



**MINUTES OF THE ANNUAL MEETING OF THE CHESHIRE FIRE AUTHORITY
held on Wednesday 12 June, 2013 at Fire Service Headquarters, Winsford at
10.30 a.m.**

PRESENT: Councillors M Biggin, D Brickhill, P Carey, D Flude, P Harris, E Johnson, L Jones, J Joyce, J Leather, B Livesley, G Merry, H Mundry, S Nelson, R Polhill, B Rudd, T Sherlock, M Simon, A Tate, C Thorley, D Topping, J Weatherill, N Wright and S Wright.

PART 1 – MATTERS CONSIDERED IN PUBLIC

1 PROCEDURAL MATTERS

A APOLOGIES FOR ABSENCE

None

B ELECTION OF CHAIR

In accordance with Standing Order no 3.20 Members were invited to elect a Chair of the Authority to serve until the Annual Meeting in June 2014.

The Head of Legal and Democratic Services asked for nominations from Members for the position of Chair. Councillor J Joyce was nominated unopposed and was duly elected Chair of the Fire Authority.

RESOLVED:

That Councillor J Joyce be elected as Chair of Cheshire Fire Authority until the Annual Meeting in June 2014.

On taking the Chair Councillor Joyce thanked Members for appointing him as Chair for a second term of office. He also welcomed Councillor S Wright on to the Authority who had replaced Councillor Kerr-Brown and thanked Councillor Kerr-Brown for his service to the Authority.

C ELECTION OF DEPUTY CHAIR

In accordance with Standing Order no 3.21 the Chair invited Members to elect a Deputy Chair of the Authority to serve until the Annual Meeting in June 2014.

Councillor S Nelson was nominated unopposed and was duly elected Deputy Chair of the Fire Authority.

RESOLVED:

That Councillor S Nelson be elected as Deputy Chair of Cheshire Fire Authority until the Annual Meeting in June 2014.

D APPOINTMENT OF LEAD MEMBERS

Nominations were invited for Lead Members to represent those constituent authorities that were not represented by an appointment to the role of Chair or Deputy Chair. Cheshire East and Cheshire West and Chester Members respectively were invited to appoint Lead Members to represent their Authorities for 2013/14.

Councillors E Johnson was nominated to represent Cheshire West and Chester Borough Council and was appointed. Councillor D Topping was nominated to represent Cheshire East Borough Council and was appointed.

RESOLVED:

That the following appointments of Lead Members be noted:

Cheshire East : Councillor D Topping

Cheshire West and Chester: Councillor E Johnson

E APPOINTMENT OF GROUP SPOKESPERSONS

In accordance with Standing Order No 3.24, a political group not represented by one of the office-holders (Chair or Deputy Chair), was entitled to appoint a spokesperson to represent that political group for 2013/14.

RESOLVED:

That the following appointments of Group Spokespersons be noted:

Conservative: Councillor Eleanor Johnson

Democratic: Councillor Mike Biggin

F CHAIR'S ANNOUNCEMENTS

A copy of the Chair's Announcements was available for Members at the meeting and the following comments were made:

Fire Authority Membership 2013/14

The Chair congratulated the following Fire Authority Members on their appointments to civic roles in their respective authorities:

Councillor Peter Carey elected as Mayor of Warrington Borough Council

Councillor Dorothy Flude elected as Mayor of Cheshire East Borough Council

Councillor Bob Rudd elected as Deputy Lord Mayor of Chester and Deputy Chairman of Cheshire West and Chester Borough Council

Message of Thanks

The Chair acknowledged the message received from the Service's Volunteer Heritage Team thanking Members of the Fire Authority for their support during the refurbishment of the vintage, Shand Mason fire engine.

Achievements

The Service had recently won the Improvement and Efficiency (iESE) Fire and Rescue Project of the Year which recognises the transformation in local public

services from Councils, Police, Fire Authorities and their private and third sector partners. Members were reminded that Dr Andrew Lerner, Chief Executive of the iESE would be presenting this award to the Authority on the rise of the meeting.

The Chair also congratulated the Service on winning the Volunteer Programme of the Year at the national Social Impact Awards 2013 and for being shortlisted in the forthcoming ALARM awards for the development and implementation of the new Project Management Framework.

G DECLARATION OF MEMBERS' INTERESTS

There were no declarations of Members interests.

H MINUTES OF THE FIRE AUTHORITY

RESOLVED:

That the Minutes of the meeting of the Cheshire Fire Authority held on 17 April 2013 be confirmed as a correct record.

I MINUTES OF THE GOVERNANCE AND CONSTITUTION COMMITTEE

RESOLVED:

That the Minutes of the meeting of the Governance and Constitution Committee held on 17 April 2013 be received, for information.

