



**MINUTES OF THE ANNUAL MEETING OF THE CHESHIRE FIRE AUTHORITY  
held on Wednesday 18 June, 2014 at Fire Service Headquarters, Winsford at  
10.30 a.m.**

**PRESENT:** Councillors M Biggin, D Brickhill, P Carey, D Flude, P Harris, J Houlbrook, E Johnson, J Joyce, 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**

Apologies received from Councillor L Jones

**B APPOINTMENTS TO THE FIRE AUTHORITY**

The following Members had been appointed to the Fire Authority by the respective constituent authorities:

**Representing Cheshire East Borough Council:**

**Conservative**

Cllr B Livesley  
Cllr G Merry  
Cllr M Simon  
Cllr D Topping  
Cllr J Weatherill

**Labour**

Cllr D Flude  
Cllr C Thorley

**Independent**

Cllr D Brickhill

**Representing Cheshire West and Chester Borough Council:**

**Conservative**

Cllr J Houlbrook  
Cllr E Johnson  
Cllr L Jones  
Cllr N Wright

**Labour**

Cllr B Rudd  
Cllr T Sherlock  
Cllr A Tate

**Representing Halton Borough Council:**

**Labour**

Cllr P Harris  
Cllr S Nelson  
Cllr R Polhill

**Representing Warrington Borough Council:**

**Labour**

Cllr P Carey  
Cllr J Joyce  
Cllr H Mundry  
Cllr S Wright

**Liberal Democrat**

Cllr M Biggin

**C ELECTION OF CHAIR**

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 appointed Chair of the Fire Authority.

**RESOLVED:**

**That Councillor J Joyce be appointed as Chair of Cheshire Fire Authority until the Annual Meeting in June 2015.**

On taking the Chair Councillor Joyce thanked Members for appointing him as Chair for a third term of office. He also welcomed Councillor Houlbrook, who has replaced Councillor Leather on the Authority and thanked Councillor Leather for his service on the Authority.

**D ELECTION OF DEPUTY CHAIR**

The Chair invited Members for nominations for the position of Deputy Chair of the Authority to serve until the Annual Meeting in June 2015.

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 2015.**

## **E APPOINTMENT OF GROUP SPOKESPERSONS**

A political group is entitled to appoint a group spokesperson.

### **RESOLVED:**

**That the following appointments of Group Spokespersons be noted:**

**Conservative: Councillor E Johnson**

**Democratic: Councillor M Biggin**

**Labour: Councillor J Joyce**

## **F APPOINTMENT OF LEAD MEMBERS**

The 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 2014/15.

### **RESOLVED:**

**That the following appointments of Lead Members be noted:**

**Cheshire East: Councillor D Topping**

**Cheshire West and Chester: Councillor E Johnson**

## **G CHAIR'S ANNOUNCEMENTS**

### Fire Authority Membership 2014/15

The Chair congratulated Councillor Bob Rudd on being elected as Lord Mayor of Chester and Chairman of Cheshire West and Chester Borough Council

### Queen's Birthday Honours

Two members of Cheshire Fire and Rescue Service had been recognised in the Queen's birthday honours list. Chief Fire Officer Paul Hancock had been given the Queen's Fire Service Medal and Watch Manager Pete Shields had received the British Empire Medal. The Chair passed on the Authority's congratulations to the Officers who had received the honours and said that this was a recognition which was well deserved and demonstrated the high calibre of officers in the Service.

## **H DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of Members interests.

## **I MINUTES OF THE FIRE AUTHORITY**

### **RESOLVED:**

**That the Minutes of the meeting of the Cheshire Fire Authority held on 23 April 2014 be confirmed as a correct record.**

**J NOTES OF THE MEMBER TRAINING AND DEVELOPMENT GROUP**

Councillor Flude, Chair of the Member Training and Development Group thanked the Democratic Services Team and the Learning and Development Manager for their work in respect of Member Development activities. She commented that it had been another positive year for Member Development and, although Level 2 of the NW Charter had not yet been achieved work was continuing towards this goal.

**RESOLVED:**

**That the Notes of the meeting of the Member Training and Development Group held on 28 April 2014 be received, for information.**

**K 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 9 June 2014 be received, for information.**

**L APPOINTMENT 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 allocation of seats on committees etc.);
- d) Appointment of Members to available seats on committees etc.;
- e) 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. Following discussions in Group meetings a further version of Appendix 2C with details of the proposed nominations to the various committees was distributed in the meeting. Copies of Appendices 3 and 4 showing the proposed nominations for other bodies and member champion roles were also provided.

