



**MINUTES OF THE MEETING OF THE FIRE AUTHORITY held on Wednesday, 15 June 2016 at Fire Headquarters, Winsford, Cheshire at 10.30 am**

**PRESENT:** Councillors P Booher, H Deynem, A Dirir, D Flude, P Harris, D Mahon, E Johnson, G Merry, J Mercer, L Morgan, S Parker, R Polhill, K Mundry, S Nelson, B Rudd, J Saunders, T Sherlock, M Simon, M Tarr, J Weatherill and S Wright

**1. Procedural Matters**

**A Recording of Meetings**

The Head of Legal and Democratic Services reminded Members that the meeting would be audio-recorded.

**B Apologies for Absence**

Apologies for absence were received from Councillors D Bailey and D Marren.

**C Appointment to the Fire Authority**

It was noted that the following Members had been appointed to the Fire Authority by the respective constituent authorities:

Representing Cheshire East Borough Council:

<b>Conservative</b>	<b>Labour</b>	<b>Independent</b>
Cllr D Marren	Cllr D Bailey	Cllr D Mahon
Cllr G Merry	Cllr D Flude	
Cllr J Saunders		
Cllr M Simon		
Cllr J Weatherill		

Representing Cheshire West and Chester Borough Council:

<b>Conservative</b>	<b>Labour</b>
Cllr H Deynem	Cllr P Booher
Cllr E Johnson	Cllr J Mercer
Cllr S Parker	Cllr B Rudd
	Cllr T Sherlock

Representing Halton Borough Council

**Labour**  
Cllr P Harris  
Cllr S Nelson  
Cllr R Polhill

Representing Warrington Borough Council

## **Labour**

Cllr A Dirir  
Cllr K Mundry  
Cllr L Morgan  
Cllr M Tarr  
Cllr S Wright

### **D Election of Chair**

The Head of Legal and Democratic Services asked for nominations from Members for the position of Chair. Councillor B Rudd was nominated unopposed and was duly appointed Chair of the Fire Authority.

#### **RESOLVED:**

**That Councillor B Rudd be appointed as Chair of Cheshire Fire Authority until the Annual Meeting in June 2017.**

On taking the Chair Councillor B Rudd thanked Members for appointing him as Chair and thanked Councillor S Nelson for his support.

### **E Election of Deputy Chair**

The Chair invited nominations for the position of Deputy Chair. Councillor S Nelson was nominated unopposed and was duly appointed Deputy Chair of the Fire Authority. Councillor Nelson also thanked Members for their continued support.

#### **RESOLVED:**

**That Councillor S Nelson be appointed as Deputy Chair of Cheshire Fire Authority until the Annual Meeting in June 2017.**

### **F Appointment of Group Spokespersons**

#### **RESOLVED:**

**That the following appointments of Group Spokespersons be noted:  
Conservative: Councillor G Merry  
Labour: Councillor B Rudd**

### **G Appointment of Lead Members**

#### **RESOLVED:**

**That the following appointments of Lead Members be noted:  
Cheshire East: Councillor G Merry  
Cheshire West and Chester: Councillor T Sherlock  
Halton: Councillor S Nelson  
Warrington: Councillor K Mundry**

### **H Chair's Announcements**

A copy of the Chair's Announcements was distributed at this point in the meeting. It was noted that the document provided details of activities that the Deputy Chair and other Members had attended since the previous Authority meeting and also dates of

forthcoming events for Members diaries.

**I Declaration of Members' Interests**

There were no declarations of Members' Interests.

**J Minutes of the Fire Authority**

**RESOLVED:**

**That the minutes of the meeting of the Fire Authority held on 30<sup>th</sup> March 2016 be approved as a correct record.**

**K Notes of the Member Training and Development Group**

**RESOLVED:**

**That the notes of the Member Training and Development Group meeting held on 25<sup>th</sup> April 2016 be received, for information.**

**L Minutes of the Policy Committee**

**RESOLVED:**

**That the minutes of the Policy Committee meeting held on 29th April 2016 be received, for information.**

**M Appointment of Independent (Non-Elected) Members**

Members were asked to confirm the arrangements for Independent (non-elected) Members on the Fire Authority's Committees and to approve the appointment of two Independent (non-elected) Members following a review of the role by the Governance and Constitution Committee.