J MINUTES OF THE BRIGADE MANAGERS PAY AND PERFORMANCE COMMITTEE

RESOLVED:

That the Minutes of the meeting of the Brigade Managers Pay and Performance Committee held on 7 May 2012 be received, for information.

K MEMBERSHIP OF THE FIRE AUTHORITY, COMMITTEES AND SUB-COMMITTEES, APPOINTMENT TO OTHER BODIES AND OTHER ROLES

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

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

Appendix 2A of the report contained details of the approach to the allocation of seats on committees etc. Following discussion involving the Group Leaders a further version of Appendix 2A with details of the proposed nominations to the various committees was supplied in group rooms before the meeting. Copies of Appendices 3 and 4 showing the proposed nominations for other bodies and member champion roles were also made available in group rooms.

The proposed appointments were agreed subject to minor changes presented at the meeting. The appointment to NW Fire Control Ltd was settled following a vote.

Annexes 1, 2 and 3 attached to these minutes detail the agreed list of appointments.

RESOLVED: That the:

- [1] appointments to the Fire Authority and its functions as set out in Appendix 1 of the report be noted;**
- [2] political proportions on the Fire Authority be noted;**
- [3] approach to the allocation of seats as detailed in Appendix 2A of the report be agreed;**
- [4] appointments to Committees and Sub-Committees be agreed (see attached Annex 1);**
- [5] functions of Committees and Sub-Committees as set out in Appendix 2B of the report be noted;**
- [6] appointment of the independent members (to act in an advisory capacity) to Committees and Sub-Committees be agreed (see attached Annex 1);**
- [7] appointments to other bodies be agreed (see attached Annex 2)**
- [8] appointments of Member Champions be agreed (see attached Annex 3);**
- [9] continuation of the Member/Officer buddying arrangements be agreed.**

L TIMETABLE OF MEETINGS 2013-14

A request had been received from a Member asking if the Authority would consider moving the start times for Fire Authority meetings to 10:00am. Members discussed the request but decided that the times should not change. However the Chair undertook to bring items forward on the agenda, upon request, if a Member had to leave before the anticipated close of a meeting.

RESOLVED:

That the Timetable of Meetings for 2013-14, be noted.

M LGA ANNUAL CONFERENCE – 2nd -4th JULY 2013

RESOLVED:

That it be noted that a representative from each of the three political groups would be attending the LGA Annual Conference 2013 to represent the Fire Authority.

N CONSTITUTION

The Head of Legal and Democratic Services asked Members to re-adopt the current constitution.

RESOLVED:

That the Fire Authority's Constitution be re-adopted.

2 SPRINKLERS – MOTIONS TO CONSTITUENT AUTHORITIES AND PART-FUNDING OF INSTALLATION IN HIGH-RISE BLOCKS

The Head of Community Fire Protection introduced this report which provided information about proposals to part-fund sprinklers in high-rise blocks and for a motion to be promoted at each of the four constituent authorities to encourage increased sprinkler adoption. The report also provided details of the current position in respect of the requirements for the installation of sprinklers under building regulations and the Government's position on changing those regulations.

The Head of Community Fire Protection explained that over recent years England had fallen behind the rest of the UK with Scotland and Wales approving new legislation to require sprinklers in certain buildings. The report also provided details of the different criteria used, both within the UK and across Europe, in respect of compulsory sprinkler requirements within Building Regulations.

The report also highlighted the benefits of sprinklers and that Chief Fire Officers Association (CFOA), the Local Government Association and fire and rescue services had continued to advocate their adoption. There had been two Rule 43 notices relating to fires in high-rise blocks issued by two separate coroners recently and in both instances sprinklers were endorsed for consideration in that type of premises.

The Head of Community Fire Protection also drew Members attention to the proposals to submit a motion to each of the constituent authority's Council meetings in support of the Fire Authority's Sprinkler Policy aimed at encouraging each Council to write to the Secretary of State asking for a change to building regulations.

The proposal for part-funding sprinklers in high rise blocks was supported by a business case which was attached as an appendix to the report. The financial implications of this proposal were also outlined in the report.

Members discussed the issues raised in the report and were supportive of the proposals. A number of comments/suggestions were made as follows:

- Given the unequal spread of high-rise buildings and landlords across the area there is a need to be flexible in the way the project was delivered
- Cheshire should lead on this initiative and Fire Authority Members should lead on taking the message back to their constituent authorities to gain their support
- The wording of the motions being put to each Council should be agreed and submitted to each respective Council in the same cycle of meetings in an attempt to ensure there is a consistent approach with political agreement across all parties
- Fire Authority Members should go back to their own Council's and arrange to meet with the relevant officers and Members and gain some commitment from them
- Officers needed to ensure that there were stringent conditions attached to any funding allocated (e.g a condition that the landlord must carry out maintenance of the sprinkler system and that it must remain operational after installation for a fixed period (or risk funding becoming repayable)
- A working group should be formed with the Health and Safety Member Champion (whose remit now also covers Sprinkler promotion) and a representative Member from each of the constituent authorities.

