



**Wednesday,  
15 January 2020  
11.30 am**

**Meeting of  
Staffing Committee  
Clemonds Hey  
Winsford**

Contact Officer:  
Naomi Thomas  
Democratic Services

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

Tel: 01606 868804  
E-mail: [naomi.thomas@cheshirefire.gov.uk](mailto:naomi.thomas@cheshirefire.gov.uk)

## **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 STAFFING COMMITTEE**

**WEDNESDAY, 15 JANUARY 2020**

**Time : 11.30 am**

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

### **AGENDA**

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

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

**1A Record of Meeting**

**1B Apologies for Absence**

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

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

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

To approve the minutes of the Staffing Committee held on 23<sup>rd</sup> October 2019.

(Pages 1 - 2)

**2 Exclusion of Press and Public**

(Pages 3 - 4)

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

**3 Pension Abatement and the Training of On Call Firefighters**

(To Follow)

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**MINUTES OF THE MEETING OF THE STAFFING COMMITTEE held on Wednesday, 23 October 2019 in the Leadership Team Conference Room, Clemonds Hey, Winsford, CW7 2UA at 12.00 pm**

**PRESENT:** Councillors Bob Rudd, Michael Beanland, Mike Biggin, Stef Nelson and Stuart Parker

## **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 Councillors Dorothy Flude and Morgan Tarr.

### **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 meeting held on 18<sup>th</sup> September 2019 be confirmed as a correct record.**

## **2 PEOPLE STRATEGY**

The Director of Transformation delivered a presentation which provided an update against the People Strategy 2019-22 (the Strategy). She informed Members that the Strategy was predicated on the 'Steps Framework', which consisted of three main elements: Step In; Step Forward; Step Up. She provided an overview of each of these areas and gave an update on activities and progress against them over the course of the last year.

**RESOLVED: That**

**[1] the People Strategy update be noted.**

**3 STAFF SURVEY**

The Policy and Transformation Officer delivered a presentation which provided an overview of the results/feedback from the Staff Survey for 2019. It focused on the following key areas: participation; engagement; key highs and lows; internal comparisons; summary; and next steps.

**RESOLVED: That**

**[1] the Staff Survey update be noted.**

**4 WORKFORCE PLANNING UPDATE**

Consideration was given to the report of the Head of Service Delivery which provided an update in respect of the ongoing and predicted operational establishment levels for 2019-20.

**RESOLVED: That**

**[1] the update be noted; and**

**[2] the recommendation contained in paragraph 14 of the report be approved.**

**5 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

**Item 6: Discipline and Grievance Update**

**Paragraph**

(1) Information relating to any individual

(2) Information that is likely to reveal the identity of an individual

**6 DISCIPLINE AND GRIEVANCE UPDATE**

The Senior HR Business Partner provided an update regarding current discipline and grievance activity.

**RESOLVED: That**

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

## CHESHIRE FIRE AUTHORITY

**MEETING OF:** STAFFING COMMITTEE  
**DATE:** 15 JANUARY 2020  
**REPORT OF:** GOVERNANCE AND CORPORATE PLANNING  
MANAGER  
**AUTHOR:** NAOMI THOMAS

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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:**

**Pension Abatement and the Training of On Call Firefighters**

**Paragraph**

- (1) Information relating to an individual;
- (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information)

**CONTACT OFFICER: NAOMI THOMAS, FIRE SERVICE HQ, WINSFORD**  
**TEL: [01606] 868804**

**BACKGROUND DOCUMENTS: NONE**

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