**RESOLVED: THAT**

**[1] Independent (non-elected) members be appointed to the following meetings (in an advisory capacity):  
Governance and Constitution Committee (2)  
Performance and Overview Committee (1)  
Member Training and Development Group (1);**

**[2] Aimee Ruddy and Lesley Thomson be appointed as Independent (non-elected) members for a term of office of four years.**

**N Appointments to Committees etc., Outside Bodies and Member Roles**

The Head of Legal and Democratic Services introduced the report which covered the following items:

- a) Responsibilities of the Fire Authority;
- b) Political proportions on the Fire Authority;
- c) Political proportionality rules  
(where they apply and where they don't and their affect upon the

- d) allocation of seats on committees etc.);
- e) Appointment of Members to available seats on committees etc.;
- f) Appointment of independent members;
- f) Appointments to outside bodies
- g) Appointment of Member Champions; and
- h) Endorsement of Member/officer buddy arrangements.

Appendix 2B of the report contained information about the political proportionality rules and allocations of seats on committees etc. Appendix 2C contained details of appointments required to committees, boards and groups. Appendix 3 showed the required appointments to outside bodies and Appendix 4 detailed the Member Champion roles. Details of the proposed nominations to the various committees, outside organisations and member champion roles were provided by both the Labour and Conservative Group. Following discussions the appointments were made. The number of positions on the Safety Centre Sounding Board was increased to 7 and additional Members would be appointed as Equality and Diversity Member champions to assist with this key area of work for the Authority.

A complete list of appointments made at the Fire Authority meeting is attached as an annex to these minutes.

**RESOLVED: That**

- [1] the responsibilities of the Fire Authority set out in Appendix 1 be confirmed;**
- [2] the political proportions on the Fire Authority set out in paragraph 3 be noted;**
- [3] the approach to the allocation of seats explained in paragraphs 4 and 5 and Appendix 2B be agreed;**
- [4] the responsibilities of Committees, Boards and Groups set out in Appendix 2A be agreed;**
- [5] the appointments required as set out in Appendix 2C (see annex) be agreed;**
- [6] the appointment of independent members (to act in an advisory capacity) as set out in paragraph 11 of the report be agreed;**
- [7] the appointments to outside bodies set out in Appendix 3 (see annex) be agreed;**
- [8] the appointments of Member Champions set out in Appendix 4 (see annex) be agreed; and**
- [9] the continuation of the Member/officer buddy arrangements be agreed.**

**O Timetable of Meetings 2016-17**

**RESOLVED:**

**That the Timetable of Meetings for 2016-17 be noted.**

**P LGA Annual Conference: 5th - 7th July 2016**

It was noted that the Chair and the Deputy Chair had been invited to attend the LGA Annual Conference being held on 5<sup>th</sup> – 7<sup>th</sup> July.

**Q Constitution**

The Head of Legal and Democratic Services explained that a revised version of Section 10 of the Constitution: Financial Regulations had been approved for submission to the Fire Authority at the Governance and Constitution Committee meeting held on 30<sup>th</sup> March 2016. Members were asked to approve the revised section on financial regulations and re-adopt the constitution.

**RESOLVED:**

**That the Fire Authority's Constitution be re-adopted subject to the inclusion of the revised version of Section 10: Financial Regulations.**

**2 BLUE LIGHT COLLABORATION - PEOPLE STRATEGY**

The Head of Legal and Democratic Services presented the report to Members which provided details of the proposed Blue Light Collaboration (BLC) People Strategy and Member approval was sought. Policy Committee had considered the draft strategy at its meeting on 29<sup>th</sup> April 2016 and recommended that the document be submitted to the Authority for approval.

The Head of Legal and Democratic Services explained that the People Strategy was a key document in relation to BLC and had been the subject of protracted discussions between fire and police staff. The key principles of the Strategy were outlined in the report and the Head of Legal and Democratic Services provided an overview of the information contained in the document.

A Member queried how the relationship with the newly appointed Police and Crime Commissioner (PCC) was developing and if this would have an impact on the programme. The Head of Legal and Democratic Services responded that initial discussions between the PCC and the Chair of the Fire Authority would be arranged over the next few weeks. A Member suggested that it would be useful for all Fire Authority Members to meet the new PCC and it was noted that the PCC and the Chief Constable would be invited to the Members Planning Day taking place on 8<sup>th</sup> July.

**RESOLVED: That**

**[1] the content of the report be noted; and**

**[2] the Blue Light Collaboration Programme People Strategy be approved.**

**3 END OF YEAR FINANCIAL AND PERFORMANCE REVIEW 2015-16**

The Head of Finance introduced the end of year (Quarter 4) report of the Authority's

performance against Service plans and budgets.

