support high standards of conduct when serving as Member or co-opted Member of the Authority, by leadership and example, championing the interests of the community.
- (b) You should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in you.

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### 9. *Bullying and Harassment*

- (a) You must not bully or harass any person, including other councillors, officers of the Authority or members of the public.
- (b) Bullying is defined by ACAS as “offensive, intimidating, malicious or insulting behaviour, an abuse of power through means that undermine, humiliate, denigrate or injure the recipient.”
- (c) Harassment is defined in the Equality Act 2010 as “unwanted conduct which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.”
- (d) Examples of bullying and harassment include:
  - Spreading malicious rumours or insulting someone by word or behaviour
  - Copying emails that are critical about someone to others who do not need to know
  - Exclusion or victimisation
  - Ridiculing or demeaning someone-picking on them or setting them up to fail
  - Deliberately undermining a competent worker by constant criticism
  - Unwelcome sexual advances

### 2.2 Information and Confidentiality

- (a) You must not disclose information given to you in the course of your role as a Member of the Fire Authority or information acquired by you when in that role which you believe, or ought reasonably to be aware, is confidential in nature, except where:
  - 1.1 you have the consent of a person authorised to give it; or
  - 1.2 you are required by law to do so; or
  - 1.3 the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
  - 1.4 the disclosure is:
    - (i) reasonable and in the public interest; and
    - (ii) made in good faith and in compliance with the reasonable requirements of the Authority.

### 3. **Registration of Disclosable of Interests**

#### 3.1 You must within 28 days of:

- (a) this Code being adopted by the Authority or
- (b) your appointment to the Authority or

## **SECTION 8 - CHESHIRE FIRE AUTHORITY: MEMBERS' CODE OF CONDUCT**

- (c) a change to the descriptions of Disclosable Interest incorporated into this Code or
  - (d) a declaration of a Disclosable Interest at a Meeting which has not previously been disclosed
- 3.2 Tell the Monitoring Officer in writing about the Disclosable Interests described in Appendices 1 and 3 of this Code that you have.
- 3.3 You must within 28 days of becoming aware of:
- (a) any new Disclosable Interests or
  - (b) any change to a Disclosable Interest

of the kind described in Appendices 1 and 3 of this Code tell the Monitoring Officer in writing about the Disclosable Interests.

### **4. Declaring of Interests and Participation in Meetings**

#### **Disclosable Pecuniary Interests**

- 4.1 If you are present at a meeting and you have a Disclosable Pecuniary Interest (Statutory or Non-Statutory):
- (a) you must make a verbal declaration of that interest if an item of business affects or relates to that interest, at or before the item is considered or as soon as the interest becomes apparent;
  - (b) you must not participate in the item at the meeting;
  - (c) you must not vote on the item;
  - (d) you must leave the room where the meeting is held during the item.

Note: If the interest is statutory and is not already registered and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest within 28 days.

#### **Disclosable Non-Pecuniary Interests**

- 4.2 If you are present at a meeting and you have a Disclosable Non-Pecuniary Interest:
- (a) you must make a verbal declaration of that interest if an item of business affects or relates to that interest at or before the item is considered or as soon as the interest becomes apparent
  - (b) you may participate in and vote on the item of business unless the circumstances in (c) below apply

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- (c) if the item involves something that significantly affects the financial interests of the body in which you have an interest or relates to a licensing or regulatory matter concerning that body
  - (i) you must declare your interest ;
  - (ii) you must not participate in the item at the meeting;
  - (iii) you must not vote on the item.

Note: You are able to remain in the meeting and at the Chair's discretion may be allowed to make a short statement at the beginning of the item (the length of which will be determined by the Chair).

Note: If your interest is not already registered and is not the subject of a pending notification, you must notify the Monitoring Officer within 28 days.

### **5. Dispensations**

- 5.1 The Governance and Constitution Committee may provide a dispensation to allow Members to take part in a debate if the effect of compliance with this Code would be to cause a disproportionate number of members of a political group and/or a constituent Authority to be required to withdraw from a debate and be unable to vote after they had disclosed and/or declared a Disclosable Interest.

### **6. Sensitive Interests**

- 6.1 Where you consider that disclosure of the details of a Disclosable Interest could lead to you or a person connected with you being subject to violence or intimidation and the Monitoring Officer agrees that it is a "sensitive interest", you need only declare the fact that you have a Disclosable Interest but not the details of that Disclosable Interest. Copies of the public register of interests may state that you have an interest the details of which are withheld.

### **7. Publication of the Register of Members' Interests**

- 7.1 The Disclosable Interests that you disclose will be published by the Authority in a Register of Members' Interests. The Register will be made up of copies of the notice of Disclosable interests that you have provided but will not include personal information related to anyone but you and will not include your signature.

### **8. Gifts and Hospitality**

- 8.1 You must comply with the Gifts and Hospitality Guidance.



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### 9. Member/Officer Protocol

9.1 You must observe the requirements of any Member/officer protocol that is in existence from time to time.

### 10. Constitution

10.1 Because this Code forms part of the Authority's Constitution it not only enhances the statutory position set out in the Localism Act 2011 (and secondary legislation associated with that Act) but means that Members are specifically required to comply with it.

### 11. Breaches of the Code

11.1 Any complaint about a breach of this Code will be investigated under the Authority's Procedure for Handling Complaints and if upheld, a sanction may be applied.

11.2. Members must show respect for the process and comply with any standards investigation.

11.3 Members must not seek to misuse the complaints process, for example, by making trivial or malicious allegations against other Members.

#### Definitions

Member	A Councillor appointed to Cheshire Fire Authority by a Constituent Authority. And a Co-opted Member.
Co-opted Member	A person who is not a member of the Authority but either is a member of any of its committees or sub committees or a member of and represents the Authority on a joint committee or joint sub committees of the Authority and who is entitled to vote at such meetings.
Independent Member	A person who acts in an advisory role (who is not a Member or Co-opted Member).
Meeting	Any meeting of the Authority or any of its committees, sub committees, joint committees or joint sub committees.
Disclosable Interests	Means those interests described in Appendices 1, 2, and 3 of this Code.

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Constituent Authority	Cheshire East Borough Council, Cheshire West and Chester Borough Council, Halton Borough Council and Warrington Borough Council.
Member of your Family	This will include a parent in-law, a son or daughter, a stepson or step daughter, the child of a partner, a brother or sister, a brother or sister of your partner, a grandparent, a grandchild, an uncle or aunt, a nephew or niece and the partners of any of these people.  Note: Interests of individuals of this kind do not need to be listed on the form. However, they are relevant to declarations during meetings.
Close Associate of Yours	Is someone that you are in either regular or irregular contact with over a period of time who is more than an acquaintance. It is someone that a reasonable member of the public might think you would be prepared to favour or disadvantage when discussing a matter that affects the close associate of yours. It may be a friend, a colleague, a business associate or someone whom you know through general social contacts.  Note: Interests of individuals of this kind do not need to be listed on the form. However, they are relevant to declarations during meetings.
Partner	Your spouse or civil partner, a person you live with as husband and wife or a person you live with as if you are civil partners.
Sensitive Interests	This is described in the Localism Act 2011 as an interest whose disclosure could lead to the Member or Co-opted Member or a person connected with the Member or Co-opted Member being subject to violence or intimidation.

### Appendices

#### Disclosable Interests

##### Appendix 1 – Statutory Disclosable Pecuniary Interests

Statutory Disclosable Pecuniary Interests relate to you and your partner

<b>YOU</b>			
<b>YOUR PARTNER</b> where you are aware of your partner's interest	Partner means: Your spouse or civil partner	Partner means: A person who you live with as husband and wife	Partner means: A person who you live with as if you are civil partners

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Subject	Description
EMPLOYMENT, OFFICE, TRADE, PROFESSION OR VOCATION	Any employment, office, trade, profession or vocation carried on for profit or gain by YOU or YOUR PARTNER.
SPONSORSHIP	Any payment or provision of any other financial benefit (other than from the Fire Authority) in respect of expenses incurred by YOU in carrying out your duties as a Member, or towards the election expenses incurred by YOU. (this includes any payment or financial benefit from a trade union)
CONTRACTS	Any contract between YOU or YOUR PARTNER (or a body in which YOU or YOUR PARTNER have a beneficial interest) and the Fire Authority. (for which goods or services are to be provided or works are to be carried out and which has not been completed)
LAND	Any beneficial interest in land which is within the area of the Fire Authority that YOU or YOUR PARTNER has.
LICENCES	Any licence to occupy land which is within the area of the Fire Authority that YOU or YOUR PARTNER has.
CORPORATE TENANCIES	Any tenancy of land which is within the area of the Fire Authority where (YOU know) that the Fire Authority is the landlord and the tenant is a body in which YOU or YOUR PARTNER have a beneficial interest.
SECURITIES	Any beneficial interest in the securities of a body that YOU or YOUR PARTNER has where (YOU know) that the body has a place of business or land within the area of the Fire Authority and either:  The total value of the securities exceeds £25,000, or a hundredth of the total issued share capital.