Members who sat on the Fire Services Management Committee provided an update on the national approach being taken and commented that they would keep promoting this initiative at the Fire Commission and Committee meetings they attended.

The Head of Community Fire Protection and his team were thanked for the work they had put in to bring the proposals together.

RESOLVED: THAT

- [1] the position with respect to compulsory sprinkler requirements within building regulations, both in the UK and Europe be noted;**
- [2] the proposal to submit a motion to each unitary authority asking the Council to establish a policy in respect of the installation of sprinklers be agreed;**
- [3] the project business case (Appendix 3 of the report) in respect of the part-funding of the retro-fitting of sprinklers in high-rise blocks by social housing landlords in each unitary area be approved;**

- [4] funding of up to £160,000 be made available for the initiative to secure the retro-fit of sprinkler in high-rise blocks as outlined in the project business case;**
- [5] the Head of Community Fire Protection to be authorised to attempt to secure the retro-fit of sprinklers in a high-rise block in each unitary area (provided that suitable funding arrangements can be agreed with the owners, including a provision to the effect that no liability attaches to the Authority in respect of the works to fit the sprinklers and their ongoing ‘use’); and**
- [6] the Head of Community Fire Protection in consultation with the Health and Safety Member Champion establishes a ‘Sprinkler Promotion’ working group with a Member representative from each constituent authority to progress the work on the promotion of the sprinkler agenda.**

3 MEMBER DEVELOPMENT PROGRAMME 2013-14 AND REVIEW OF MEMBER DEVELOPMENT 2012-13

The Head of Legal and Democratic Services presented the Member Development Programme for 2013-14 to Members for approval. The Programme had previously been presented to the Member Training and Development Group at its meeting on 21 March 2013 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 2012-14.

Councillor Flude, Chair of the Member Training and Development Group thanked all Members of the Fire Authority for their attendance and contributions to the Authority’s Member Development programme throughout 2012/13. She also thanked all the officers who had supported the programme throughout the year and commented that it had been an excellent year with a number of good events provided for Members.

Councillor Flude also wished to thank Councillor Livesley for his input to Member Development during his term of Office as Chair of the group and to recognise the progress that had been made with Member Development in the Authority during this time.

RESOLVED: That

- [1] the 2013/14 Member Development Programme (attached as Appendix 1 of the report) be approved; and**
- [2] the review of Member Development activities for 2012-14 (attached as Appendix 2 of the report) be noted.**

PART 2 – BUSINESS TO BE DISCUSSED IN PRIVATE

NONE

ANNEX 1

COMMITTEE MEMBERSHIP FOR 2013-14

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 Con: Lab: Lib: Ind
(9:12:1:1)
(Now Con: Lab: Dem (9:12:2))**

Chair: Cllr J Joyce
Deputy Chair: Cllr S Nelson
Lead Members: Cheshire East – Cllr D Topping
Cheshire West and Chester – Cllr E Johnson
Group Spokesperson(s): Conservative – Cllr E Johnson
Democratic – Cllr M Biggin
Labour – Cllr J Joyce

Representing Cheshire East Council (5:2:0:1)

Conservative	Labour	Liberal Democrat	Independent
Cllr B Livesley Cllr G Merry Cllr M J Simon Cllr D Topping Cllr J Weatherill	Cllr D Flude Cllr C Thorley		Cllr D Brickhill

Representing Cheshire West and Chester Council (4:3:0)

Conservative	Labour	Liberal Democrat
Cllr E Johnson Cllr L Jones Cllr J Leather Cllr N Wright	Cllr B Rudd Cllr T Sherlock Cllr A Tate	

Representing Halton Borough Council (0:3:0)

Conservative	Labour	Liberal Democrat
	Cllr R K Polhill Cllr S J Nelson Cllr P Harris	

Representing Warrington Borough Council (0:4:1)

Conservative	Labour	Liberal Democrat
	Cllr P Carey Cllr J Joyce Cllr H Mundry Cllr S Wright	Cllr M Biggin

BODIES COVERED BY POLITICAL PROPORTIONALITY RULES

POLICY COMMITTEE – 10 Members

Chair: Cllr J Joyce

Deputy Chair: Cllr S Nelson

CONSERVATIVE	LABOUR	DEMOCRATIC
Cllr L Jones	Cllr J Joyce	Cllr D Brickhill
Cllr J Leather	Cllr S Nelson	
Cllr G Merry	Cllr P Carey	
Cllr D Topping	Cllr B Rudd	
	Cllr C Thorley	

