



**Wednesday,
3 July 2019
10.00 am**

**Meeting of
Governance and
Constitution Committee
Sadler Road
Winsford**

Contact Officer:
Naomi Thomas
Democratic Services

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

Tel: 01606 868804
E-mail: naomi.thomas@cheshirefire.gov.uk

Cheshire Fire Authority

Notes for Members of the Public

Attendance at Meetings

The Cheshire Fire Authority welcomes and encourages members of the public to be at its meetings and Committees. You are requested to remain quiet whilst the meeting is taking place and to enter and leave the meeting room as quickly and quietly as possible.

All meetings of the Authority are held at 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.

Questions by Electors

An elector in the Fire Service area can ask the Chair of the Authority a question if it is sent to the Monitoring Officer at Fire Service HQ to arrive at least five clear working days before the meeting. The contact officer named on the front of the Agenda will be happy to advise you on this procedure.

Access to Information

Copies of the Agenda will be available at the meeting. A copy can also be obtained from the contact officer named on the front of the Agenda. Alternatively, individual reports are available on the Authority's website (www.cheshirefire.gov.uk)

The Agenda is usually divided into two parts. Members of the public are allowed to stay for the first part. When the Authority is ready to deal with the second part you will be asked to leave the meeting room, because the business to be discussed will be of a confidential nature, for example, dealing with individual people and contracts.

This agenda is available in large print, Braille, audio CD or in community languages upon request by contacting; Telephone: 01606868414 or email: equalities@cheshirefire.gov.uk

Recording of Meetings

Anyone attending the meeting should be aware the Authority audio-records its meetings. There is a protocol on reporting at meetings which provides further information. Copies are available on the Service's website www.cheshirefire.gov.uk or alternatively contact Democratic Services for details

Fire Evacuation

If the Fire Alarm sounds you should make your way to the nearest exit as quickly as possible and leave the building. Please follow any instructions from staff about evacuation routes.



**MEETING OF THE GOVERNANCE AND CONSTITUTION COMMITTEE
WEDNESDAY, 3 JULY 2019**

Time : 10.00 am

Lecture Theatre - Sadler Road, 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 Membership of Committee

Members are asked to note the membership of the Governance and Constitution Committee for 2019-20, as agreed by the Fire Authority on 19th June 2019.

Councillors: S Wright – Chair
R Polhill – Deputy Chair
R Bailey
M Biggin
D Brown
M Delaney
N Mannion

Substitutes: M Beanland
D Edwardes
P Wheeler

Independent (non-elected) D Barnett
Members: L Thomson

1D Responsibilities of Committee (and Sub-Committee)

(Pages 1 - 2)

1E Declarations 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.

- 1F Minutes of the Governance and Constitution Committee** (Pages 3 - 28)
To confirm as a correct record the minutes of the meeting of the Governance and Constitution Committee held on 10th April 2019.

Matters arising from the meeting on 10th April 2019:

Following the recommendations of the Committee at its last meeting, two documents have been reviewed and amended by officers and are attached for consideration and approval:

Members' Code of Conduct – Appendix 1.
Procedure for Handling Complaints – Appendix 2.

Recommended: That

- [1] Members approve the changes made to the Members' Code of Conduct (Appendix 1) and the Procedure for Handling Complaints (Appendix 2) and recommend the Members' Code of Conduct for adoption by the Fire Authority.

ITEMS REQUIRING DISCUSSION / DECISION

- | | | |
|----------|---|-----------------|
| 2 | Compliments and Complaints Annual Report 2018-19 | (Pages 29 - 46) |
| 3 | Summary of Member Attendance 2018-19 | (Pages 47 - 52) |
| 4 | Whistleblowing Annual Report 2018-19 | (Pages 53 - 54) |
| 5 | Dispensations | (Pages 55 - 60) |
| 6 | Gifts and Hospitality Guidance | (Pages 61 - 72) |