

**LANCASHIRE COMBINED FIRE AUTHORITY**

Meeting to be held on 20th June 2016

**APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES  
(Appendix 1 refers)**

Contact for further information:

Diane Brooks – Principal Member Services Officer - Tel No 01772 866720

**Executive Summary**

The appointment of Chairmen and Vice-Chairmen of Committees of the CFA and associated matters.

**Recommendation**

The Authority is asked to:-

1. Consider the appointment of Chairmen and Vice-Chairmen to the following Committees for 2016/17: -
  - i) Appeals Committee
  - ii) Audit Committee
  - iii) Performance Committee
  - iv) Planning Committee
  - v) Resources Committee
2. To confirm the appointment of a Chairman and Vice-Chairman of the Member Training and Development Working Group for 2016/17.
3. To confirm the appointment of a Chairman of the Injury Pensions Sub-Committee for 2016/17.
4. To confirm the appointment of the four Member Champions for 2016/17.

**Information**

Standing Order 5.1 (b) of the Authority requires the Authority at its annual meeting to appoint a Chairman and Vice-Chairman for each Committee created under Standing Order 4.1(a).

In addition, at the Authority's annual meeting held on 22 June 2015 the following appointments were made for 2015/16: -

1. Chairman and Vice-Chairman of the Member Training and Development Working Group;
2. Chairman of the Injury Pensions Sub-Committee;
3. Member Champions roles for the areas of:
  - i) Environment;
  - ii) Equality and Diversity;
  - iii) Older People; and
  - iv) Road Safety.

The Authority is asked to consider the proposed appointments to these roles for 2016/17 (attached as appendix 1).

**Business Risk**

N/A

**Environmental Impact**

None

**Equality and Diversity Implications**

None

**HR Implications**

None

**Financial Implications**

Payment of Allowances is in accordance with the Combined Fire Authority's Members' Allowance Scheme.

**Local Government (Access to Information) Act 1985****List of Background Papers**

Paper	Date	Contact
CFA Constitutional & Procedural Standing Orders	18 June 2012	Diane Brooks Principal Member Services Officer
CFA Minutes	22 June 2015	Diane Brooks Principal Member Services Officer
Reason for inclusion in Part II, if appropriate: N/A		

## Proposed appointments for the municipal year 2016/17:-

1. Committees

- |                   |               |                                       |
|-------------------|---------------|---------------------------------------|
| (i) Appeals       | Chairman      | County Councillor N Penney (LAB)      |
|                   | Vice-Chairman | County Councillor K Brown (CON)       |
| (ii) Audit        | Chairman      | County Councillor C Crompton (LAB)    |
|                   | Vice-Chairman | County Councillor J Shedwick (CON)    |
| (iii) Performance | Chairman      | County Councillor S Holgate (LAB)     |
|                   | Vice-Chairman | Councillor M Khan (LAB)               |
| (iv) Planning     | Chairman      | County Councillor M Parkinson (LAB)   |
|                   | Vice-Chairman | Councillor F Jackson (LAB)            |
| (v) Resources     | Chairman      | County Councillor F De Molfetta (LAB) |
|                   | Vice-Chairman | County Councillor T Aldridge (LAB)    |

2. Member Training and Development Working Group for 2016/17

- |               |                                 |
|---------------|---------------------------------|
| Chairman      | Councillor D Smith (LAB)        |
| Vice-Chairman | County Councillor M Green (CON) |

3. Injury Pensions Sub-Committee for 2016/17

- |          |                                   |
|----------|-----------------------------------|
| Chairman | County Councillor D O'Toole (CON) |
|----------|-----------------------------------|

4. Member Champions for 2016/17

- Environment - County Councillor K Brown
- Equality and Diversity - Councillor T Aldridge
- Older People - County Councillor M Perks
- Road Safety - Councillor F Jackson

**LANCASHIRE COMBINED FIRE AUTHORITY**  
**CONSTITUTIONAL, PROCEDURAL AND CONTRACTUAL STANDING**  
**ORDERS**  
**APPROVED AS AT 18 JUNE 2012**

**CONSTITUTIONAL AND PROCEDURAL STANDING ORDERS**

**INTERPRETATION**

In these Standing Orders any reference to a paragraph is a reference to a paragraph of these Standing Orders, and any reference to the masculine include the feminine, and - Interpretation

'The Authority' means the Lancashire Combined Fire Authority.