These matters are prescribed in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

## **SECTION 8 - CHESHIRE FIRE AUTHORITY: MEMBERS' CODE OF CONDUCT**

Members must be aware that there are offences relating to Disclosable Pecuniary Interests contained within the Localism Act 2011.

## SECTION 8 - CHESHIRE FIRE AUTHORITY: MEMBERS' CODE OF CONDUCT

### Appendix 2

#### Non-Statutory Disclosable Pecuniary Interests

Non-Statutory Disclosable Pecuniary Interests relate to a Member of your Family (other than your Partner – who is covered by the Statutory Disclosable Pecuniary Interests) or a Close Associate of Yours and are listed in the table below:

<b>Subject</b>	<b>Description</b>
EMPLOYMENT, OFFICE, TRADE, PROFESSION OR VOCATION	Any employment, office, trade, profession or vocation carried on for profit or gain by a Member of Your Family or a Close Associate of Yours.
CONTRACTS	Any contract between a Member of Your Family or a Close Associate of Yours (or a body in which a Member of Your Family or a Close Associate of Yours has a beneficial interest) and the Fire Authority (for which goods or services are to be provided or works are to be carried out and which has not been completed)
LAND	Any beneficial interest in land which is within the area of the Fire Authority that a Member of Your Family or a Close Associate of Yours (or a body in which a Member of Your Family or a Close Associate of Yours) has.
LICENCES	Any licence to occupy land which is within the area of the Fire Authority that a Member of Your Family or a Close Associate of Yours (or a body in which a Member of Your Family or a Close Associate of Yours) has a beneficial interest.
CORPORATE TENANCIES	Any tenancy, where (YOU know) that the Fire Authority is the landlord and the tenant is a Member of Your Family or a Close Associate of Yours (or a body in which a Member of Your Family or a Close Associate of Yours) within the area of the Fire Authority.

## SECTION 8 - CHESHIRE FIRE AUTHORITY: MEMBERS' CODE OF CONDUCT

SECURITIES	<p>Any beneficial interest in the securities of a body in which a Member of Your Family or a Close Associate of Yours have a beneficial interest where (YOU know) that the body has a place of business or land within the area of the Fire Authority and either:</p> <p>The total value of the securities exceeds £25,000, or a hundredth of the total issued share capital.</p>
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## CONDUCT

### Appendix 3

#### Disclosable Non-Pecuniary Interests

Disclosable Non Pecuniary Interests relate to or are likely to affect:

Any body of which you are a member or in a position of general control or management which:

- exercises functions of a public nature, and/or
- is directed to a charitable purpose, and/or
- has a principal purpose of influencing of public opinion or policy (including any political party or trade union), and/or
- you are appointed to or nominated for by the Authority

Note: A Member that donates to a charity will not be deemed to have a Disclosable Interest in that charity solely because of the donation or donations (i.e. whether it is a one-off or continuing arrangement).

## **Gifts and Hospitality Guidance**

### **Purpose**

To ensure that the integrity of Members and employees is not called into question by the acceptance of the offer of gifts or hospitality in the performance of their duties where to do compromises their impartiality or where the public would perceive this to be the case.

The guidance that follows is to ensure that Members and employees are aware of their obligations to declare offers of gifts and hospitality and to seek approval to accept them where necessary.

If in doubt, consult the Monitoring Officer: Andrew Leadbetter. [Andrew.leadbetter@cheshirefire.gov.uk](mailto:Andrew.leadbetter@cheshirefire.gov.uk) Tel: 01606 868456

### **Scope**

This policy applies to all Members (including non elected Independent Members) and employees.

### **Reporting to the Monitoring Officer**

This must be done within 28 days of the offer and by completion of an online form (copy attached) to be emailed to the Monitoring Officer

### **Register of Gifts and Hospitality**

Information from the online form will be entered on the Register of Gifts and Hospitality and published on the CFRS website and maintained and reviewed on a quarterly basis by the Monitoring Officer.

NB: All gifts and hospitality over the value of £25 (or those of a lower value which over a period of 12 months total £100 or more from a single source) must be declared and entered on the register.

### **Bribery Act 2010**

The offer of a gift or of hospitality in return for the award of a benefit, such as the award of a contract, will constitute a criminal offence under the Bribery Act 2010. It is also a criminal offence to request, agree to receive or accept a bribe.

### **Breach of the guidance**

Where a breach is reported this will be investigated as a misconduct matter either under the Investigation of Complaints Procedure for Members or the disciplinary procedure for employees. Where a criminal offence is suspected this will be reported to the police.

<b>Type of gift or hospitality</b>	<b>Value</b>	<b>Accept or decline</b>	<b>Report to Monitoring Officer</b>	<b>Approval of Monitoring Officer</b>	<b>Enter on Register</b>
<b>Gifts and hospitality which can be accepted without approval</b>  Hospitality and gifts distributed at courses and conferences <ul style="list-style-type: none"><li>• Modest working lunch</li><li>• Token gifts /promotional items such as pens and calendars</li><li>• Prizes and souvenirs</li></ul>	Low in value	Can accept	No	No	No



Type of gift or hospitality	Value	Accept or decline	Report to Monitoring Officer	Approval of Monitoring Officer	Enter on Register
<b>Gifts and hospitality which must be reported to, and/or approved by the Monitoring Officer</b>  Invitation to a conference or trade event where a general invitation has been issued to other fire services or local authorities  NB: This does not apply to training events and courses	Below £25	Can accept	Yes	No	No
	Over £25	Can accept	Yes	Yes	Yes
Attendance at an official function to represent the Service/Authority or share information  NB: This only applies to functions organised by external providers, not events arranged by the Service such as awards ceremonies or Prince's Trust events.	Below £25	Can accept	Yes	No	No
	Over £25	Can accept	Yes	Yes	Yes
Social, cultural or sporting event organised by one of our partners and which is for Service related purposes for example tickets to the Cheshire Show or a Warrington Wolves match.	Below £25	Yes	Yes	Yes	No
	Over £25	Yes	Yes	Yes	Yes

Type of gift or hospitality	Value	Accept or decline	Report to Monitoring Officer	Approval of Monitoring Officer	Enter on Register
Where to decline would cause offence or damage the working relationship with the giver.	Below £25	May accept on behalf of CFRS or donate to charity	Yes	Yes	No
	Over £25	As above	Yes	Yes	Yes
<b>Gifts and hospitality which cannot be accepted</b>					
Any kind of offer from an organisation providing a service or supplying goods to CFRS or seeking to do so, or an organisation receiving a service from CFRS.	Any value	Decline	Yes	N/A	Yes
Cash	Any value	Decline	Yes	N/A	Yes
Personal gift or offer of hospitality	Any Value	Decline	Yes	N/A	Yes
Gifts or hospitality offered to family or friends	Any Value	Decline	Yes	N/A	Yes
Travel or accommodation	Any value	Decline	Yes	N/A	Yes
Tickets to a social, cultural or sporting event which has not been organised by one of our partners and which is	Any value	Decline	Yes	N/A	Yes

Type of gift or hospitality	Value	Accept or decline	Report to Monitoring Officer	Approval of Monitoring Officer	Enter on Register
not for Service related purposes for example tickets to a Liverpool football match or the RHS flower show.					
Expensive meals	Over £25	Decline	Yes	N/A	Yes

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**MINUTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP held on Tuesday, 2 July 2019 at Meeting Room 1 - Fire Headquarters, Cheshire at 10.00 am**

**PRESENT:** Councillors Dorothy Flude (Chair), David Brown, David Edwardes, Karen Mundry and Stuart Parker

**1 APOLOGIES**

Apologies were received from independent (non-elected) member Lesley Thomson.

