



**MINUTES OF THE ANNUAL MEETING OF THE CHESHIRE FIRE AUTHORITY  
held on Wednesday 17 June 2015 at Fire Service Headquarters, Winsford at  
10.30 a.m.**

**PRESENT:** Councillors D Bailey, M Biggin, P Booher, P Carey, R Daniels, D Flude, P Harris, J Joyce, D Mahon, D Marren, P Mason, J Mercer, L Morgan, S Nelson, R Polhill, B Rudd, T Sherlock, M Simon, J Weatherill, N Wright and S Wright.

**PART 1 – MATTERS CONSIDERED IN PUBLIC**

**1 PROCEDURAL MATTERS**

**A RECORDING OF MEETING**

Members were reminded that the meeting would be audio-recorded.

**B APOLOGIES FOR ABSENCE**

Apologies received from Councillors P Mason, G Merry and S Parker.

**C 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 D Marren  
Cllr P Mason  
Cllr G Merry  
Cllr M Simon  
Cllr J Weatherill

**Labour**

Cllr D Bailey  
Cllr D Flude

**Independent**

Cllr D Mahon

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

**Conservative**

Cllr R Daniels  
Cllr S Parker  
Cllr N Wright

**Labour**

Cllr P Booher  
Cllr J Mercer  
Cllr T Sherlock  
Cllr B Rudd

**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 L Morgan  
Cllr S Wright

**Liberal Democrat**

Cllr M Biggin

**D 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 2016.**

On taking the Chair Councillor Joyce thanked Members for re-appointing him as Chair and thanked officers for the support that they provided to Fire Authority Members. He also welcomed the new Members to their first meeting of the Fire Authority.

**E ELECTION OF DEPUTY CHAIR**

The Chair invited nominations for the position of Deputy Chair of the Authority to serve until the Annual Meeting in June 2016.

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 2016.**

**F APPOINTMENT OF GROUP SPOKESPERSONS**

**RESOLVED:**

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

**Conservative: Councillor G Merry**  
**Democratic: Councillor M Biggin**  
**Labour: Councillor J Joyce**

## **G 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 2015/16.

### **RESOLVED:**

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

**Cheshire East: Councillor G Merry**

**Cheshire West and Chester: Councillor B Rudd**

## **H CHAIR'S ANNOUNCEMENTS**

The Chair mentioned his attendance at NW Fire Control's Board of Directors meeting on 16<sup>th</sup> June 2015. He highlighted the performance reporting regime and positive information in respect of Cheshire's calls e.g. the effectiveness of Cheshire's call challenge policy and procedure.

## **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 Cheshire Fire Authority held on 22 April 2015 be confirmed as a correct record.**

## **K MINUTES OF THE STAFFING COMMITTEE**

### **RESOLVED:**

**That the Minutes of the meeting of the Staffing Committee held on 22 April 2015 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 completed version of Appendix 2C with details of the proposed nominations to the various committees was distributed during the meeting. Copies of Appendices 3 and 4 showing the proposed nominations for other bodies and member champion roles were also distributed.

The proposed appointments shown on the distributed sheet were agreed subject to one change made at the meeting in respect of Member Champion appointments. Councillor Flude would be appointed as the Health and Safety Member Champion with Councillor Rudd being appointed to a new Member Champion role in respect of Sprinklers. Annexes 1, 2 and 3 attached to these minutes detail the agreed lists of appointments.

Members' attention was drawn to recommendation 10 which sought Member approval to name the safety centre 'Safety Central'. The Head of Legal and Democratic Services explained that it would be helpful to have Member approval for the proposed safety centre name to allow it's corporate identity to be developed further. The Chair of the Sounding Board added that the Board had discussed the naming of the centre and had expressed a preference for 'Safety Central'.