The Head of Finance provided a summary of the financial information contained in the report. He drew Members' attention to Appendix 1 of the report which showed the outturn position for the Authority for 2015-16 compared to the revised budget. He summarised the key variances and explained that additional information regarding the variances was provided in the departmental summary reports attached as an appendix to the report. He advised that the intention would be to transfer the £941k underspend identified against the revised budget together with the previously reported mid-year underspend of £1,099k to the Authority's reserves to offset the future costs of delivery of the Integrated Risk Management Plan and to fund capital expenditure. This would be formally recommended to the Authority at its meeting in September when approval of the annual statement of accounts would be sought.

The Head of Finance concluded by summarising the position in relation to the capital programme details of which were attached as Appendix 2 to the report. He highlighted the significant areas of capital spend which included the new station build schemes and the appliance replacement programme.

A Member queried whether the current high level of reserves held by the Authority were at any risk of being reviewed by the Home Office following the changes to the governance of Fire nationally. The Head of Finance responded that there was a risk but the Authority was mitigating against the risk and had developed a reserves strategy to provide the rationale for the current level of reserves.

The Head of Performance, Planning and Communications continued by presenting those sections of the report that related to the Service's performance which included an update on the delivery of the programmes and projects in the Integrated Risk Management Plan for 2015-16 (IRMP12) and the end of year position against targets for the Service's Key Performance Indicators (KPIs) which were detailed in the accompanying Corporate Performance Scorecard attached as Appendix 4 to the report.

He summarised the headline progress against programmes and projects which included the launch of the Firefighters Apprenticeship Scheme, the Blue Light Collaboration programme, progress on the fire station build programme and the work with partners on the Complex Dependencies programme.

The report detailed the Service's KPIs and the changes over the past five year period illustrated the Service's improved performance in key areas of work. The Head of Planning, Performance and Communications also highlighted areas where targets had not been met including deaths and injuries in primary fires. He added that numbers were still low and in respect of injuries a year on year decrease had been recorded.

A Member commented that a trend analysis showing performance in key areas over the last few years would be useful. The Head of Planning, Performance and Communications explained that the Service did use trend analysis when reviewing performance and this would be demonstrated when presenting future proposals for IRMP13 to Members.

He concluded by advising Members that the Performance and Overview Committee received quarterly performance and financial monitoring reports and would be able to scrutinise areas where targets were not being met in more detail.

**RESOLVED: That**

**[1] the end of year financial and performance review 2015/16 be noted.**

**4 MEMBER DEVELOPMENT PROGRAMME 2016/17 AND REVIEW OF MEMBER DEVELOPMENT 2015-16**

The Head of Legal and Democratic Services presented the Member Development Programme for 2016-17 to Members for approval. The Programme had previously been presented to the Member Training and Development Group (MTDG) at its meeting on 25<sup>th</sup> April 2016 and it had recommended that the programme be submitted to the Fire Authority for approval.

The report also contained a review of the Service's member development activities over the last year which included a summary of the delivery of the Member Development Programme and the implementation of the Member Development Strategy 2014-16.

Councillor Flude, Chair of the MTDG thanked all Members of the Fire Authority for their attendance and contributions to the Authority's member development Programme throughout 2015/16. She also wished to place on record her thanks to Rob Garner, who was previously the independent representative on the group, for his support during her time as Chair and also for his input into Member Development over the last few years. She thanked all the officers who had supported member development throughout the year and encouraged new Members to participate in the programme for 2016/17.

**RESOLVED: That**

**[1] the 2016/17 Member Development Programme (attached as Appendix 1 of the report) be approved; and**

**[2] the review of Member Development activities for 2015-16 (attached as Appendix 2 of the report ) be noted.**

## APPOINTMENTS TO COMMITTEES, BOARDS AND GROUPS FOR 2016-17

There are 23 elected Members of Cheshire Fire Authority drawn from the four unitary authorities of Cheshire East (8), Cheshire West and Chester (7), Halton (3) and Warrington (5).