**2 NOTES FROM THE PREVIOUS MEETING**

**RESOLVED That:**

**[1] the notes of the meeting held on 5<sup>th</sup> December 2018 be approved as a correct record.**

**3 MEMBER DEVELOPMENT STRATEGY 2019-20 - QUARTERLY MONITORING**

The Governance and Corporate Planning Manager presented the report on Member Development Strategy 2019-20 Quarterly Monitoring, updating Members on progress made against the Implementation Plan for this quarter. She provided an update on each of the objectives that were included in the Implementation Plan, attached as Appendix 1 to the report.

**Objective 1 - Identify and prioritise Members Training and Development Needs**

Personal Development Reviews were due to take place between July and September and would be conducted by the Leadership Development Advisor.

**Objective 2 - Review and refresh the Members PDR process**

The Leadership Development Advisor was looking to refresh the PDR process. Members suggested undertaking a skills audit to identify potential areas where training may be needed. It was agreed that officers would look into incorporating this into the PDR process.

**Objective 3 - Provision of Annual Member Development Programme**

The Governance and Corporate Planning Manager had produced a robust Training and Development Programme for 2019-20 which had been approved at the Fire Authority meeting held on 19<sup>th</sup> June 2019.

**Objective 4 - Delivery of a comprehensive and effective induction process for new Members**

The induction sessions for new Members of the Fire Authority were held on 26 and 27<sup>th</sup> June. Feedback forms were to be sent to new Members who attended the sessions. It was agreed that an update on the induction session feedback would be

provided at the next meeting of the Group on 1<sup>st</sup> October 2019.

#### **Objective 5 - Member Champions**

The Service Management Team were reviewing the Member Champion roles and it was confirmed that a report would be submitted to the Group at its next meeting on 1<sup>st</sup> October 2019 for consideration and approval.

#### **Objective 6 - Continuous Development**

North West Employers provided an evaluation of the Level 1 Review Charter for Elected Member Development which included suggestions for continuous improvement. Further discussion on this objective is contained within Item 5 of the minutes.

The Chair noted that there were limited financial implications to the report as the vast majority of the training and development programmed was provided internally.

#### **RESOLVED That:**

**[1] the Member Development Strategy 2019-20 Quarterly Monitoring report be noted.**

#### **4 MEMBER DEVELOPMENT PLAN 2019-20 - QUARTERLY MONITORING**

The Governance and Corporate Planning Manager presented a quarterly update on the Member Development Programme for 2019-20.

The Member Development Programme 2019-20 was approved by the Fire Authority at its last meeting held on 19<sup>th</sup> June 2019. It also included the Member Induction Programme due to the addition of 13 new Members that had been appointed to the Fire Authority for 2019-20.

The Governance and Corporate Planning Manager informed the group that several new Members had attended induction sessions which were held on 26<sup>th</sup> and 27<sup>th</sup> June 2019. A Member queried the attendance figures for the two sessions. They were informed that two Members sent apologies for the first session and four Members sent apologies for the second session. Some Members also left the sessions part way through due to prior commitments.

A Member asked how information would be provided to the new Members who were unable to attend the meeting or missed part of the sessions. The Governance and Corporate Planning Manager assured Members that new Members who missed any part of the induction sessions would be contacted and provided with materials and support. The Leadership Development Advisor also stated that the Personal Development Reviews would cross reference with the content of the induction sessions to enable new Members to request further information and support if needed.

Members noted the importance of including social media training to the Programme once the policy had been approved. Members also requested that a training session be added to the Programme concerning the Service's estates and property, due to

the ongoing programme of modernisation of fire stations throughout the Service area.

**RESOLVED That:**

**[1] the progress on the delivery of the Member Development Plan 2019-20 be noted.**

**5 NORTH WEST CHARTER FOR ELECTED MEMBER DEVELOPMENT LEVEL 1 REVIEW - OUTCOMES OF THE ASSESSMENT VISIT**

The Governance Officer introduced the report on the outcomes of the assessment visit conducted by the North West Charter for Elected Member Development.

North West Employers met with their Board of Directors on 12<sup>th</sup> June 2019. The Board of Directors confirmed that the Service had met all the criteria to be successful in maintaining the Level 1 Charter. North West Employers had produced a report based on their findings during the assessment visit of the application process, attached as Appendix 1 to this report.

The Governance Officer drew attention to the areas of “Special Mention” and “Continuous Improvement”. Members and officers were satisfied with the content of the report and noted that most of the areas mentioned within “Continuous Improvement” had progressed since the assessment visit.

The Chair of the group wished to thank staff involved in the process for their efforts to ensure a successful review.

**RESOLVED That:**

**[1] the outcomes of the Level 1 Review of the North West Charter for Elected Member Development be noted.**

**6 DISCUSSION PAPER: MEMBER MENTORING**

The Governance Officer introduced a discussion paper concerning the possibility of introducing a mentoring programme for new Members.

Members discussed how mentoring had been implemented within their local authorities, the expectation of what a mentor’s role would entail and how a mentoring programme could be monitored. It was suggested that a mentoring programme should be informal and that mentorees should have mentors within the same unitary areas.

Members acknowledged that a mentoring programme could be difficult to monitor. The Leadership Development Advisor advised that she would include the option for a mentor within the Personal Development Reviews for new Members.

**7 DRAFT MEMBER TRAINING AND DEVELOPMENT WORK PROGRAMME 2019-20**

The Governance and Corporate Planning Manager provided a draft copy of the Member Training and Development Work Programme 2019-20 for approval.

**RESOLVED That:**

- [1] the draft Work Programme 2019-20 for the Member Training and Development Group be approved, subject to the inclusion of an update in October on feedback from the induction sessions.**



## **NOTICE OF MOTION – DISPUTE OVER FIREFIGHTER PAY AND ROLE**

To consider the following Motion proposed by Councillor Bob Rudd and seconded by Councillor Stef Nelson.

**The Fire Authority urges the Government to bring the dispute about pay and the role of firefighters to a swift conclusion. The dispute has lasted too long and has tested the patience of all involved. The current situation makes it difficult for Fire Authorities to budget effectively and it is having an impact upon industrial relations.**

The following notes provide context for consideration of the motion.

### **Initial Pay Claim**

The FBU initial pay claim was submitted for discussion at National Joint Council on 1<sup>st</sup> June 2017. This formed part of a wider pay campaign by representative bodies regarding the public sector pay freeze (2010-12) and subsequent pay cap of 1% annual increases.

The claim called for pay scales to address: loss of earnings due to the pay freeze/cap; take into account additional work undertaken since 2003; new areas of work; and provide a pay formula to provide stability for the future.

It also followed discussions between employer and employee bodies regarding broadening the role of firefighters, specifically the following areas:

- Environmental challenges – e.g. flooding, inland water safety, snow, wild fires.
- Emergency medical response (EMR) – e.g. co-responding, falls, on-site trauma care, provision of community training.
- Multi agency emergency response – e.g. MTFA, joint working, issues falling out of JESIP.
- Youth and other social engagement work – e.g. arson reduction, working with risk of offending youth groups.
- Inspections and enforcement – e.g. schools, illegal homes, crown properties, expansion of unregulated business use, related fire safety advice.

### **Employers Pay Offer and Rejection**

The employers' response to the pay claim was to offer an immediate 2% increase on basic pay from 1<sup>st</sup> July 2017; a further 3% from April 2018 and seeking agreement on pay scales for 2018, 2019 and 2020. This was provided that agreement was reached on broadening the firefighter role and continuation of emergency medical response (EMR) and marauding terrorist firearms attack (MTFA) response in the interim, and the funding of an increase by Government.

The FBU rejected this offer on 13<sup>th</sup> September 2017 after consultation with its members. Subsequently, the trials of EMR ceased on 18<sup>th</sup> September 2017.