'Constituent Authorities' means Lancashire County Council, Blackburn with Darwen Borough Council and Blackpool Borough Council.

**1 CONSTITUTION OF THE AUTHORITY**

- |     |   |                               |
|-----|---|-------------------------------|
| 1.1 | The Authority shall consist of not more than 25 members   | Constitution of the Authority |
| 1.2 | Each member of the Authority shall be appointed by a Constituent Authority from its own members.  | Appointment of Members        |
| 1.3 | A member of the Authority shall come into office on the date of his appointment and shall subject to paragraphs 1.4 and 1.5 hold office for such period or periods as shall be determined by the Constituent Authority which appointed him.   | Period of Office              |
| 1.4 | A member of the Authority may resign his membership by giving notice in writing to that effect to the Clerk to the Authority  | Resignation                   |
| 1.5 | A member of the Authority who ceases to be a member of the Constituent Authority which appointed him shall cease to be a member of the Authority.   |                               |
| 1.6 | (a) A person is disqualified from being a member of the Authority if he holds any paid office or employment with the Authority.<br><br>(b) Nothing in paragraph 1.6 (a) shall apply to a member because of election as Chairman or Vice-Chairman of the Authority or any of its Committees. | Disqualification              |

1.7	<p>(a) Subject to paragraph (b) below, if a member of the Authority resigns, becomes disqualified or otherwise ceases to be a member of the Authority before the expiry of his period of office, the Constituent Authority which appointed him shall appoint a representative to replace him who shall come into office on the date of his appointment and unless he resigns, becomes disqualified or otherwise ceases to be a member of the Authority shall hold office for the remainder of the period for which his predecessor would have held office had he not resigned, become disqualified or otherwise ceased to be a member of the Authority.</p> <p>(b) If a member of the Authority resigns, becomes disqualified or otherwise ceases to be a member of the Authority within six months before the end of his period of office, the Constituent Authority which appointed him shall not be required to appoint a representative to replace him for the remainder of such period unless on the occurrence of such a vacancy (or in the case of a number of simultaneous vacancies, the occurrence of the vacancies) the total number of unfilled vacancies in the membership of the Authority exceeds one third of the number of members of the Authority referred to in paragraph 1.1.</p>	Ceasing to hold office
1.8	<p>(a) The Authority shall, at its annual meeting, elect a Chairman, and may elect a Vice-Chairman, from among its members.</p> <p>(b) The Chairman and Vice-Chairman, if elected, shall, subject to paragraphs 1.3 to 1.6, remain in office until the next annual meeting unless sooner determined.</p> <p>(c) Sub paragraph (b) shall not prevent a person who holds office or has held office as Chairman or Vice-Chairman, as the case may be, from being re-elected to either of those offices.</p> <p>(d) On a vacancy arising during the term of Chairman or Vice-Chairman the Authority shall elect from its members a person to replace the Chairman and may so elect a person to replace the Vice-Chairman.</p> <p>(e) The election to replace the Chairman under sub paragraph (d) shall take place not later than the next meeting of the Authority.</p>	<p>Election of Chairman and Vice-Chairman</p> <p>Period of office of Chairman and Vice-Chairman</p> <p>Re-election of Chairman and Vice-Chairman</p> <p>Election to replace Chairman and Vice-Chairman</p>