**RESOLVED: That the:**

- [1] responsibilities of the Fire Authority set out in Appendix 1 of the report be confirmed;**
- [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 agreed;**
- [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; and**
- [10] **name of the safety centre, 'Safety Central', be agreed.**

**M TIMETABLE OF MEETINGS 2015-16**

**RESOLVED:**

**That the Timetable of Meetings for 2015-16 be noted.**

**N LGA ANNUAL CONFERENCE – 30<sup>th</sup> June -2<sup>nd</sup> JULY 2015**

**RESOLVED:**

**That it be noted that the Chair would be attending the LGA Annual Conference 2015 to represent the Fire Authority.**

**O CONSTITUTION**

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

**RESOLVED:**

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

**2 END OF YEAR FINANCIAL AND PERFORMANCE REVIEW 2014-15**

The Chief Fire Officer introduced the end of year (Quarter 4) report of the Authority's performance against Service plans and budget. He explained that the report provided the end of year position of the Service's financial performance; progress against 2014-15 projects and a summary from each Head of Department reflecting progress against 2014-15 Service plans and targets.

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 2014-15 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 reported that overall, the Authority had an underspend against its revised budget of £492k. He advised that the intention would be to transfer the year end underspend into the IRMP reserve, along with underspends previously reported to Performance and Overview Committee during the year (totalling £1.6m) and 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 commented that there had been some slippage on the fire station new builds which was detailed in the report further on the agenda concerning the fire station build programme.

The Chief Fire Officer 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 2014-15 (IRMP11) 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 performance which included the Service's role in the successful campaign in relation to the introduction of legislation requiring landlords to fit smoke alarms in all private rented homes, progress on the fire station build programme and the introduction of a new wholetime duty system for Cheshire. The Chair added that there had been lengthy negotiations with the Fire Brigade's Union (FBU) over the new duty system and that the FBU had worked with Members and officers to reach an agreement. He wished to thank the FBU representatives, particularly the Branch Secretary, for the Union's input into the process.

The Chief Fire Officer drew Members attention to the update on North West Fire Control (NWFC) and provided further details of the performance report that had been presented to the NWFC Board of Directors the previous day. Members noted the information provided and it was suggested that a visit to the control centre for Members, now it was fully operational, be arranged.

The report detailed the Service's corporate (KPIs) and the changes over the past five year period illustrated the Service's improved performance in key areas of work. The Chief Fire Officer also highlighted areas where targets had not been met including the average on call availability where the target was 85% but only 73% had been achieved. It was noted that there were local variances in the overall figure and that on-call availability was improving with the assistance of the new staffing system and the recruitment of more on call staff. The Head of Service Delivery and his team were actively working on improvements to the on-call system to ensure that on call availability would continue to rise.

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 2014/15 be noted.**

### **3 PUBLICATION OF 'PLANNING FOR A SAFER CHESHIRE 2015-20'**

The Chief Fire Officer presented this report which sought Member approval to publish the Fire Authority's new five year strategy 'Planning for a safer Cheshire 2015-20'. He explained that Members had approved a draft strategy for consultation in December 2014 and following completion of the consultation programme a detailed feedback report was presented to the Authority's meeting on 22<sup>nd</sup> April 2015. Upon consideration of the feedback and the key emerging themes it was agreed to update the draft strategy accordingly before presenting the final version for Member approval at this meeting.

The Chief Fire Officer explained that the key changes to the draft strategy were highlighted in the report. It was noted that the strategy set out the Authority's overall approach in responding to the significant financial and service challenges it faced over the next five financial years. The Chief Fire Officer added that Integrated Risk Management Plans (IRMPs) which set out the detailed proposals for the delivery of the strategy would be developed annually with Members through a series of planning days and Authority meetings prior to publication in March each year.

**RESOLVED: That**

**[1] the Fire Authority's five year strategy 'Planning for a safer Cheshire 2015-20' be approved for publication.**

### **4 MEMBER DEVELOPMENT PROGRAMME 2015-16 AND REVIEW OF MEMBER DEVELOPMENT 2014-15**

The Head of Legal and Democratic Services presented the Member Development Programme for 2015-16 to Members for approval. The Programme had previously been presented to the Member Training and Development Group (MTDG) at its meeting on 14<sup>th</sup> April 2015 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 2014/15. She also wished to place on record her thanks to Bill Livesley for the sterling work he carried out during his time as chair of the MTDG, establishing the group and developing the Authority's initial Member Development Strategy. She also thanked all the officers who had supported the programme throughout the year.

**RESOLVED: That**

- [1] the 2015/16 Member Development Programme (attached as Appendix 1 of the report) be approved; and**
- [2] the review of Member Development activities for 2014-15 (attached as Appendix 2 of the report ) be noted.**

**5 FIRE STATION BUILD PROGRAMME**

The Assistant Chief Fire Officer introduced the report which provided an update on progress on the programme to build four fire stations (one combined with a safety centre) and sought Member approval to increase the capital allocation for the programme.