### **2017 Pay Agreement**

Following this, employers proposed a 1% pay increase from 1<sup>st</sup> July 2017 while wider discussions continued. This was accepted by the FBU on 7<sup>th</sup> December 2017. It should be noted that the 1% agreement does not constitute a full and final pay settlement for 2017 as this is linked into the wider discussions.

This agreement therefore saw pay increase to the following, effective 1 July 2017:

- Firefighter (Competent): £29,934
- Crew Manager (Competent): £33,187
- Watch Manager A/B (Competent): £34,847 / £37,112

### 2018 Pay Agreement

For 2018, employers proposed a 2% increase in basic pay while negotiations on the wider role continued. This was agreed in October 2018 and saw the following pay effective from 1 July 2018:

- Firefighter (Competent): £30,533
- Crew Manager (Competent): £33,851
- Watch Manager A/B (Competent): £35,544 / £37,854

### Draft Agreement and Rejection

Further discussion on the wider role resulted in a revised offer from the employers in March 2019, which was a draft agreement describing the wider role/responsibilities of a firefighter. The pay element comprised of three stages with a cumulative uplift of 13.57%:

- Stage 1 – 2019/20 Pay Settlement
  - 2% from July 2019
  - 3% from July 2020 (based on July 2018 rates)
- Stage 2 – 2020/21 Pay Settlement
  - 4% from July 2020
- Stage 3 – 2021/22 Pay Settlement
  - 4% from July 2021

All elements except the 2% increase from July 2019 would be subject to securing additional funding from Government.

Following consultation of members, this offer was rejected by the FBU in April 2019. In May the FBU warned that the ongoing dispute could lead to industrial action and this position was reaffirmed at its annual conference later that month. The NJC meeting between employers and representative bodies in June 2019 concluded without a revised pay offer forthcoming.

The NJC agreed to pause the negotiations concerned with the broadening of the role of firefighters as a result of delays to the Spending Review. Employers intend to respond to the employees' side of negotiations by the end of July regarding a pay award for 2019/20.

### Pay Rates 2010 – 2019

(Effective 1<sup>st</sup> July for each year, applies to pay scales for staff competent in role)

	<b>Firefighter</b>	<b>Crew Manager</b>	<b>Watch Manager A</b>	<b>Watch Manager B</b>
<b>2010 (0%)</b>	£28,199	£31,263	£32,827	£34,961
<b>2011 (0%)</b>	£28,199	£31,263	£32,827	£34,961
<b>2012 (1%)</b>	£28,481	£31,756	£33,155	£35,311
<b>2013 (1%)</b>	£28,766	£31,892	£33,487	£35,664
<b>2014 (1%)</b>	£29,059	£32,211	£33,822	£36,021
<b>2015 (1%)</b>	£29,345	£32,533	£34,160	£36,381
<b>2016 (1%)</b>	£29,638	£32,858	£34,502	£36,745
<b>2017 (1%)</b>	£29,934	£33,187	£34,847	£37,112
<b>2018 (2%)</b>	£30,533	£33,851	£35,544	£37,854

## CHESHIRE FIRE AUTHORITY

MEETING OF: CHESHIRE FIRE AUTHORITY  
DATE: 24<sup>TH</sup> JULY 2019  
REPORT OF: DIRECTOR OF GOVERNANCE AND COMMISSIONING  
AUTHOR: ANDREW LEADBETTER

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SUBJECT: STATEMENT OF ASSURANCE 2018-19

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### Purpose of Report

1. To present Members with the Statement of Assurance 2018-19 for approval.

### Recommended: That Members

- [1] Approve the Statement of Assurance 2018-19.

### Background

2. The Fire and Rescue National Framework for England 2018 (the Framework) requires fire and rescue authorities to publish a Statement of Assurance (the Statement).
3. The Framework says that the Statement should  
*“...outline the way in which the authority and its fire and rescue service has had regard... to this National Framework, the Integrated Risk Management Plan and to any strategic plan... prepared by the authority for that period. The authority must also provide assurance to their community and to government on financial, governance and operational matters.”*
4. The guidance on the preparation of statements of assurance indicates that existing assessment processes might feed into the statements in order to avoid duplication and this draft Statement contains a summary of, and a link to, the various other documents including the Annual Governance Statement (AGS).
5. This draft Statement was presented to the Governance and Constitution Committee on the 10<sup>th</sup> April 2019 and Members agreed that it should be presented to the Fire Authority for approval prior to being published.

### Information

6. The Statement for 2018-2019 is attached to this report as Appendix 1. A few minor inconsequential amendments have been made since the statement was considered by Governance and Constitution Committee.
7. The Statement has been prepared in accordance with national guidance. It includes sections on financial assurance, governance and operational

assurance. It also outlines the way in which the Authority has had regard to the Framework. A new version of the Framework was published in May 2018 and the Statement provides evidence to show that the Authority complies with its requirements.

8. The final section of the Statement provides information about the outcomes from the recent HMICFRS inspection and areas for improvement. This has been added this year to provide further evidence of the Authority's performance.
9. The guidance about the preparation of statements of assurance suggests that where authorities have already set out relevant information that is clear, accessible, and user-friendly within existing documents they may wish to include extracts or links to these documents within their statement of assurance. The Statement includes extracts or links to many of the existing key documents and policies such as the Integrated Risk Management Plan, the AGS, the Annual Statement of Accounts and the HMICFRS report.
10. The Corporate Scorecard for 2018/19 has been included together with the opinion of the internal auditor. The opinion of the external auditor will be added once it is available.

### **Financial Implications**

11. There are no financial implications arising from this report.

### **Legal Implications**

12. Under section 21 of the Fire and Rescue Services Act 2004 the Secretary of State must prepare a Fire and Rescue National Framework. Paragraph 4.6 of the current Framework requires each fire and rescue authority to produce an annual Statement of Assurance.
13. The Statement will be used as a source of information on which to base the Secretary of State's biennial report under section 25 of the Fire and Rescue Services Act 2004.
14. The Statement should be signed off by an elected member of the Fire Authority who is able to take responsibility for its contents. The Chair of the Authority will be asked to sign the Statement, together with the Chief Fire Officer and Chief Executive. They formally declare that they are satisfied that the arrangements are adequate and operating effectively and meet the requirements of the Framework.

### **Equality and Diversity Implications**

15. There are none.

### **Environmental Implications**

16. There are none.

**CONTACT: NAOMI THOMAS, GOVERNANCE AND CORPORATE PLANNING  
MANAGER  
TEL [01606] 868804**

**BACKGROUND PAPERS: NONE**

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# Making Cheshire Safer

**Statement of Assurance 2018-19**



[www.cheshirefire.gov.uk](http://www.cheshirefire.gov.uk)

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## 1. Foreword

Cheshire Fire Authority recognises the importance of having good management, effective processes and appropriate controls in place to deliver services to the communities of Cheshire East, Cheshire West and Chester, Halton and Warrington.

Fire authorities are accountable for their performance and should be open to evaluation by the communities they serve. By producing this Statement of Assurance, we aim to provide information to communities, government, local authorities and other partners which will allow them to make a valid assessment of our performance

In 2018 we were one of the first fire and rescue services to be inspected by Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services. The inspection focused on how effectively and efficiently the Service keeps people safe and secure from fire and other risks and how well it looks after the people who work for the Service.

Whilst pleased with the outcome of the inspection we acknowledge the need for improvement in some areas and an action plan has been prepared to address these.

Overall we are satisfied that the Authority's financial, governance and operational assurance arrangements are adequate and operating effectively and meet the requirements detailed within the Fire and Rescue National Framework for England.

**Cllr Bob Rudd**  
**Chair**  
**Cheshire Fire**  
**Authority** .....



**Mark Cashin**  
**Chief Fire Officer and**  
**Chief Executive**  
**Cheshire Fire and Rescue**  
**Service** .....



## 2. Introduction

The Statement of Assurance is published annually to provide an easy and accessible way for communities, government, local authorities and partners to make a valid assessment of the Authority's performance and governance arrangements.

The Authority is required to publish an annual Statement of Assurance as part of the Fire and Rescue National Framework for England.