2	<b>MEETINGS</b>	
2.1	The administrative year shall commence on the 1 April.	Administrative Year
2.2	The Authority shall hold an Annual Meeting between the 1 April and the 30 June each year at an appropriate venue.	Annual Meeting
2.3	(a) The programme of scheduled meetings for the Authority shall be determined annually by the Authority and additional meetings of the Authority may be held as determined by the Authority, or at the discretion of the Chairman.	Scheduled and Additional Meetings
	(b) Meetings of Committees appointed in accordance with Standing Order 4 below shall be held as and when necessary or at the discretion of the chairman of the Authority or the Chairman of the Committee.	Meetings of Committees
2.4	The Chairman may at any time call an Extraordinary Meeting of the Authority	Extraordinary Meetings
2.5	The venue of all meetings of the Authority except the Annual Meeting shall be fixed by the Clerk to the Authority in consultation with the Chairman of the Authority or of a particular Committee.	Venue
3	<b>MATTERS RESERVED TO THE AUTHORITY</b>	
3.1	The following matters shall be reserved for decision by the Authority and are excepted from the terms of any delegation to any Committee	Matters reserved to Authority
	(a) the approval of the budget; and the determination of the precept;	
	(b) assessment of each Constituent Council's contribution to the Combined Fire Service Fund;	
	(c) arrangements for the proper administration of the Authority's financial affairs;	
	(d) matters of major policy or of new principle including such matters arising out of any Sub-Committee's terms of reference;	
	(e) the making of Standing Orders and Financial Regulations and any matter reserved to the Authority thereunder;	

- (f) the general structure of the Authority's administrative organisation including delegation of powers;
- (g) the constitution and terms of reference of Committees appointed under Standing Order 4.1 (a).
- (h) the appointment of Chairmen and Vice-Chairmen of committees;
- (i) the appointment of Chief Fire Officer to the Authority;
- (j) the appointment of Clerk and Treasurer to the Authority;
- (k) the external relations of the Authority;
- (l) such other matters as the Authority may from time to time determine.

**4 COMMITTEES**

- |  |  |
|--|--|
| <p>4.1 (a) The Authority may appoint and approve terms of reference for such Committees as it deems appropriate and may, subject to Standing Order 3, delegate specific powers of decision to such Committees.</p>                   | <p>Appointment of Committees</p>           |
| <p>(b) Committees may make recommendations to the Authority in respect of matters within their terms of reference where power of decision is not so delegated.</p>   | <p>Recommendations of Committees</p>       |
| <p>(c) The Authority may on the recommendation of a Committee give directions to any Committee in relation to the exercise of delegated functions.</p>   |  |
| <p>(d) It shall be open to any Committee to submit a matter to the Authority for decision notwithstanding that the matter may fall within the powers delegated to the Committee.</p>   |  |
| <p>4.2 (a) Committees shall submit reports on their Meetings to the next scheduled Meeting of the Authority.</p>   | <p>Submission of Reports by Committees</p> |
| <p>(b) Other than where such reports contain specific recommendations for decision by the Authority, they shall be regarded as being submitted for the information of the Authority, subject to the provisions of paragraph 4.5.</p> |  |

<p>4.3 The adoption of the recommendations of a Committee shall be moved by the Chairman of the Committee, or in the absence of the Chairman by the Vice-Chairman, or in the absence of both, by the person presiding at the Authority's meeting, and shall be seconded.</p>	<p>Recommendations to the Combined Fire Authority</p>
<p>4.4 The Authority may disapprove, amend or refer back for further consideration any recommendation of a Committee relating to a matter for decision by the Authority.</p>	
<p>4.5 Members of the Authority may ask questions regarding any matter contained in the report of a Committee.</p>	
<p>5. <b>APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN</b></p>	
<p>5.1 The Authority shall:</p> <ul style="list-style-type: none"> <li>(a) at its Annual Meeting as the first business, elect one of its members to the office of Chairman and Vice-Chairman.</li> <li>(b) appoint a Chairman and Vice-Chairman for each Committee appointed under Standing Order 4.1 (a).</li> </ul>	<p>Chairmen and Vice-Chairmen</p>
<p>6) <b>CONDUCT OF MEETINGS</b></p>	
<p>6.1 The Chairman of the Authority shall preside at meetings of the Authority. The Chairman of each Committee shall preside at the meeting of that Committee.</p>	<p>Chairing of meetings</p>
<p>6.2 In the absence of the Chairman at any meeting, the Vice-Chairman shall preside at the meeting. In the absence of both, the members present shall, as their first item of business, appoint one of their number to be Chairman of the meeting.</p>	
<p>6.3 The Quorum for any meeting shall be one third of the membership (or to the nearest whole number above such number) including, in the case of meetings of the Authority only, at least one representative from each constituent Authority.</p>	<p>Quorum</p>
<p>6.4 In the event of any meeting being inquorate, it shall stand temporarily adjourned for 30 minutes and if, thereafter, there is still not a quorum the meeting shall stand finally adjourned. At the point of adjournment, or subsequently, the Chairman may agree arrangements for the meeting to be reconvened.</p>	



