



**Wednesday,
14 July 2021
10.00 am**

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

Contact Officer:
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Democratic Services

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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

The Authority audio records its meetings. Please contact Democratic Services for a copy of the recording via DemocraticServices@cheshirefire.gov.uk. The recordings are not kept indefinitely. Currently, the meetings are also broadcasted using Vimeo and the details can be found on the website of Cheshire Fire and Rescue Service.

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, 14 JULY 2021

Time : 10.00 am

Lecture Theatre - Fire Service HQ, 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 Membership of Committee

Members are asked to note the membership of the Governance and Constitution Committee for 2021-22, as agreed by the Fire Authority on 23rd June 2021.

Members:

Rob Polhill (Chair)
Nick Mannion (Deputy
Chair)
Rachel Bailey
Mike Biggin
David Brown
Martyn Delaney
Brain Gallagher

Substitutes:

Michael Beanland
James Nicholas
Peter Wheeler

Independent (non-elected) member: Derek Barnett

1D 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.

1E Minutes of the Governance and Constitution Committee

(Pages 1 - 4)

To confirm as a correct record the Minutes of the meeting of the Governance and Constitution Committee held on Wednesday 28th April 2021.

ITEMS REQUIRING DISCUSSION / DECISION

- | | | |
|---|---|-----------------|
| 2 | Dispensations | (Pages 5 - 10) |
| 3 | Whistleblowing Annual Report 2020-21 | (Pages 11 - 12) |
| 4 | Compliments and Complaints Annual Report 2020-21 | (Pages 13 - 28) |
| 5 | Summary of Member Attendance 2020-21 | (Pages 29 - 34) |
| 6 | Review of Financial Regulations | |

A review of the Financial Regulations has been carried out by the Treasurer and Head of Finance and they have suggested one minor change, which is set out below:

Current

10.21 The need for any new reserve and the movement on existing reserves will be reported to Performance and Overview Committee as part of the regular quarterly reporting process.

Proposed

10.21 The need for any new reserve and any movement on existing reserves will be considered by the Service Management Team prior to reporting to Performance and Overview Committee as part of the regular quarterly reporting process.

The change is to acknowledge the important role that Service Management Team is expected to play in assisting Members with the management of reserves.

Members are asked to approve this amendment to the Financial Regulations.