Fire and Rescue authorities must provide annual assurance on financial, governance and operational matters and show how they have had due regard to the expectations set out in their Integrated Risk Management Plan (IRMP) and the requirements included in the Framework. To provide assurance, fire and rescue authorities must publish an annual statement of assurance.

The Statement of Assurance may include any potential improvements the Authority has identified across its accounting, governance or operational responsibilities and any plans to achieve the improvements.

National guidance on the content of Statements of Assurance published in May 2013 suggests that where authorities have already set out relevant information that is clear, accessible and user friendly within existing documents, they may wish to include extracts or links to these documents within their Statement of Assurance. This Statement includes extracts or links to key documents, where relevant.

## 3. Financial Assurance

The Authority is responsible for ensuring public money is properly accounted for and used efficiently and effectively.

### Annual Statement of Accounts

Cheshire Fire Authority provides financial assurance through the publication of the Annual Statement of Accounts. This is a statutory requirement under the [Accounts and Audit \(England\) Regulations 2015](#) and the accounts are prepared following the *CIPFA Code of Practice on Local Authority Accounting*. The financial statements are subject to review by independent auditors as directed by the [Audit Commission Act 1998](#).

The Treasurer is responsible for ensuring the right controls are in place to ensure that financial assets are properly managed, financial reporting is accurate and that the Annual Statement of Accounts is prepared in accordance with statutory requirements.

### Annual Governance Statement

The [Annual Governance Statement](#), which is a requirement under the Accounts and Audit Regulations (England) 2015 and which is published at the same time as the Annual Statement of Accounts, sets out the systems and procedures that are in place to ensure that the Authority's resources are used in accordance with the law and provide best value for the taxpayer.

### Transparency

In addition to the statutory requirement to publish annual financial results, the Authority is committed to increasing transparency. The Authority has adopted the best practice guidance set out in the Local Government Transparency Code 2015 as far as is practical and publishes key documents and information on the Authority's website regarding how money is being spent. This includes details of payments for goods and services to external bodies and suppliers above £500, details of salaries and allowances paid to staff and Members and tender and procurement information.

[Transparency](#)

[Local Government Transparency Code 2015.](#)

### Auditors

Grant Thornton Limited Liability Partnership is the appointed external auditor for Cheshire Fire Authority and is responsible for completion of the following assurance activities:

- Audit of the 2018-19 financial statements
- Opinion on the Authority's accounts
- Value for Money conclusion

The Internal Audit function for 2018-19 was provided by Mersey Internal Audit Agency (MIAA). A number of audits were commissioned in line with the Authority's risk profile which provided an independent assurance level on the Authority's control frameworks.

#### Key evidence links

[Accounts and Audit \(England\) Regulations 2015](#)  
[Audit Commission Act 1998.](#)  
[Statement of Accounts](#)  
[Annual Governance Statement](#)  
[Efficiency](#)  
[planhttps://www.cheshirefire.gov.uk/Assets/1/Efficiency-Plan-to-19-20-final-version.pdf](https://www.cheshirefire.gov.uk/Assets/1/Efficiency-Plan-to-19-20-final-version.pdf) 2015/16-2019/20  
[Medium Term Financial Plan](#)  
[Transparency](#)  
[Local Government Transparency Code 2015.](#)

## 4. Governance

The Authority's governance arrangements and framework aim to ensure that in conducting its business it:

- Operates in a lawful, open, inclusive and honest manner.
- Makes sure public money is safeguarded, properly accounted for and spent wisely.
- Has effective arrangements in place to manage risk.
- Meets the needs of the communities of Cheshire East, Cheshire West and Chester, Halton and Warrington.
- Secures continuous improvements in the way it operates.

### Annual Governance Statement

The Authority is required to produce an “Annual Governance Statement” (AGS) which is published at the same time as the Annual Statement of Accounts. The AGS is an expression of the measures taken by the Authority to ensure appropriate business practice, high standards of conduct and sound governance. It explains how the organisation manages its governance and internal control arrangements and measures the effectiveness of those arrangements.

The [AGS](#) for the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019 is published on the Authority’s website.

### Local Code of Corporate Governance

CIPFA published a new version of the framework ‘Delivering Good Governance in Local Government’ in 2016. This best practice guidance sets out seven principles of good governance A to G which are illustrated below, and each principle is considered in the AGS:



## How the Authority Works

### Cheshire Fire Authority

The Authority has responsibility for ensuring that its business is conducted in accordance with the law and that proper standards are in place.

The Authority is made up of twenty-three elected Members appointed by the constituent authorities of Cheshire East, Cheshire West and Chester, Halton and Warrington. There are also two non-elected independent members who act in an advisory role. The Police and Crime Commissioner for Cheshire has been granted certain rights and attends the Fire Authority meeting.

In discharging the statutory responsibilities of the Authority, Members and senior officers are responsible for ensuring that proper governance arrangements are in place. These demonstrate good management of the Authority's key risks in accordance with legislation and appropriate standards.

The **Constitution** of the Authority covers:

- An explanation of key documents produced by the Fire Authority
- Members decision making bodies
- Procedural matters
- Outside bodies
- Members roles
- Protocols
- Members Code of Conduct
- Members allowances
- Financial regulations
- Scheme of Delegation

The Authority's committee structures allow Members to consider key policies and to monitor performance. The Authority has an effective strategic and financial planning process which includes rigorous review and challenge by Members.

The Authority operates with the following main Committee structure:

- Performance and Overview Committee
- Governance and Constitution Committee
- Brigade Managers Pay and Performance Committee
- Staffing Committee
- Estates and Property Committee

Terms of Reference for each Committee are subject to regular review.

Member Champions are assigned to a number of thematic areas to provide additional scrutiny and challenge; these include risk, equality, young people, older people, pensions, finance and the environment.

In 2017 the Authority enabled the Police and Crime Commissioner to attend and speak at its meetings. This is intended to help develop further integration of those services and assets that are the responsibility of the Authority and the Police and Crime Commissioner.

### The Service Management Team (SMT) Structure

The operations of the Authority are directed through a clear leadership and management structure with defined roles and responsibilities. The Service Management Team is comprised of:

- Chief Fire Officer and Chief Executive
- Two Assistant Chief Fire Officers
- Director of Governance and Commissioning
- Treasurer
- Director of Transformation
- Heads of Department

### Monitoring Officer:

During the 2018 – 2019 financial year the Director of Governance and Commissioning fulfilled the statutory role of Monitoring Officer for the Authority, ensuring all actions taken were lawful.

### Treasurer/Section 151 Officer:

The Joint Corporate Services Head of Finance has responsibility for day to day financial management in accordance with CIPFA guidance and the Treasurer is responsible for the matters set out in Section 151 of the Local Government Act 1972.

### Integrated Risk Management Plan (IRMP)

Each year Cheshire Fire and Rescue Service creates a plan called the IRMP which assesses local fire and rescue related risks and details how these will be addressed. This annual action plan is published on the Authority's website.

### Vision and Mission

The Authority's **vision** is defined as

*"A Cheshire where there are no deaths, injuries or damage from fires or other emergencies"*

and its **mission**

*"To help create safer communities, to rescue people and protect economic, environmental and community interests"*

### Core Values

The Authority also has a set of values and behaviours to define what is expected of everyone involved with Cheshire Fire and Rescue Service.

These **Core Values** are:

Putting customers first  
Promoting equality and diversity

Working together  
 Aiming for excellence  
 Developing and respecting our people  
 Delivering our promises

These are currently under review.

## Performance Management: How we performed during 2018 – 2019

As part of the corporate planning process the Authority measures and monitors performance using a range of Key Performance Indicators (KPIs) that are also used to compare performance against other fire and rescue authorities in England.

Achievements against these indicators are scrutinised quarterly by the Performance and Overview Committee and Performance and Programme Board and annually by the Fire Authority.

Performance relating to the handling of calls by North West Fire Control is also monitored quarterly, in line with agreed standards.

An Annual Report is produced in September each year setting out how the Authority has performed over the last 12 months.

Performance information can be accessed in the Performance section of the Authority's website.