6.5	(a) The order of business for any meeting shall be determined by the agenda for that meeting.	Order of Business
	(b) With the exception of the appointment of Chairman, the order of business as set out in the agenda may be varied by the Chairman at his discretion.	
	(c) Members may submit requests to the Clerk to the Authority for items to be included in an agenda. Save in exceptional circumstances, which are governed by paragraph 6.5(d), requests are to be submitted as early as possible, and not less than 10 working days prior to the relevant meeting.	Requests for items by members
	(d) An item of business not included in the Agenda shall only be considered where by reason of special circumstances which shall be specified in the Minutes, the Chairman of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.	Urgent Business
6.6	Motions relating to items on the agenda must be moved and seconded and will then be open to debate.	Conduct of Meetings
6.7	Subject to Standing Orders 6.8 and 6.9, a Member may not be interrupted whilst speaking or asking a question	
6.8	If the Chairman acts to call a Member to order or to direct the course of the proceedings, the Member speaking shall give way.	Calls to order
6.9	A member may at any time raise a point of order, whereupon the Member speaking shall give way to allow the Chairman to give his decision.	Points of Order
6.10	Where an amendment to a motion is moved and seconded, this will be debated and, if carried upon being put to the vote, will replace the original motion as the substantive motion.	Amendments
6.11	When an amendment is moved and seconded, no other amendment shall be taken into consideration until the first amendment has been disposed of.	
6.12	A motion or amendment, once seconded, may be withdrawn only with the permission of the Authority or a Committee who will decide upon the question of withdrawal without debate.	Withdrawal of Motion or Amendment
6.13	Unless otherwise agreed by the Authority or a Committee in a particular instance, voting shall be by show of hands.	Voting

6.14 The Chairman, or person presiding at a meeting, shall have, in case of equality of votes, a second or casting vote.	Casting Vote
6.15 Where any Member so requires immediately following a vote, it shall be recorded in the minutes of the proceedings of the meeting whether that Member voted for or against the question or abstained from voting.	Recording of Vote
6.16 A member may require his dissent from a decision of the Authority or a Committee to be recorded in the minutes thereof.	Dissent from Decision
6.17 Members of the Authority shall be entitled to attend meetings of Committees other than those on which they are placed, but shall not take part in any proceedings without the consent of the Committee nor in any case vote.	Attendance at Committees
6.18 (a) Agendas for meetings of Committees shall, subject to (b) below, be furnished only to Members of such Committees. Reports contained in Part II of Agenda for the Authority and Committees shall be marked as "Private and Confidential. Not for publication by virtue of paragraph ( ) of Part I of Schedule 12A to the Local Government Act 1972".  (b) Members not serving on such Committees may, on request in writing to the Clerk, be supplied with Part I of the Agenda and Part II of the Agenda for the Committees concerned, where allowed under the provisions of the Local Government Act 1972 subject to those reports in Part II being treated as private and confidential.	Supply of Agenda
6.19 A motion or amendment which is not carried shall not again be moved for a period of six calendar months from the date of the Authority meeting at which it was moved unless the Authority decide otherwise on the grounds of altered circumstances or other good reason.	Motions not carried not to be revived
6.20 If any Member refuses to obey the ruling of the Chairman, the Chairman shall be empowered to 'name' such offending Member and thereupon it may be moved and seconded (without debate thereon) that the offending Member be suspended from the meeting and, if upon such motion being carried, the offending Member refuses to comply therewith, the Chairman may take steps for the removal of the offending Member.	Suspension of Member

