



**Monday,  
8 November 2021  
10.00 am**

**Meeting of  
Brigade Managers' Pay and  
Performance Committee  
Sadler Road  
Winsford  
CW7 2FQ**

Contact Officer:  
Donna Linton  
Democratic Services

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

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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 the Training Centre, 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 building. Please do not park in spaces reserved for Fire Service personnel.

If you feel there might be particular problems with access to the building or car parking please contact the Reception Desk at 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, the Agenda and 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. Most business is dealt with in the first part which is open to the public. On some occasions some business may need to be considered in the second part of the agenda, in private session. There are limited reasons which allow this to take place, e.g. as confidential information is being considered about an individual, or commercial information is being discussed.

**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**

The Authority audio records its meetings. Please contact Democratic Services for a copy of the recording via [DemocraticServices@cheshirefire.gov.uk](mailto:DemocraticServices@cheshirefire.gov.uk). The recordings are not kept indefinitely.

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**MEETING OF THE BRIGADE MANAGERS' PAY AND PERFORMANCE COMMITTEE**

**MONDAY, 8 NOVEMBER 2021**

**Time : 10.00 am**

**Lecture Theatre - Training Centre, Sadler Road, Winsford, Cheshire CW7 2FQ**

**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 Brigades Managers' Pay and Performance Committee** (Pages 1 - 4)

To approve the minutes of the meeting of the Committee held on 22<sup>nd</sup> and 30<sup>th</sup> March 2021.

**2 Exclusion of the Press and Public** (Pages 5 - 6)

**3 Appraisal of Chief Fire Officer and Chief Executive (Interim Review) 2021-22** (Pages 7 - 26)

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## **MINUTES OF THE MEETING OF THE BRIGADE MANAGERS' PAY AND PERFORMANCE COMMITTEE held on Monday, 22 March 2021 at 10.00am - Remote Meeting - Via Skype**

**PRESENT:** Councillors Bob Rudd (Chair), Stef Nelson, Michael Beanland, Mike Biggin, Karen Mundry, Stuart Parker and Peter Wheeler

### **1 PROCEDURAL MATTERS**

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

There were no apologies for absence.

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

There were no declarations of Members' Interest.

#### **C Minutes of the Brigades Managers' Pay and Performance Committee**

##### **RESOLVED:**

**That the minutes of the Brigade Managers' Pay and Performance Committee held on 25<sup>th</sup> and 28<sup>th</sup> January 2021 be confirmed as a correct record.**

### **2 EXCLUSION OF THE PRESS AND PUBLIC**

##### **RESOLVED: That:**

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

**Item 3 – Chief Fire Officer and Chief Executive – Performance Appraisal and Development Scheme**

##### **Paragraph**

**(1) Information relating to any individual**

### **3 CHIEF FIRE OFFICER AND CHIEF EXECUTIVE: PERFORMANCE APPRAISAL AND DEVELOPMENT SCHEME**

Consideration was given to a report of the Director of Transformation which outlined

the Performance Appraisal and Development Scheme [PADS] that enabled CFRS to review an employee's performance against delivery of agreed priorities/objectives, grade the contribution and performance, identify individual and organisational development needs, and support succession planning.

The PADS scheme operated from top to bottom across the whole of the Service and is particularly important at the top of the organisation, as Members seek to agree objectives with the Chief Fire Officer and Chief Executive, which ensure delivery of the Service's Integrated Risk Management Plan [IRMP].

Members were asked to review the performance of the Chief Fire Officer and Chief Executive against the objective set in 2020-21 and to agree key objectives and development needs, following discussions with the Chief Fire Officer and Chief Executive, for the coming year.

The Chief Fire Officer and Chief Executive's interim appraisal discussion was scheduled to take place on 8<sup>th</sup> November 2021.

**RESOLVED That:**

- [1] the Chief Fire Officer and Chief Executive's appraisal be agreed as discussed;**
- [2] the appraisal key objectives for 2021-22 are drafted and circulated to Members for review and approval; and**
- [3] Members agree to carry out an interim appraisal discussion on 8<sup>th</sup> November 2021.**



**MINUTES OF THE MEETING OF THE BRIGADE MANAGERS' PAY AND PERFORMANCE COMMITTEE held on Tuesday, 30 March 2021 at Lecture Theatre - Fire Service HQ, Winsford, Cheshire at 10.00 am**

**PRESENT:** Councillors Bob Rudd (Chair), Stef Nelson, Mike Biggin and Stuart Parker

**1 PROCEDURAL MATTERS**

**A Apologies for Absence**

There were no apologies for absence. The attendees formed the interview panel.

**B Declaration of Members' Interests**

There were no declarations of Members' Interest.

**2 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED: That:**

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

**Item 3 – Appointment of the Assistant Chief Fire Officer**

**Paragraph (1) Information relating to any individual**

**3 APPOINTMENT OF THE ASSISTANT CHIEF FIRE OFFICER**

The Committee conducted an interview for the position of Assistant Chief Fire Officer. The Committee was also provided with a debrief about the other elements of the assessment process.

**RESOLVED: That:**

**[1] Mr Paul Binyon be appointed as Assistant Chief Fire Officer.**

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## CHESHIRE FIRE AUTHORITY

**MEETING OF:** BRIGADE MANAGERS' PAY AND PERFORMANCE  
COMMITTEE  
**DATE:** 8<sup>TH</sup> NOVEMBER 2021  
**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: Appraisal of Chief Fire Officer and Chief Executive (Interim Review)**

**Paragraph**

- (1) Information relating to an individual.

**CONTACT OFFICER: DONNA LINTON, FIRE SERVICE HQ, WINSFORD  
TEL: [01606] 868804**

**BACKGROUND DOCUMENTS: NONE**

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of the Local Government Act 1972.

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