## Auditors

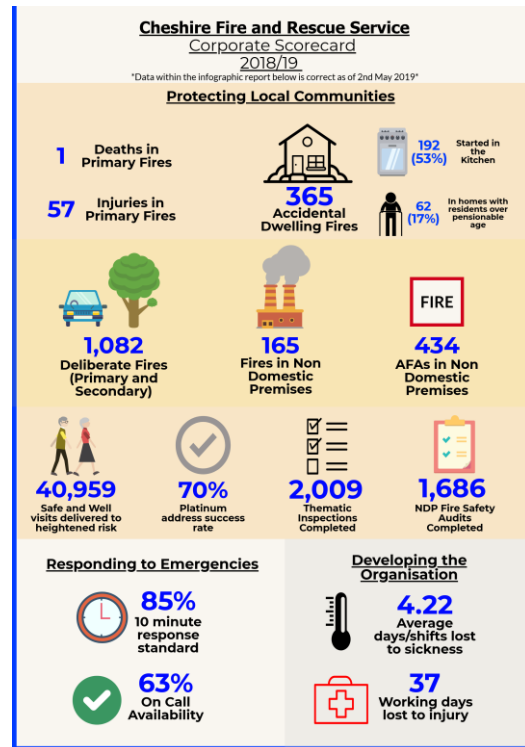
### Internal Audit:

The Authority's Internal Audit function for 2018-19 was outsourced to Mersey Internal Audit Agency (MIAA). A risk-based internal audit plan and three-year strategy was agreed by senior management and approved by the Authority in 2018. A number of audits were commissioned in line with our risk profile and appetite which provided an independent assurance level on the Authority's control frameworks.

The internal audit team completed a number of compliance and assurance audits during 2018-19 aligned to the approved internal audit plan, which have generally resulted in positive opinions with a small number of recommendations made as a result of their findings. Action plans have been put in place to deal with any issues found during the audits.

*Internal Audit Opinion 2018-19:*

Director of Internal Audit Opinion:



**Substantial Assurance**, can be given that that there is a good system of internal control designed to meet the organisation's objectives, and that controls are generally being applied consistently.

### External Audit:

The Authority has appointed Grant Thornton as external auditors and established protocols are in place for working with External Audit.

*External Audit Opinion 18-19:*

This will be added once it is available.

#### Key evidence links

[Delivering Good Governance 2016](#)  
[Local Code of Corporate Governance](#)  
[Principals A-G](#)  
[Annual Governance Statement](#)  
[Integrated Risk Management Plan](#)  
[CFRS Vision, Mission, Core values](#)  
[Constitution](#)  
[Annual Report for 2018](#)  
[Corporate Scorecard 18/19](#)  
[Internal Audit Opinion](#)

## 5. Operational Assurance

The Fire and Rescue Services National Framework for England outlines the requirement placed upon fire and rescue authorities to provide assurance on operational matters which are determined locally by them.

### Statutory Responsibilities

Fire and Rescue Authorities function within a clearly defined statutory and policy framework. The Authority is required to comply with a range of laws, regulations and guidance. Links to some of the key legislation/guidance can be accessed below:

[Fire and Rescue Services Act 2004](#)  
[Civil Contingencies Act 2004](#)  
[Regulatory Reform \(Fire Safety\) Order 2005](#)  
[Fire and Rescue Services \(Emergencies\) \(England\) Order 2007](#)  
[Localism Act 2011](#)  
[Fire and Rescue National Framework for England 2018](#)



[Local Government Act 1999](#)

[Health & Safety at Work Act 1974](#)

[Policing and Crime Act 2017](#)

To ensure that the Authority can demonstrate how it complies with this statutory and policy framework a number of detailed assessments are undertaken.

- Progress against the Authority's Health and Safety policy/framework is regularly presented to the Health, Safety and Wellbeing Committee.
- The Authority regularly assesses operational capability against risks in the area covered by the Authority to ensure that the right resources, procedures and skills are available to respond to incidents within target response times.
- The Authority undertakes an annual review of operational risk and performance, supplemented by scrutiny at quarterly Member and officer meetings.
- The Risk Management Board monitors and scrutinises strategic risks.

### **Corporate Planning**

#### **Five Year Strategy**

The Fire Authority published a Five-Year Strategy, entitled '*Planning for a Safer Cheshire 2015-2020*'. The strategy contains the Authority's vision and mission and outlines the approach and principles adopted to ensure the Authority does not compromise on its commitment to protecting local communities, reducing risk and maintaining firefighters' safety.

There is a robust corporate planning process in place which facilitates the development of the Integrated Risk Management Plan (IRMP).

#### **Integrated Risk Management Plan (IRMP)**

Fire authorities must produce an IRMP which assesses local fire and rescue related risks and details how these will be addressed. The IRMP takes account of the requirements of the Fire and Rescue National Framework and outlines the key risks and influences facing Cheshire and how the Authority is currently structured to address them.

The Authority has outlined its plans for 2019/20 in its annual action plan (IRMP 16) "Making Cheshire Safer". This was approved by the Authority in February 2019 following a twelve-week period of public and staff consultation.

### **Community Risk Management**

Through its Community Risk Management (CRM) Model, the Service undertakes risk and performance analysis in order to ensure that strategic, tactical and operational activities are intelligence-led and evaluated. This is achieved by using specialist systems, software, data and skills delivered by the Joint Corporate Service Business Intelligence team located at Clemonds Hey.

### **Unitary Area Plans**

In addition to, and complementing the IRMP, each council area has a Unitary Performance Group (UPG) involving local Fire Authority members in performance management. The UPG

meets quarterly to scrutinise data and performance. Unitary Area Plans are developed for each unitary area. Each plan is unique to that area and contains the actions the Unitary teams will take in order to mitigate risk and improve community safety. These plans are informed by the Community Risk Management Model which brings together historic incident data, demographic, commercial and external risk factors.

### **Stakeholder Engagement**

The Authority is committed to involving all of its stakeholders in the development of its strategies and plans. It encourages this by carrying out a comprehensive annual consultation programme on its draft IRMP. Local communities, partners, staff, representative bodies and other stakeholders are invited to comment to ensure that before any decision is taken a broad range of views are taken into account. To enable active and informed participation, data and information relevant to the plan is made available to the public on the Service's website and via social media, in consultation packs, which are distributed at community roadshow events held across Cheshire, and also at key local stakeholder forums and meetings.

### **Fire Prevention (Community Safety)**

The Authority has a risk based approach to prevention. This risk profile is developed through Community Risk Management Model using a range of tools including Exeter data from health partners. It's Safe and Well programme, delivered to over 40,959 residents between April 2018 and March 2019, was developed in conjunction with NHS and local health partners. Safe and Well visits provide advice to householders on fire safety in the home but also address health priorities such as the prevention of slips, trips and falls, smoking cessation and alcohol reduction, bowel cancer screening and tests for atrial fibrillation.

The Service also works with partner agencies to deliver road safety initiatives targeted at vulnerable users such as young drivers and motorcyclists.

The Authority is commissioned to provide early intervention programmes such as RESPECT and is a delivery partner for the Prince's Trust programme.

It has also had a significant commitment to raising awareness and prevention through its safety and life skills centre, Safety Central.

### **Fire Protection**

The Authority operates a risk based intelligence-led inspection programme of non-domestic premises. If a business is audited, the audit will be carried out by a qualified fire-safety officer who will follow a set procedure which is designed to establish compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005. The Authority always aims to help businesses comply with fire safety legislation; however, at times it has to enforce the law by implementing a formal enforcement procedure and will on occasion prosecute. This is always a last resort and the Authority will endeavour to avoid this course of action by working with business owners/managers via a range of key interventions:

- A dedicated team of non-enforcing officers who proactively deliver interventions and offer advice tailored to the different sectors of the business community.
- Protection staff offer support to businesses to assist in complying with legislation.
- Information provided digitally to support businesses.

- Proactively working with partners and key stakeholders to raise awareness of the fire safety benefits of sprinkler systems.

The Government's Primary Authority Scheme is a means for a business to receive assured and tailored advice on meeting environmental health, trading standards or fire safety regulations through a single point of contact. This enables the business to invest with confidence in products, practices and procedures, knowing that the resources they devote to compliance are well spent. The Authority supports the Primary Authority Scheme and will consider entering into partnerships with a business or organisation to provide assured and tailored fire safety advice. The approach it adopts creates a more consistent and co-ordinated regulatory environment.