6.21	If a member of the public interrupts the proceedings at any meeting the Chairman shall warn him. If he continues the interruption the Chairman shall order his removal. The Chairman if he considers it essential for the purpose of the effective conduct of business may adjourn the meeting to another place, day or time.	Disturbances by members of the public
6.22	<p>(a) The Authority or a Committee may, by resolution, exclude the Press and other members of the public from a meeting during an item of business upon a motion duly made and seconded being carried by a majority wherever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt information as defined in Section 100I of the Local Government Act 1972.</p> <p>(b) The Press and other members of the public shall be excluded from a meeting whenever it is likely that confidential information as defined in S100A(3) of the Local Government Act 1972 would be disclosed to them in breach of the obligation of confidence.</p> <p>(c) The business the subject of a resolution under this Standing Order shall stand adjourned until all other business of the meeting has been transacted whereupon the Press and other members of the public shall leave the meeting and the adjourned business shall be considered.</p>	Exclusion of the Public
6.23	Any one or more of the Standing Orders relating to the order of debate and voting may be suspended at any meeting so far as regards any business at such meeting, providing the Authority or Committee so determine.	Suspension of Standing Orders
6.24	Smoking shall not be permitted at meetings.	Smoking
6.25	The ruling of the Chairman upon the construction and application of these Standing Orders shall be final.	
6.26	For the avoidance of doubt, this Standing Order shall apply to meetings of any Committees of the Authority.	Application of Standing Orders

**7 PERSONAL AND PREJUDICIAL INTERESTS**

7.1 A member with a personal interest in a matter as defined in paragraph 8 of the Authority's Code of Conduct who attends a meeting of the Authority or its Committees at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that meeting or when the interest becomes apparent.

7.2 A member with a prejudicial interest in any matter

(a) shall withdraw from the room where the meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless he has obtained a dispensation from the Monitoring Officer of the Authority, and

(b) shall not seek improperly to influence a decision about the matter.

**8 NOTIFICATION OF FINANCIAL AND OTHER INTERESTS, GIFTS AND HOSPITALITY**

8.1 A member must within 28 days of being appointed to the Authority register his or her financial and other interests with the Clerk to the Authority in accordance with section 4 of the Authority's Code of Conduct.

8.2 A member must notify the Clerk to the Authority of any change to those interests referred to in paragraph 8.1 within 28 days.

8.3 There is no longer a requirement for a Member to declare or register any gifts and hospitality; however, gifts in excess of £50.00 should not be accepted.

**9 COMMON SEAL**

9.1 The Common Seal of the Authority shall be kept in a secure place, determined by the Clerk to the Authority.

Safe Custody of common seal

- |     |   |                             |
|-----|---|-----------------------------|
| 9.2 | The Common Seal of the Authority shall not be affixed to any document unless the sealing has been authorised by a resolution of the Authority or a Committee to which the Authority have delegated their powers in that behalf, or by an officer exercising delegated powers under the Authority's Scheme of Delegation. Such a resolution or authorisation for the acceptance of any tender, the purchase, sale, letting or taking of any property, the presentation of any petition, memorial or address, the making of any contract, or the doing of any other thing, shall be a sufficient authority for sealing any document necessary to give effect to the decision. | Sealing of Documents        |
| 9.3 | An entry of the sealing of every Deed and other document to which the Common Seal shall have been affixed shall be registered in a separate book to be provided for the purpose.  | Records of Deeds Sealed     |
| 9.4 | Every document sealed shall be attested by the actual sign manual of the Clerk to the Authority or Lancashire Fire and Rescue Service, Head of Democratic Services or Lancashire Fire and Rescue Service, Solicitor.  | Attestation of Sealed Deeds |

Approved under resolution 10/12 (5) – 18 June 2012.

LANCASHIRE COMBINED FIRE AUTHORITY

Monday, 20th June 2016 at 1000 hours in the Main Hall, Washington Hall Training Centre, Euxton

MINUTES

PRESENT:-

County Councillor F De Molfetta (Chairman)

County Councillors

T Aldridge	E Oades
A Barnes	M Parkinson
P Britcliffe	N Penney
K Brown	M Perks
C Crompton	J Shedwick
M Green	R Shewan
D O'Toole	V Taylor

Blackburn with Darwen Borough Council

M Khan  
Z Khan  
D Smith

Blackpool Council

F Jackson  
A Matthews  
T Williams

APPOINTMENT OF CHAIRMAN

01/16 RESOLVED: - That County Councillor De Molfetta be appointed Chairman of the Combined Fire Authority (CFA) for 2016/17.