The Assistant Chief Fire Officer provided a summary of the report which covered the securing of planning permission, land purchases, construction and the procurement process. He also drew Members attention to the main reasons for the requirement to increase the capital allocation which were detailed in the report.

The Chair commented that it was disappointing that the increase was necessary but he was satisfied that the revised procurement process was robust and that the additional capital allocation, which would be funded from the IRMP reserve, was required.

**RESOLVED: That**

- [1] the current position in respect of the fire station build programme be noted; and**
- [2] an additional £1.25m capital allocation for the fire station build programme be approved.**

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

**NONE**



**ANNEX 1**

**APPOINTMENTS TO COMMITTEES, BOARDS AND GROUPS FOR 2015-16**

**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 P MASON	CLLR P BOOHER	CLLR M BIGGIN
CLLR S PARKER	CLLR P CAREY	
CLLR J WEATHERILL	CLLR D FLUDE	
	CLLR J JOYCE	
	CLLR S NELSON	
	CLLR B RUDD	

**Substitute Members for Policy Committee**

<b>CONSERVATIVE</b>	<b>LABOUR</b>
CLLR R DANIELS	CLLR S WRIGHT

**PERFORMANCE AND OVERVIEW COMMITTEE – 7 Members and 1 Independent 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>DEMOCRATIC</b>	<b>INDEPENDENT MEMBER</b>
CLLR M SIMON	CLLR D BAILEY	CLLR D MAHON	M McBride
CLLR N WRIGHT	CLLR P HARRIS		
	CLLR J MERCER		
	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 3 Independent Members**

**Chair: CLLR S WRIGHT Deputy Chair: CLLR R POLHILL**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>DEMOCRATIC</b>	<b>INDEPENDENT MEMBERS</b>
CLLR R DANIELS	CLLR L MORGAN	CLLR M BIGGIN	R Garner
CLLR D MARREN	CLLR R POLHILL		M McBride
	CLLR S WRIGHT		B Ravenscroft

**Substitute Members for Governance and Constitution Committee**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>DEMOCRATIC</b>
CLLR N WRIGHT	CLLR J MERCER	CLLR D MAHON

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

**Members**

**Chair: CLLR J JOYCE**

**Deputy Chair: CLLR S NELSON**

<b>CONSERVATIVE</b>	<b>LABOUR</b>
CLLR R DANIELS	CLLR D FLUDE
CLLR P MASON	CLLR J JOYCE
CLLR G MERRY	CLLR S NELSON
	CLLR B RUDD

**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 T SHERLOCK**

<b>CONSERVATIVE</b>	<b>LABOUR</b>
CLLR G MERRY	CLLR R POLHILL
CLLR M SIMON	CLLR T SHERLOCK

**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	R Garner
CLLR N WRIGHT	CLLR P HARRIS	

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

<b>CONSERVATIVE</b>	<b>LABOUR</b>
CLLR J WEATHERILL	CLLR P CAREY

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

<b>Members</b>	<b>Substitute Members</b>
CLLR J JOYCE	CLLR P CAREY
CLLR S WRIGHT	CLLR L MORGAN

**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 P CAREY
CLLR J MERCER
CLLR G MERRY
CLLR S NELSON (CH)
CLLR S PARKER

**PENSION BOARD – 1 Member**

<b>Member</b>
CLLR P MASON

**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>
CLLR J JOYCE
CLLR S NELSON
CLLR G MERRY

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

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

<b>Members</b>
CLLR J JOYCE
CLLR S NELSON

#### **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 LEADERS BOARD**

<b>Member</b>
CHAIR OF THE FIRE AUTHORITY – CLLR J JOYCE

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

This Board is currently under review by Cheshire West and Chester Council therefore no Fire Authority appointments are required at present.

**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 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 T SHERLOCK
<b>Finance</b>	CLLR P CAREY CLLR G MERRY
<b>Older People</b>	CLLR P BOOHER
<b>Young People</b>	CLLR D BAILEY
<b>Performance Management</b>	CLLR P HARRIS
<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 P MASON
<b>Sprinklers</b>	CLLR B RUDD