The proposed appointments were agreed subject to a minor change presented at the meeting in respect of the Joint Consultative Committee (JCC). As Councillor Biggin had been appointed to Policy Committee he could no longer remain on the JCC so Councillor Brickhill was nominated to take the Democratic seat on this Committee.

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

**RESOLVED: That the:**

- [1] responsibilities of the Fire Authority set out in Appendix 1 of the report be noted;
- [2] political proportions on the Fire Authority set out in paragraph 3 of the report be noted;
- [3] approach to the allocation of seats explained in paragraphs 5 and 6 and Appendix 2B of the report be agreed;
- [4] responsibilities of Committees, Boards and Groups as set out in Appendix 2A of the report be noted;
- [5] appointments to Committees, Boards and Groups be agreed (see attached Annex 1);
- [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 outside 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.

**M TIMETABLE OF MEETINGS 2014-15**

The Chair of the Governance and Constitution Committee requested that the meeting of the Governance and Constitution Committee scheduled for 9<sup>th</sup> July be moved forward to 16<sup>th</sup> July.

**RESOLVED:**

**That the Timetable of Meetings for 2014-15 and the revised date for the July Governance and Constitution Committee be noted.**

**N LGA ANNUAL CONFERENCE – 8th -10<sup>th</sup> JULY 2014**

The Chair stated that he and the Deputy Chair would be attending the conference and that each of the other political groups would be afforded a place.

**RESOLVED:**

**That it be noted that the Chair and Deputy Chair and a representative from each of the other political groups would be attending the LGA Annual Conference 2014 to represent the Fire Authority.**

**O 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.**

**3 MEMBER DEVELOPMENT PROGRAMME 2014-15 AND REVIEW OF MEMBER DEVELOPMENT 2013-14**

The Head of Legal and Democratic Services presented the Member Development Programme for 2014-15 to Members for approval. The Programme had previously been presented to the Member Training and Development Group at its meeting on 28 April 2014 and it had recommended that the programme be submitted to the Fire Authority for approval. He also explained to Members that, as part of the Authority's ongoing commitment to Member Development, they were being asked to re-affirm the Authority's commitment to the principles of the North West Charter for Elected Member Development

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 2013/14. 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 commented that she hoped all Members would continue to participate in the work towards Charter Level 2 and the forthcoming level 1 assessment.

**RESOLVED: That**

- [1] the 2014/15 Member Development Programme (attached as Appendix 1 of the report) be approved;**
- [2] the review of Member Development activities for 2013-14 (attached as Appendix 2 of the report ) be noted; and**
- [4] the Authority's commitment to the North West Charter for Elected Member Development be re-affirmed and the declaration be signed by the Chair of the Authority and the Chief Fire Officer.**

**3 INTEGRATED CONSULTATION AND CORPORATE PLANNING  
TIMETABLE**

The Head of Planning, Performance and Communications presented the annual Consultation and Corporate Planning Timetable to Members for approval. He explained that the timetable was designed as a strategic step process that integrated all the Service's corporate key planning dates in a simple visual format. The key activities were divided into quarters to dovetail with the quarterly performance reporting cycle and Members attention was drawn to key dates where Member input was required.

Members thanked the Head of Planning, Performance and Communications and commented that this was a useful reference document. Members discussed the forthcoming planning day that was scheduled for 11 July in the timetable and it was noted that a number of Members may not be available for the whole day. The Chief Fire Officer commented that Officers would review the timings for the meeting and explained that, for Members who were unable to attend, Officer buddies would be able to provide an overview and update on the sessions held.

**RESOLVED: That**

- [1] the integrated Consultation and Corporate Planning timetable for development of the Authority's Integrated Risk Management Plan (IRMP) for 2015-16 be approved.**

**PART 2 – BUSINESS TO BE DISCUSSED IN PRIVATE**

**NONE**

**ANNEX 1**

**APPOINTMENTS TO COMMITTEES, BOARDS AND GROUPS FOR 2014-15**

**BODIES COVERED BY POLITICAL PROPORTIONALITY RULES**

**POLICY COMMITTEE – 10 Members**

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

**Chair: Cllr J Joyce Deputy Chair: Cllr S Nelson**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>DEMOCRATIC</b>
Cllr L Jones	Cllr J Joyce	Cllr M Biggin
Cllr E Johnson	Cllr S Nelson	
Cllr G Merry	Cllr P Carey	
Cllr D Topping	Cllr B Rudd	
	Cllr C Thorley	