APPOINTMENT OF VICE-CHAIRMAN

The Chairman invited nominations for the appointment of Vice-Chairman and County Councillor Parkinson was nominated for 2016/17. No further nominations were received.

02/16 RESOLVED: - That County Councillor Parkinson be appointed Vice-Chairman of the CFA for 2016/17.

COMPOSITION OF THE COMBINED FIRE AUTHORITY/WELCOME TO NEW MEMBERS

The Chairman welcomed new CFA Members County Councillors Ron Shewan and Vivien Taylor from Lancashire County Council. He thanked the remaining continuing Members for their work on the Authority over the previous year and looked forward to another successful year working together for Lancashire residents.

03/16 RESOLVED: - That the Composition approved by the 3 Constituent Authorities for 2016/17 for the Combined Fire Authority be noted and endorsed, and the two new Members appointed by Lancashire County Council to serve on the CFA for 2016/17 (County Councillors: Ron Shewan and Vivien Taylor) be welcomed.

#### APOLOGIES FOR ABSENCE

Apologies were received from County Councillors: T Burns, S Holgate, D Stansfield and J Sumner.

#### DISCLOSURE OF PECUNIARY AND NON-PECUNIARY INTERESTS

None.

#### APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES

The Chairman, County Councillor De Molfetta presented the proposed Chairmen and Vice-Chairmen for the Authority's Committees. He also confirmed that the Chairman and Vice-Chairman of the Strategy Group were the Chairman and Vice-Chairman of the Authority.

04/16 RESOLVED: -

(1) That in accordance with Standing Order 5.1(b) of the Authority, the following members be appointed as Chairmen and Vice-Chairmen of Committees of the CFA for 2015/16.

- |                   |  |
|-------------------|--|
| (i) Appeals       | - County Councillor N Penney (Chairman) (LAB)<br>- County Councillor K Brown (Vice-Chairman) (CON)         |
| (ii) Audit        | - County Councillor C Crompton (Chairman) (LAB)<br>- County Councillor J Shedwick (Vice-Chairman) (CON)    |
| (iii) Performance | - County Councillor S Holgate (Chairman) (LAB)<br>- Councillor M Khan (Vice-Chairman) (LAB)                |
| (iv) Planning     | - County Councillor M Parkinson (Chairman) (LAB)<br>- Councillor F Jackson (Vice-Chairman) (LAB)           |
| (v) Resources     | - County Councillor F De Molfetta (Chairman) (LAB)<br>- County Councillor T Aldridge (Vice-Chairman) (LAB) |

(2) That Councillor D Smith be appointed as Chairman and County Councillor M Green be appointed as Vice-Chairman of the Member Training and Development Working Group for 2016/17.

(3) That County Councillor D O'Toole be appointed as Chairman of the Injury Pensions Sub-Committee for 2016/17.

(4) That the Authority confirms appointment of the following four Member Champions for 2015/16:-

County Councillor K Brown - Environment  
County Councillor T Aldridge - Equality and Diversity  
County Councillor M Perks - Older People  
Councillor F Jackson – Road Safety

## REAPPOINTMENT OF REPRESENTATIVES TO SERVE ON THE NORTH WEST FIRE FORUM AND THE NORTH WEST FIRE CONTROL COMPANY

### 05/16 RESOLVED:-

(1) That 2 members of the Labour Group and 1 member of the Conservative Group (i.e. County Councillors F De Molfetta, M Parkinson and D O'Toole, as Chairman, Vice-Chairman and main Opposition Spokesperson) be appointed to serve as representatives on the North West Fire Forum for 2016/17.

(2) That County Councillors F De Molfetta and M Parkinson (as Chairman and Vice-Chairman of the Authority) be appointed as North West Fire Control Directors for 2016/17.

### MINUTES OF THE LAST MEETING

County Councillor Penny advised that although she joined the Combined Fire Authority when it was formed in 1998, from 1989 onwards she had been a member of its Lancashire County Council predecessor Committee (known as the Fire Service and Public Protection Committee which also included trading standards).

06/16 RESOLVED: - That the Minutes of the CFA held on the 25th April 2016 be confirmed and signed by the Chairman.

