



**Wednesday,  
22 May 2019  
9.00 am**

**Meeting of  
Staffing Committee  
Clemonds Hey  
Winsford**

Contact Officer:  
Donna Linton  
Democratic Services

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## **Cheshire Fire Authority**

### **Notes for Members of the Public**

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#### **Attendance at Meetings**

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

All meetings of the Authority are held at Sadler Road Winsford. If you plan to attend please report first to the Reception Desk where you will be asked to sign in and will be given a visitors pass. You should return your pass to the Reception Desk when you leave the building. There are some car parking spaces available on site for visitors at the front of the Sadler Road. Please do not park in spaces reserved for Fire Service personnel.

If you feel there might be particular problems with access to the building or car parking please contact the Reception Desk at Sadler Road Winsford Tel (01606) 868700.

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#### **Questions by Electors**

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

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#### **Access to Information**

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

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

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

#### **Recording of Meetings**

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

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## **MEETING OF THE STAFFING COMMITTEE**

**WEDNESDAY, 22 MAY 2019**

**Time : 9.00 am**

**Leadership Team Conference Room - Fire Service, Clemonds Hey**

### **AGENDA**

#### **Part 1 - Business to be discussed in public**

##### **1 PROCEDURAL MATTERS**

##### **1A Apologies for Absence**

##### **1B Declaration of Members' Interests**

Members are reminded that the Members' Code of Conduct requires the disclosure of Statutory Disclosable Pecuniary Interests, Non-Statutory Disclosable Pecuniary Interests and Disclosable Non-Pecuniary Interests.

##### **1C Minutes of the Staffing Committee**

To approve the minutes of the Staffing Committee held on 27<sup>th</sup> March 2019.

(Pages 1 - 2)

##### **2 Exclusion of Press and Public**

(Pages 3 - 4)

#### **Part 2 - Business to be discussed in Private**

##### **3 Appointment of Area Managers**

(Verbal Report)

The meeting has been arranged to allow Members to interview shortlisted candidates for the position of Area Manager and agree upon appointments to the posts of Head of Service Delivery and Head of Operational Policy and Assurance.

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**MINUTES OF THE MEETING OF THE STAFFING COMMITTEE held on Wednesday, 27 March 2019 at Leadership Team Conference Room - Fire Service, Clemonds Hey at 12.00 pm**

**PRESENT:** Councillors B Rudd (Chair), S Nelson, D Flude, E Johnson, S Parker and M Tarr

**1 PROCEDURAL MATTERS**

**A Record of Meeting**

Members were reminded that this meeting would be audio recorded.

**B Apologies for Absence**

Apologies for absence were received from Councillor G Merry.

**C Declaration of Members' Interests**

There were no declarations of Members' interest.

**D Minutes of the Staffing Committee**

**RESOLVED:**

**That the minutes of the Staffing Committee held on 31<sup>st</sup> October 2018 be confirmed as a correct record.**

**2 STAFF ENGAGEMENT SURVEY CORPORATE ACTION PLAN UPDATE**

Consideration was given to a report from the Director of Transformation which provided an update on progress against the corporate action plan developed to address the outcomes of the 2017 Staff Engagement Survey.

Members were advised that following the 2017 Staff Engagement Survey, officers had undertaken an exercise to solicit feedback from across the organisation to determine if the results mirrored the experiences of the staff and to inform the development of an action plan aimed at dealing with key issues. This resulted in the development of both local action plans and a corporate action plan to address the findings of the Staff Engagement Survey.

Progress against the corporate action plan was monitored regularly at meetings of the Staff Engagement Group and it was agreed that progress against the corporate action plan would also be reported to Staffing Committee on a six-monthly basis.

Members discussed each of the key themes, namely, recognition and feeling valued; management accessibility and visibility; communication and change; and common sense principles.

It was reported that the date for the 2019 Star Awards had now be set and would take place on Thursday 7<sup>th</sup> November 2019 at the Village Hotel in Warrington. The Chair encouraged all Members to attend the event. The Chief Fire Officer and Chief Executive advised that officers could assist Members with travel arrangements, where necessary.

It was reported that ahead of the launch of the next staff survey, scheduled for Summer 2019, a communications campaign and update newsletter would be delivered to provide information to staff on the changes made as a result of the survey. This would enable staff to see how their feedback and opinions have directly led to changes in a number of areas across the organisation. In response, a Member requested that following the survey could an item be included on each of the four UPG agendas to advise that the survey had taken place and to explain the outcomes that had taken place as a result of the survey at a local level. The Chief Fire Officer and Chief Executive welcomed the suggestion and confirmed that this would be actioned.

**RESOLVED: That**

**[1] The Staff Engagement Survey Corporate Action Plan Update be noted.**

## CHESHIRE FIRE AUTHORITY

**MEETING OF:** STAFFING COMMITTEE  
**DATE:** 22<sup>ND</sup> MAY 2019  
**REPORT OF:** GOVERNANCE AND CORPORATE PLANNING  
MANAGER  
**AUTHOR:** DONNA LINTON

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**SUBJECT:** EXCLUSION OF THE PRESS AND PUBLIC

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### Exclusion of the Press and Public

**Recommended:**

That under Section 100(A) (4) of the Local Government Act 1972, as amended by the Local Government (Access to Information) Order 2006, the press and public be excluded from the meeting for the items of business listed below on the grounds that they involve the likely disclosure of exempt information as defined in Schedule 12 A to the Act in the paragraphs indicated:

#### Item 3

#### Appointment of Area Managers

#### Paragraph

(1) Information relating to any individual

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**BACKGROUND DOCUMENTS:** NONE

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