Fire investigation is an integral part of the Service's Prevention and Protection activities. The main purpose of fire investigation is to determine the origin, cause and development of a fire and to contribute to organisational learning.

All fires attended will be investigated to establish the cause of fire. Where a fire has occurred, investigators have the power of entry under Section 45 of the Fire and Rescue Services Act 2004 which allows an authorised employee to gain entry to premises in order to investigate the cause and progression of the fire that has occurred there.

Investigation outcomes will steer future prevention and protection activities and may assist in the prevention and detection of crime. They may also lead to inspections focused on certain risks or themes.

### **Emergency Response**

The Authority responds to a range of emergency incidents with 35 fire engines operating from 28 fire stations across Cheshire. Stations are crewed by operational staff who work different shift patterns depending upon local risk:

- Wholetime: firefighters operate on stations 24 hours per day, working 12 hour shifts.
- Day Crewing: during the daytime the station is crewed by wholetime firefighters who also live next to the station to provide emergency cover overnight
- Nucleus: stations are crewed by wholetime firefighters during day time hours and by on-call firefighters overnight
- On-Call: firefighters live or work in the local community near to the station and respond to emergency calls via an alerter

The Authority has in place a Cheshire Standard to respond to life-risk incidents (e.g. house fires and road traffic collisions) within ten minutes on 80% of occasions.

Pre-determined attendance requirements are developed through the analysis of risk information from sources such as incident data and site specific risk information. Through the Authority's review of emergency response, specialist assets have been placed in strategic locations to improve response to incidents across Cheshire and respond to local risks, such as road traffic collisions on motorways.

The Authority's debrief policy outlines processes for evaluating operational learning and improvement.

Incident command is embedded within the internal assessment procedures, with incident commanders assessed regularly through live and simulated exercises arranged locally and centrally.

Organisational performance, including the Service's emergency response and call handling performance of North West Fire Control (NWFC), is scrutinised through structures such as Performance and Programme Board, Unitary Performance Groups, the Fire Authority's Performance and Overview Committee and by Directors of the NWFC Board.

The Authority conducts Site Specific Risk Inspections (SSRIs) for high risk premises in Cheshire. The procedure has recently been internally audited, receiving an outcome of 'significant assurance'. A dedicated SSRI training officer is in post alongside an SSRI portfolio holder for on-call stations.

Cheshire has 28 Control of Major Accident Hazard (COMAH) sites and employs a high-risk training officer. Both on-site and off-site incident plans are managed by the Cheshire Resilience Forum and tested through multi-agency exercises.

The Authority influences the development of operational response, training and occupational standards at a regional level through membership of a number of regional fire and rescue services and multi-agency groups and forums.

### **Business Continuity – Civil Contingencies Act 2004**

Business Continuity is an important part of the Authority's strategy and a robust programme is well established to ensure responsibilities align to best practice standards, e.g. BS25999-2. Departmental plans which support the Authority's Crisis Management Plan are maintained and tested regularly. The Crisis Management Plan is owned by the Risk Management Board and reviewed and approved annually.

### **Interoperability, Resilience and Safety**

A comprehensive range of risk intelligence data and information is taken into account as part of the risk identification and analysis process underpinning the IRMP. This includes Cheshire's Community Risk Register, with the Authority having a leading role in the Cheshire Resilience Forum (CRF) which focuses on interoperability and joint planning and training exercises with other emergency services using the Joint Emergency Services Interoperability Principles (JESIP). Additional joint training and planning has taken place following the Manchester Arena terrorist attack to ensure the effectiveness of the Authority's response to a similar event within Cheshire and in relation to national planning for a no-deal EU exit.

CRF structures, policies and practices are regularly reviewed to better reflect the changing make up of partner agencies. Governance is managed through a monthly meeting cycle of the Management Group which reports twice yearly to the CRF Executive Group.

The Authority is represented on the Cheshire CONTEST group, which has developed plans for notification of, and response to, a multi-agency marauding terrorist firearms attack (MTFA). Cheshire's National Inter-Agency Liaison Officers (NILOs) have received MTFA response training via regional NILO groups.

### **Over the Border Mutual Aid Arrangements**

Sections 13 and 16 of the Fire and Rescue Services Act 2004 allow mutual arrangements to be agreed with neighbouring fire and rescue services to improve resilience and capacity in

border areas. Cheshire Fire Authority has in place contractual agreements with the following bordering Fire Authorities for response to life risk incidents:

- Merseyside
- Staffordshire
- Shropshire
- Derbyshire
- Greater Manchester
- North Wales

### **Health and Safety**

The Authority seeks to comply with the requirements of the Health and Safety at Work etc. Act 1974 and relevant legislation in managing its health and safety (H&S) duties.

The Authority has an H&S management system based on Health & Safety Executive (HSE) guidance. There are clearly defined management responsibilities; as far as reasonably practicable the Authority assesses and manages the risks arising from its activities, consults its employees on matters affecting H&S, and provides training and information to employees.

The Authority has an Occupational Health Unit to support the health and wellbeing of staff. The Authority has signed up to the MIND Blue Light campaign to support mental health and wellbeing in the workforce and provided training to mental health champions and is looking to introduce more widely a Trauma Risk Management (TRiM) process. It will also have a Mental Health Advisor.

The Authority has introduced an electronic system to support the reporting and investigation of all accidents and near misses that occur and to track the investigations conducted with the intention of preventing a recurrence.

As part of the H&S Management System there is a programme of audits and inspections. The audits are based on the Royal Society for Prevention of Accidents Quality Safety Audit system and its performance indicators. These audits and inspections inform the annual review of H&S Policy and performance. They also contribute towards an Annual Health and Safety report submitted to the Authority's Performance and Overview Committee.

### **Firefighter Fitness**

The Authority has had a policy to ensure the fitness of its operational staff for some time. In December 2014 the Department for Communities and Local Government (DCLG) issued an addendum to the National Framework for England in relation to firefighter fitness. In 2015 the Authority proposed amendments to its then current fitness policy to align it to the National Framework requirements and the national fitness standards.

The Authority recruited a full-time Fitness Advisor to lead on supporting the firefighters to attain and maintain the fitness standards required, and to undertake fitness testing. Fitness testing for all operational staff takes place annually. Performance is monitored at the Service Health Safety and Wellbeing Committee.

An audit of compliance with the National Framework requirements on management of firefighter fitness concluded that the Authority complied.

### Operational Training

The Service has an Operational Training Strategy which outlines its approach to ensuring that its operational staff are trained and competent in order to fulfil the various operational demands placed upon them.

All new firefighters attend basic training which is broken down into modules and each module is assessed.

All front line operational staff, inclusive of new starters, attend regular station planned training as detailed within their Station Training Forecast in order to maintain their operational abilities and competence. They also attend centrally planned refresher training in order to support this maintenance programme.

Breathing apparatus refresher training takes place in dedicated 'hot fire' conditions annually and the Authority aims to ensure that 100% of all eligible staff attend. An electronic course management system aids the monitoring of training.

Compartment fire behaviour training capability is refreshed every two years and the Authority aims to ensure 100% of all eligible staff attend.

Road traffic extrication techniques, trauma care, dealing with hazardous materials, and working safely at height skills are refreshed over a three-year period and each year the Service aims to refresh the skills, knowledge and understanding of one third of its operational workforce with the intention to achieve 100% of all eligible staff attendance after three years. The swift water rescue capability of the Service's key water incident fire stations is validated by the staff attending two days of assessment every year.

The Service delivers in-house Large Goods Vehicle training on a one to one basis for its front line firefighters. Once they are designated as an appliance emergency response driver they then go on to attend a one-day emergency response driving refresher within a five-year period.

The Operational Training Group (OTG) also manages the Authority's Accredited Centre; currently Edexcel and Skills for Justice are the awarding bodies. Visits by external standards verifiers annually assess and confirm that the Authority operates to and maintains the awarding standards and this assists OTG in quality assuring its planning, delivery and review of training and assessment.