### PROGRAMME OF MEETINGS FOR 2016/17 AND 2017/18

Members considered that in the original Combination Scheme Order which made the Authority in 1998, section 21 (2) provided that "the Authority shall, before 31<sup>st</sup> December in any year, submit to each constituent authority an estimate of its net expenses for the next financial year, and shall subsequently, before 15<sup>th</sup> February, give notice to each constituent authority of the amount of the contribution to be paid by that authority under this paragraph in the next financial year". It was noted that at that time the Authority was a levying authority and the constituent authorities needed to include the CFA's levy in their own budget to determine the level of their precept. The deadline of the 15<sup>th</sup> of February thereby gave sufficient time for this. This subsequently changed when the Authority became a precepting Authority in 2004.

Given that the local government finance settlement is being announced later in February, it was proposed that the Clerk write on behalf of the Authority to seek permission to vary the deadline as set out in the Combination Scheme Order as appropriate and that while waiting for a decision two draft dates be put in the diary; one for before the 15<sup>th</sup> and one after. This would assist accurate figures be provided to Members and avoid duplication of calculations.

### 07/16 RESOLVED: -

(1) That the Authority authorise the Clerk to seek permission to vary the deadline set out in the Combination Scheme Order as appropriate;

(2) That the proposed programme of meetings for the Combined Fire Authority for 2016/17 and 2017/18 be noted and the Authority agree the programme of meetings below: -

### 2016/17

19 September 2016

19 December 2016 (1st Budget Meeting)

13 February 2017 or 20 February 2017 (2nd Budget Meeting) – to be confirmed



2017/18

24 April 2017

19 June 2017 (Annual Meeting of the CFA)

18 September 2017

18 December 2017 (1st Budget Meeting)

12 February 2018 or 19 February 2018 (2nd Budget Meeting) – to be confirmed

#### PROCEEDINGS OF NORTH WEST FIRE FORUM HELD 27 APRIL 2016

08/16 RESOLVED: - That the proceedings of the North West Fire Forum held on 27 April 2016 be noted and endorsed.

#### PROCEEDINGS OF MEMBER TRAINING & DEVELOPMENT WORKING GROUP HELD 27 APRIL 2016

The Chairman of the Member Training and Development Working Group, Councillor Smith presented the proceedings of the Member Training & Development Working Group meeting held on 27 April 2016.

09/16 RESOLVED: - That the proceedings of the Member Training & Development Working Group held on 27 April 2016 be noted and endorsed.

#### MEMBERS' ALLOWANCE SCHEME – PROPOSED AMENDMENT

Part 4 of the Local Authorities (Members' Allowances) (England) Regulations 2003 required county and district councils to establish independent remuneration panels to make recommendations regarding Member responsibilities and the amount of basic, special responsibility, travel and subsistence and co-optees allowances payable to Members under the Scheme and any amendments or adjustments to it.

To ensure the Authority complied with the regulations to have regard to the recommendations made by the independent remuneration panels of its home authorities, s19 (2), the last report considered by Members in September 2014 set out the details of home authorities Scheme indices.

At its meeting in February 2016, Lancashire County Council (LCC) approved the recommendation of its Independent Remuneration Panel (the Panel) to adopt the Consumer Price Index (CPI) (published in November of the preceding year) in relation to allowances payable for overnight accommodation, day subsistence and travel abroad. This was a change from the Retail Price Index (RPI). The November 2015 CPI figure was 0.1% and the RPI figure was 1.1%. The Panel recommended the change as it was conscious that the government had replaced the RPI with the CPI as the common measure for inflation effects. LCC also agreed that a full and detailed review would be undertaken by their Panel after the next county council elections in 2017.

Members considered a comparison of the effect of the application of each index on the 2015/16 Authority's Scheme figures.

10/16 RESOLVED: - That the Members' Allowance Scheme be amended to reflect the Consumer Price Index (published in the November of the preceding year) for the calculation of overnight accommodation and day subsistence allowances for its 2016/17 Scheme, backdated to be with effect from 1 April 2016.