### FIRE AUTHORITY – 23 Members Appointed as 8 Con: 14 Lab: 1 Ind

**Chair:** Cllr B Rudd  
**Deputy Chair:** Cllr S Nelson  
**Lead Members:** Cheshire East – Cllr G Merry  
Cheshire West and Chester – Cllr T Sherlock  
Halton – Cllr S Nelson  
Warrington – Cllr K Mundry

**Group Spokesperson(s):** Conservative – Cllr G Merry  
Labour – Cllr B Rudd

### Representing Cheshire East Council (5 Con, 2 Lab, 1 Ind)

<b>Conservative</b>	<b>Labour</b>	<b>Independent</b>
Cllr D Marren	Cllr D Bailey	Cllr D Mahon
Cllr G Merry	Cllr D Flude	
Cllr J Saunders		
Cllr M Simon		
Cllr J Weatherill		

### Representing Cheshire West and Chester Council (3 Con, 4 Lab)

<b>Conservative</b>	<b>Labour</b>
Cllr H Deynem	Cllr P Booher
Cllr E Johnson	Cllr J Mercer
Cllr S Parker	Cllr B Rudd
	Cllr T Sherlock

### Representing Halton Borough Council (3 Lab)

**Labour**  
Cllr P Harris  
Cllr S Nelson  
Cllr R Polhill

### Representing Warrington Borough Council (5 Lab)

**Labour**  
Cllr A Dirir  
Cllr L Morgan  
Cllr K Mundry  
Cllr M Tarr  
Cllr S Wright



## **BODIES COVERED BY POLITICAL PROPORTIONALITY RULES**

### **POLICY COMMITTEE – 10 Members**

**NB: Members must not be Members of Performance and Overview Committee**

**Chair: Cllr B Rudd      Deputy Chair: Cllr S Nelson**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>INDEPENDENT</b>
Cllr G Merry	Cllr B Rudd	Cllr D Mahon
Cllr S Parker	Cllr S Nelson	
Cllr J Weatherill	Cllr D Flude	
	Cllr K Mundry	
	Cllr T Sherlock	
	Cllr S Wright	

### **Substitute Members for Policy Committee**

<b>CONSERVATIVE</b>	<b>LABOUR</b>
Cllr E Johnson	Cllr M Tarr

### **PERFORMANCE AND OVERVIEW COMMITTEE – 7 Members and 1 Independent (non-elected) member**

**NB: Members must not be Members of Policy Committee**

**Chair: Cllr P Harris      Deputy Chair: Cllr J Mercer**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>Independent member</b>
Cllr H Deynem	Cllr P Harris	TBC
Cllr J Saunders	Cllr J Mercer	
Cllr M Simon	Cllr D Bailey	
	Cllr L Morgan	

### **Substitute Members for Performance and Overview Committee**

<b>CONSERVATIVE</b>	<b>LABOUR</b>
Cllr D Marren	Cllr R Polhill

### **GOVERNANCE AND CONSTITUTION COMMITTEE – 6 Members and 2 Independent (non-elected) members**

**Chair: Cllr S Wright      Deputy Chair: Cllr R Polhill**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>Independent members</b>
Cllr E Johnson	Cllr S Wright	A Ruddy
Cllr D Marren	Cllr R Polhill	L Thomson
	Cllr P Booher	
	Cllr A Dirir	

### **Substitute Members for Governance and Constitution Committee**

<b>CONSERVATIVE</b>	<b>LABOUR</b>
Cllr H Deynem	Cllr J Mercer

**BRIGADE MANAGER'S PAY AND PERFORMANCE COMMITTEE – 7 Members**

**Chair: Cllr B Rudd      Deputy Chair: Cllr S Nelson**

<b>CONSERVATIVE</b>	<b>LABOUR</b>
Cllr E Johnson	Cllr B Rudd
Cllr G Merry	Cllr S Nelson
Cllr S Parker	Cllr D Flude
	Cllr M Tarr

**Substitute Members for Brigade Manager's Pay & Performance Committee**

<b>CONSERVATIVE</b>	<b>LABOUR</b>
Cllr D Marren	Cllr L Morgan

**JOINT CONSULTATIVE COMMITTEE – 4 Members**  
**NB: Members must not be Members of Policy Committee**

**Chair: Cllr R Polhill      Deputy Chair: Cllr P Harris**

<b>CONSERVATIVE</b>	<b>LABOUR</b>
Cllr M Simon	Cllr R Polhill
	Cllr P Harris
	Cllr D Bailey

**Substitute Members for Joint Consultative Committee**

<b>CONSERVATIVE</b>	<b>LABOUR</b>
Cllr D Marren	Cllr L Morgan

**BODIES NOT COVERED BY POLITICAL PROPORTIONALITY RULES**

**MEMBER TRAINING AND DEVELOPMENT GROUP – 4 Members and 1 Independent member**

**Chair: Cllr D Flude**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>Independent member</b>
Cllr S Parker	Cllr D Flude	TBC
Cllr M Simon	Cllr M Tarr	