Managers are all trained and assessed for their skills, knowledge and understanding in Incident Command. A dedicated Command Training Group (CTG) of vocationally qualified officers plan, deliver and assess these training programmes. The quality of the Incident Command Training within the Service has attracted business from several other fire and rescue services and other emergency services as well as private and public organisations including several high risk industries.

This year the Authority will begin construction work on its new operational training centre, based at its site in Sadler Road, Winsford. While the success of our prevention work has led to a long term reduction in fires, this does mean that firefighters are more reliant on training and simulation to develop their learning experience instead of operational firefighting. The training centre, a significant investment at £11m, will provide firefighters with realistic and immersive training to safely and effectively deal with a wide range of incidents that may occur across Cheshire.

Key evidence links

- [Five Year Strategy](#)
- [Integrated Risk Management Plan](#)
- [CRM Model](#)
- [Unitary Performance Area Profiles](#)
- [Safe and Well](#)
- [Safety Central](#)
- [Fire Safety advice for Businesses](#)
- [JESIP](#)
- [Annual Health and Safety Report](#)
- [Firefighter Fitness Addendum](#)
- [Firefighter Fitness Policy](#)
- [Operational Training Strategy](#)

## 6. Fire and Rescue National Framework for England

Under the Fire and Rescue Services Act 2004 the Secretary of State must prepare a Fire and Rescue National Framework which sets out priorities and objectives for fire and rescue authorities and contains guidance in connection with the discharge of any of their functions.

Every fire and rescue authority **must** have regard to the Framework in carrying out their functions.

In May 2018 a new National Framework was published. There is an emphasis in this latest Framework upon the national programme of reform within the sector and a number of requirements which fire authorities **must** comply with in the areas of:

- **Delivery of functions:** a need to identify and assess risk, prevent fire and promote fire safety, respond effectively to incidents and a statutory duty to consider collaboration
- **National Resilience:** identify and address any gaps in capability and prepare to respond to terrorist attacks
- **Governance:** to produce an IRMP, Annual Statement of Assurance and financial plans
- **Achieving Value for money:** having a policy on reserves, commercial transformation and trading
- **Workforce:** the need for a People Strategy and implementation of the new Professional Standards when published.
- **Inspection, Intervention and Accountability:** co-operation with the new inspection regime and compliance with the Local Authority Transparency Code.

A review has been undertaken of the mandatory requirements under the Framework and evidence gathered to demonstrate compliance and a report will be presented to the Performance and Overview Committee in September 2019. This report will be published on the website.

Key evidence links

- [Fire and Rescue National Framework for England 2018](#)

## 7. Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS): Inspection Outcomes 2018

HMICFRS carried out an inspection of Cheshire Fire and Rescue Service in the summer of 2018. The inspection process asked three key inspections:

- a. How effective is CFRS at keeping people safe and secure from fire and other risks?
- b. How efficient is CFRS at keeping people safe and secure from fire and other risks?
- c. How well does CFRS look after its people?

### The report summary said:

*" We are pleased with most aspects of the performance of Cheshire Fire and Rescue Service in keeping people safe and secure. But it needs to improve how it looks after its people, to give a consistently good service.*

*The service is effective at keeping people safe and secure. It understands risk and is good at preventing it. The service makes good use of fire regulation to protect the public. Its response to fires and emergencies is good and it responds well to national risks too.*

*The service is efficient. It uses resources well and it is affordable."*

The inspection report identified some areas for improvement and an action plan has been prepared to address each of these, with details of any action taken to be taken, the lead officer with responsibility for the actions, a timetable and how success will be measured.

A report was presented to the Performance and Overview Committee on the 10<sup>th</sup> July 2019 together with the HMICFRS Inspection 2018 Action Plan, both of which are published on the website.

#### Key evidence links

[HMICFRS Inspection Report](#)



## CHESHIRE FIRE AUTHORITY

**MEETING OF:** CHESHIRE FIRE AUTHORITY  
**DATE:** 24<sup>TH</sup> JULY 2019  
**REPORT OF:** DIRECTOR OF GOVERNANCE AND COMMISSIONING  
**AUTHOR:** ANDREW LEADBETTER

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**SUBJECT:** REPLACEMENT OF CHESTER FIRE STATION

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### Purpose of Report

1. To update Members about progress and secure authority for officers to deal with one outstanding matter.

### Recommended That Members:

- [1] Note the current position and response to the petitions; and
- [2] Authorise officers to withdraw the planning appeal once the pre-commencement planning conditions in relation to the planning permission are concluded.

### Background

2. The Fire Authority confirmed its intention to replace Chester Fire Station on the current St Anne Street site in December 2017. It allocated £5.51m (plus contingency) to fund the project in February 2018.
3. Planning permission was obtained on 4th June 2019 at the second attempt. A planning appeal relating to the first planning application is pending.

### Information

#### Current Activity and Next Steps

4. Given the settled intention of the Fire Authority to see a new fire station built on the existing St Anne Street site and the significant delay in securing planning permission officers and advisers are working to progress the project as quickly as possible. The planning permission includes some pre-commencement conditions and it is hoped that these can be discharged in the near future so that the work on site can finally commence.
5. The planning appeal has not progressed. Currently, there is no indication when it will be dealt with. The earliest that a decision could be expected is the autumn. Whilst there is an expectation that the Authority's case is relatively strong there is, obviously, no guarantee that the appeal will be successful.

6. Officers are working on the assumption that the construction contract will be entered into and the appeal will be withdrawn as soon as the pre-commencement planning conditions have been discharged. Officers do not believe that it makes sense to await the outcome of the appeal. Further delay would almost certainly lead to an increase in cost due construction inflation.

## Petitions

7. Members will recall that petitions were presented to the Fire Authority at its meeting in April. The petitions are essentially about the same issues, but were achieved using different methods (one online and one hard copy) and contain slightly different wording. There were 6,495 signatories.

The online petition states:

“Two fire engines for Chester. Listen to the experience and concerns of retired firefighters, return Cheshire’s second fire engine and scrap plans to demolish and rebuild the current Chester fire station at a cost of £5m.”

The hard copy petition states:

“To see the return of Chester’s second fire engine and objection to the proposed spending of £5/£5.5m on a replacement fire station. Presented by Chester retired firefighters. Still caring for you”

8. Officers have written to the petitioner explaining that there appears to be a flaw in the petitions, because they seek to combine two separate matters. The capital funding set aside for the fire station project would not be made available to pay for a second fire engine for Chester if the fire station project did not proceed – it would be spent on another capital project. The response also points out that the building of the fire station will not impact upon the potential to have a second fire engine in Chester, because the new fire station will have the capacity to accommodate a second fire engine and the staff and associated equipment.
9. The petitioner has also been notified that the question of whether Chester has a second fire engine will be determined as part of a wide-ranging review the outcomes of which will be considered by the Fire Authority later this year. At that point the petitions will be considered alongside other representations made about the review.

## Legal Implications

10. The Fire Authority will enter into a construction contract for the new fire station. This is based upon an industry standard document, but has been finalised with specific drafting by external legal advisers.
11. The Fire Authority is bound to consider the petitions, insofar as they are relevant, when it is considering the outcomes of the wide-ranging review

and consultation later this year. They will be a material consideration and sit alongside other responses to the consultation.

### **Financial Implications**

12. The capital required for the replacement fire station will be funded from reserves. The sum of £5.51m plus 5% contingency is contained in the capital programme.
13. The additional planning and design work associated with the second planning application coupled with the considerable archaeological investigations has involved unexpected costs. The delay, in itself, is also likely to see some inflationary increases impacting upon costs. These factors have put considerable pressure on the budget and left little contingency. However, officers and advisers believe that aspects of the additional works have helped to mitigate some cost risks, e.g. the chance of finding something of archaeological importance has considerably reduced due to the extent of the investigations that have been required as part of the planning process.

### **Equality and Diversity Implications**

14. The replacement fire station has been designed to better accommodate equality and diversity issues.

### **Environmental Implications**

15. The replacement fire station will lead to environmental improvements over the existing fire station. The replacement fire station is expected to achieve a better environmental rating than the other new builds – BREEAM very good.

**CONTACT: NAOMI THOMAS, FIRE SERVICE HQ, WINSFORD**

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**BACKGROUND PAPERS: None**

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