



**Wednesday, 19 April 2023**  
**10.30 am**

(or at the rise of the Audit Committee, whichever is the latter)

**Meeting of**  
**Governance and**  
**Constitution Committee**  
**Sadler Road**  
**Winsford**  
**CW7 2FQ**

Contact Officer:  
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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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#### **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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#### **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, 19 APRIL 2023**

**Time : 10.30 am (or on the rise of the Audit Committee, whichever is the latter)**

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

### **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 Declarations of Members' Interests**

Members are reminded to disclose any interests that are relevant to any item on the Agenda.

###### **1D Minutes of the Governance and Constitution Committee (Pages 5 - 8)**

To confirm as a correct record the Minutes of the meeting of the Governance and Constitution Committee held on 16<sup>th</sup> November 2022.

#### **ITEMS REQUIRING DISCUSSION / DECISION**

- |          |  |                        |
|----------|--|------------------------|
| <b>2</b> | <b>Annual Governance Statement 2021-22 Action Plan Update</b>      | <b>(Pages 9 - 12)</b>  |
| <b>3</b> | <b>Draft Statement of Assurance 2022-23</b>                        | <b>(Pages 13 - 34)</b> |
| <b>4</b> | <b>Member Champions Arrangements</b>                               | <b>(Pages 35 - 40)</b> |
| <b>5</b> | <b>Review of Anti-Fraud and Anti-Bribery Policies</b>              | <b>(Pages 41 - 48)</b> |
| <b>6</b> | <b>Review of Members' Code of Conduct</b>                          | <b>(Pages 49 - 60)</b> |
| <b>7</b> | <b>Responsibilities of Audit Committee (and Ancillary Matters)</b> | <b>(Pages 61 - 74)</b> |
- The attached report is being considered by the Audit Committee prior to the meeting of this Committee. The decisions of the Audit Committee will be reported by Officers to enable this Committee to consider and make suitable recommendations to the Fire Authority.

#### **PART 2: BUSINESS TO BE DISCUSSED IN PRIVATE**

**NONE**

