



**Friday, 21 April 2023**  
**9.30 am**

**Meeting of  
Brigade Managers' Pay and  
Performance Committee  
Clemonds Hey  
Winsford  
CW7 2UA**

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

**FRIDAY, 21 APRIL 2023**

**Time : 9.30 am**

**Fire Conference Room - Fire Service HQ, Clemonds Hey, Winsford, Cheshire, CW7 2UA**

### **AGENDA**

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

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

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

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

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

##### **1C Minutes of the Brigades Managers' Pay and Performance Committee** (Pages 5 - 6)

To approve the minutes of the meeting of the Committee held on 22<sup>nd</sup> March 2023

##### **2 Exclusion of the Press and Public** (Pages 7 - 8)

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

##### **3 Appointment of the Deputy Chief Fire Officer and Assistant Chief Fire Officer** (Pages 9 - 40)

The meeting has been arranged to allow Members to interview shortlisted candidates for the position of Deputy Chief Fire Officer and Assistant Chief Fire Officer. The Committee is responsible for making the relevant appointments.

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**MINUTES OF THE MEETING OF THE BRIGADE MANAGERS' PAY AND PERFORMANCE COMMITTEE held on Wednesday, 22 March 2023 at Fire Conference Room - Fire Service HQ, Clemonds Hey, Winsford, Cheshire, CW7 2UA at 10.00 am**

**PRESENT:** Councillors Bob Rudd (Chair), Stef Nelson, Michael Beanland, Karen Mundry, Denis Murphy and Stuart Parker

**1 PROCEDURAL MATTERS**

**A Apologies for Absence**

Apologies for absence were received from Councillor Peter Wheeler.

**B Declaration of Members' Interests**

There were no declarations of Members' interests.

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

**RESOLVED:**

**That the minutes of the Brigade Managers' Pay and Performance Committee held on 23<sup>rd</sup> January 2023 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 an individual**

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

Consideration was given to a report of the Independent HR Consultant 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 monitor progress against the key objectives with the Chief Fire Officer and Chief Executive, which ensure delivery of the Service's Community Risk Management Plan [CRMP].

Members were asked to review the performance of the Chief Fire Officer and Chief Executive against the objective set in 2022-23 and to agree progress against those key objectives and any development needs if highlighted.

The Chief Fire Officer and Chief Executive's full annual appraisal was scheduled to take place on 20<sup>th</sup> November 2023.

**RESOLVED That:**

- [1] the outcome of the appraisal review be noted; and**
- [2] Members agree to carry out the full annual appraisal on 20<sup>th</sup> November 2023.**

## CHESHIRE FIRE AUTHORITY

**MEETING OF:** BRIGADE MANAGERS' PAY AND PERFORMANCE  
COMMITTEE  
**DATE:** 21<sup>ST</sup> APRIL 2023  
**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 a Deputy Chief Fire Officer and Assistant Chief Fire Officer

#### Paragraph

(1) Information relating to any individual

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

**BACKGROUND DOCUMENTS:** NONE

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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