**RISK MANAGEMENT BOARD – 2 Members (drawn from Policy Committee)**

<b>CONSERVATIVE</b>	<b>LABOUR</b>
Cllr J Weatherill	Cllr S Nelson

**PHOENIX BOXING CLUB BOARD – 2 Members (from Warrington Members)**

<b>Members</b>	<b>Substitute Members</b>
Cllr K Mundry	Cllr A Dirir
Cllr S Wright	Cllr M Tarr

**HEALTHY HEART RUNCORN TRAINING GYM BOARD – 1 Member (from Halton Members)**

<b>Member</b>
Cllr S Nelson

**SAFETY CENTRE MEMBERS SOUNDING BOARD**

<b>Members</b>
Cllr S Nelson
Cllr A Dirir
Cllr E Johnson
Cllr J Mercer
Cllr G Merry
Cllr K Mundry
Cllr S Parker

**PENSION BOARD – 1 Member**

<b>Member</b>
Member Champion for Pensions Cllr D Marren

**BODIES WHERE NO APPOINTMENTS ARE REQUIRED**

**CLOSURE OF ACCOUNTS COMMITTEE**

The Policy Committee sits as the Closure of Accounts Committee and meets once a year to close the Authority’s accounts.

**STAFFING COMMITTEE – 4 Members**

The Staffing Committee consists of four Members drawn from the Brigade Managers Pay and Performance Committee and, wherever possible the committee must be convened in political proportion.

**BUSINESS CONTINUITY COMMITTEE**

The membership of the Business Continuity Committee comprises the Chair, Deputy Chair Group Spokesperson(s) and Lead Member(s). The Committee meets on an ad-hoc basis, as required.

**UNITARY PERFORMANCE MANAGEMENT GROUPS**

The Unitary Performance Area Groups are the performance delivery groups in each of the Unitary Performance Areas and are chaired by the local Unitary Performance Manager, and attended by the local Members for that area.

## **OUTSIDE BODIES**

### **REGIONAL APPOINTMENTS – NORTH WEST**

#### **(A) NORTH WEST FIRE FORUM**

**NB: 3 representatives only - Chair, Deputy Chair and Leader of Main Opposition**

<b>Members</b>
Cllr B Rudd
Cllr S Nelson
Cllr G Merry

#### **(B) NW FIRE CONTROL LTD – BOARD OF DIRECTORS**

**NB: 2 representatives only - Chair + 1**

<b>Members</b>
Cllr B Rudd
Cllr S Nelson

### **REGIONAL APPOINTMENTS – OTHER**

#### **(C) LOCAL GOVERNMENT ASSOCIATION (LGA) - FIRE COMMISSION**

<b>Member</b>
Cllr B Rudd

#### **(D) SAFER CHESHIRE EAST PARTNERSHIP**

<b>Member</b>
Cllr M Simon

#### **(E) SUB-REGIONAL LEADERS BOARD**

<b>Member</b>
Cllr B Rudd

## **MEMBER CHAMPION ROLES**

### **KEY MEMBER REPRESENTATION ON OTHER GROUPS – Non political – aligned to skills and interests**

<b>Equality and Diversity (2)</b> Sits on Equality Task Group	Cllr A Dirir Cllr J Mercer
<b>Health and Safety</b> Sits on Health and Safety Committee	Cllr D Flude
<b>Information and ICT</b> Sits on ICT Steering Group	Cllr R Polhill

### **ADDITIONAL MEMBER CHAMPIONS – Non political - aligned to skills and interests**

<b>Environment</b>	Cllr T Sherlock
<b>Procurement</b>	Cllr J Mercer
<b>Finance (2)</b>	Cllr G Merry Cllr S Nelson
<b>Older People</b>	Cllr D Flude
<b>Young People</b>	Cllr D Bailey
<b>Performance Management</b>	Cllr M Tarr
<b>Commercial/Business Risk Reduction</b>	Cllr S Parker
<b>Industrial Relations (JCC Chair)</b>	Cllr R Polhill
<b>Road Safety</b>	Cllr M Simon
<b>Pensions (Pension Board Chair)</b>	Cllr D Marren
<b>Sprinklers</b>	Cllr L Morgan