**Substitute Members for Policy Committee**

<b>CONSERVATIVE</b>	<b>LABOUR</b>
Cllr J Houlbrook	Cllr H Mundry

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

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

**Chair: Cllr A Tate Deputy Chair: Cllr P Harris**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>DEMOCRATIC</b>	<b>INDEPENDENT MEMBER</b>
Cllr M Simon	Cllr A Tate		M McBride
Cllr J Weatherill	Cllr D Flude		
Cllr N Wright	Cllr P Harris		
	Cllr S Wright		

**Substitute Members for Performance and Overview Committee**

<b>CONSERVATIVE</b>	<b>LABOUR</b>
Cllr B Livesley	Cllr T Sherlock

**GOVERNANCE AND CONSTITUTION COMMITTEE – 6 Members and 3 Independent Members**

**Chair: Cllr H Mundry Deputy Chair: Cllr T Sherlock**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>DEMOCRATIC</b>	<b>INDEPENDENT MEMBERS</b>
Cllr B Livesley	Cllr H Mundry	Cllr M Biggin	R Garner
Cllr J Houlbrook	Cllr R Polhill		M McBride
	Cllr T Sherlock		B Ravenscroft

**Substitute Members for Governance and Constitution Committee**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>DEMOCRATIC</b>
Cllr N Wright	Cllr C Thorley	Cllr D Brickhill



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

**Members**

**Chair: Cllr J Joyce**

**Deputy Chair: Cllr S Nelson**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>DEMOCRATIC</b>
Cllr E Johnson	Cllr J Joyce	
Cllr G Merry	Cllr S Nelson	
Cllr D Topping	Cllr B Rudd	
	Cllr C Thorley	

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

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>DEMOCRATIC</b>
Cllr B Livesley	Cllr A Tate	

**JOINT CONSULTATIVE COMMITTEE (DISPUTE) – 4 Members**

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

**Chair: Cllr R Polhill**

**Deputy Chair:**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>DEMOCRATIC</b>
Cllr E Johnson	Cllr R Polhill	Cllr D Brickhill
	Cllr T Sherlock	

**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>DEMOCRATIC</b>	<b>INDEPENDENT MEMBER</b>
Cllr L Jones	Cllr D Flude		R Garner
Cllr B Livesley	Cllr P Harris		

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

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>DEMOCRATIC</b>
Cllr J Weatherill	Cllr C Thorley	

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

<b>Members</b>	<b>Substitute Members</b>
Cllr S Wright	Cllr M Biggin
Cllr J Joyce	Cllr P Carey
	Cllr H Mundry

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

<b>Member</b>
Cllr S Nelson

## **SAFETY CENTRE MEMBERS SOUNDING BOARD**

<b>Members</b>	
Cllr M Biggin	Cllr D Brickhill
Cllr P Carey	Cllr D Flude
Cllr E Johnson	Cllr D Topping
Cllr G Merry	
Cllr S Nelson (Ch)	
Cllr C Thorley	

## **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.

## Annex 2

### 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>
Chair of Fire Authority – Cllr J Joyce
Deputy Chair of the Fire Authority – Cllr S Nelson
Leader of Main Opposition – Cllr E Johnson

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

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

<b>Members</b>
Chair of the Fire Authority – Cllr J Joyce
Cllr E Johnson

#### REGIONAL APPOINTMENTS – OTHER

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

<b>Member</b>
Chair of Fire Authority – Cllr J Joyce

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

<b>Member</b>
Cllr M Simon

##### (E) SUB-REGIONAL PUBLIC LEADERSHIP BOARD

<b>Member</b>
Chair of the Fire Authority – Cllr J Joyce

##### (F) WEST CHESHIRE STRATEGY BOARD

<b>Member</b>
Cllr A Tate

**NB:** The Fire Authority has not given delegated powers to Members appointed to any Outside Bodies. However Members appointed as Directors of NW Fire Control Ltd have legal responsibilities associated with that role.

**Annex 3**

**MEMBER CHAMPION ROLES**

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

<b>Equality and Diversity</b> Sits on Equality Task Group	Cllr S Wright
<b>Health and Safety</b> Sits on Health and Safety Committee	Cllr B Rudd
<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 T Sherlock
<b>Finance</b>	Cllr P Carey Cllr G Merry
<b>Older People</b>	Cllr D Flude
<b>Young People</b>	Cllr H Mundry
<b>Performance Management</b>	Cllr A Tate
<b>Commercial/Business Risk Reduction</b>	Cllr P Harris
<b>Industrial Relations (JCC Chair)</b>	Cllr R Polhill
<b>Road Safety</b>	Cllr B Livesley