**PERFORMANCE AND OVERVIEW COMMITTEE –
7 Members and 1 Independent Member**

NB: Members must not be Members of Policy Committee

Chair: Cllr Alex Tate

CONSERVATIVE	LABOUR
Cllr M Simon	Cllr A Tate
Cllr J Weatherill	Cllr D Flude
Cllr N Wright	Cllr P Harris
	Cllr S Wright
INDEPENDENT MEMBER	
B Ravenscroft	

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

Chair: Cllr John Joyce

CONSERVATIVE	LABOUR
Cllr B Livesley	Cllr J Joyce
Cllr G Merry	Cllr S Nelson
Cllr D Topping	Cllr B Rudd
	Cllr C Thorley

JOINT CONSULTATIVE COMMITTEE (DISPUTE) – 4 Members

NB: Members must not be Members of Policy Committee

Chair: Cllr Rob Polhill

CONSERVATIVE	LABOUR	DEMOCRATIC
Cllr E Johnson	Cllr R Polhill	Cllr M Biggin
	Cllr T Sherlock	

GOVERNANCE AND CONSTITUTION COMMITTEE –

6 Members + 3 Independents

Chair: Cllr Hans Mundry

CONSERVATIVE	LABOUR	DEMOCRATIC
Cllr J Leather	Cllr H Mundry	Cllr M Biggin
Cllr B Livesley	Cllr R Polhill	
	Cllr T Sherlock	
3 INDEPENDENT MEMBERS		
R Garner	M McBride	B Ravenscroft

BODIES NOT COVERED BY POLITICAL PROPORTIONALITY RULES

MEMBER TRAINING AND DEVELOPMENT GROUP –

4 Members + 1 Independent

Chair: Cllr Dorothy Flude

CONSERVATIVE	LABOUR
Cllr L Jones	Cllr D Flude
Cllr B Livesley	Cllr P Harris
INDEPENDENT MEMBER	
R Garner	

RISK MANAGEMENT BOARD – 2 Members

CONSERVATIVE	LABOUR
Cllr J Weatherill	Cllr C Thorley

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

Members	Substitute Members
Cllr P Carey	Cllr M Biggin
Cllr J Joyce	

HEALTHY HEART RUNCORN TRAINING GYM BOARD –

1 Member (from Halton Members) – Appointment made Feb 2013

Member
Cllr S Nelson

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 SUB-COMMITTEE – 4 Members

The Staffing Sub-Committee consists of four Members drawn from the Brigade Managers Pay and Performance Committee and, wherever possible the sub-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.

Annex 2

OTHER BODIES

REGIONAL APPOINTMENTS – NORTH WEST

(A) NORTH WEST FIRE AND RESCUE STRATEGIC PARTNERSHIP BOARD

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

Members
Chair of Fire Authority - Cllr J Joyce
Deputy Chair of the Fire Authority – Cllr S Nelson
Leader of Main Opposition Party – Cllr E Johnson

(B) NW FIRE CONTROL LTD

NB: 2 representatives only - Chair + 1

Members
Chair of the Fire Authority – Cllr J Joyce
Cllr E Johnson

REGIONAL APPOINTMENTS – OTHER

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

Member
Chair of Fire Authority – Cllr J Joyce

(D) LGA RURAL AND URBAN COMMISSIONS

Rural Commission

Member
Cllr M Simon

Urban Commission

Member
Cllr C Thorley

(E) SAFER CHESHIRE EAST PARTNERSHIP

Member
Cllr M Simon

(F) SUB-REGIONAL PUBLIC LEADERSHIP BOARD

Member
Chair of the Fire Authority - Cllr J Joyce

(G) WEST CHESHIRE STRATEGY BOARD

Member
Cllr A Tate

Annex 3

MEMBER CHAMPIONS

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

Equality and Diversity Sits on Equality Task Group	Cllr S Wright
Environment Sits on Environment Project Board	Cllr T Sherlock
Health and Safety Sits on Health and Safety Committee This role will also include support to the sprinkler agenda.	Cllr B Rudd
Information and ICT Sits on ICT Steering Group	Cllr J Leather

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

Procurement	Cllr T Sherlock
Finance (2)	Cllr P Carey
	Cllr G Merry
Older People	Cllr D Flude
Young People	Cllr H Mundry
Performance Management	Cllr A Tate
Commercial/Business Risk Reduction	Cllr P Harris
Industrial Relations (JCC Chair)	Cllr R Polhill
Road Safety	Cllr B Livesley