## FORMAL POLICY ON DEALING WITH HABITUAL AND VEXATIOUS COMPLAINTS

The Clerk to the Authority presented a draft Policy on Dealing with Habitual and Vexatious Complaints. Officers ensured compliance with public sector duties including Freedom of Information requests and Data Protection Act requirements however, on occasions these obligations and the public complaints procedures had been used to pursue issues in a manner incompatible with the aims and purpose of the legislation. Although the occasions were rare, the strain on the organisation had been significant at times. The proposed policy aimed to formalise the approach adopted by Officers when addressing these issues.

The proposed policy identified situations where a complainant, either individually or as part of a group, or a group of complainants might be considered to be habitual or vexatious. It set out the definitions of habitual or vexatious complainants and the process that the Authority would follow.

The policy would be reviewed annually by the Clerk to ensure that it remained appropriate, proportionate and effective to the needs of Members, Officers and staff.

11/16 RESOLVED: - That the Authority note and endorse the report.

## SAFETY, HEALTH AND ENVIRONMENT ANNUAL REVIEW

The Authority considered the Safety, Health and Environment Annual Review Report for Lancashire Fire & Rescue Service covering the period 1st April 2015 to 31st March 2016.

As the body with ultimate responsibility for staff health, safety and environmental compliance it was important that all CFA Members were aware of performance in this respect. The report therefore provided a summary of key actions, overall progress and outturn performance in respect of accidents and near misses and carbon emissions, together with a look forward.

The report summarised the arrangements in place to deliver the Service's Health and Safety Policy and provided a summary of health, safety and environment performance data. It included the reporting on occupational safety, health and environmental issues that had arisen during the period 1 April 2015 – 31 March 2016.

The Director of People and Development was pleased to report that the Service had again seen a very positive year in terms of overall safety, health and environment performance. The number of accidents to LFRS staff was the second lowest on record with 60 events being reported of which only 23 resulted in lost time accidents. The Health and Safety Executive was notified under RIDDOR regarding 13 events, 12 for over 7 day absences following accidents and 1 for a dangerous occurrence for a breathing apparatus failure. Manual handling related activities accounted for the largest number of accidents within the Service which would be focussed on through refresher training for operational personnel during 2016/17. LFRS continued to deliver projects to reduce its carbon emissions. The health and safety and environment management systems would continue to be developed and this was supported by external reviews that advocated robust policies, systems and a positive culture were in place within the Service.

12/16 RESOLVED: - That the Authority note and endorse the report and associated safety, health and environment performance outcomes.

## FIRE PROTECTION REPORTS

A report detailing prosecutions in respect of fire safety management failures and arson related incidents within the period 1 April 2016 to 31 May 2016 was provided.

There were no completed prosecution cases reported although Members noted there were further cases ongoing. Fire protection and business support information provided included the award of a letter of appreciation to a Fire Safety Officer in Fleetwood, details on multi-agency inspections and an update on the appointment of Crew Manager Business Support Advisors to better support and advise businesses to comply with regulations and reduce risks from fire.

In addition, 3 arson convictions were reported during the period.

At the request of County Councillor O'Toole, Group Manager Tony Crook presented Members with an overview of the work undertaken in respect of rented accommodation which set out the various types of premises, the lead organisation responsible for inspection and enforcement action, the legislative framework, reasons for and types of inspection, actions undertaken to reduce risk and a summary of two prosecution examples.

In response to questions raised by Members, GM Crook confirmed that staff were highly trained and very capable of responding to statutory consultations on the suitability of fire precautions to be provided, firefighting access and water supplies to premises; and Members were reassured that work continued with partners to support vulnerable people with health and rehousing needs. County Councillor O'Toole thanked GM Crook for an excellent report and requested a copy of the presentation be provided to Members.

13/16 RESOLVED: - That the report be noted and endorsed.

## COMMUNITY FIRE SAFETY REPORTS

This report included information for the 2 Unitary and 12 District Authorities relating to Community Fire Safety Initiatives and Fires and Incidents of particular interest.

As part of this report Area Manager Simon Fryer gave a presentation to Members on the different operational strategies taken for recent waste fires at Fleetwood and Walton Summit.

County Councillor Shewan advised that the toxicity of the fire in Fleetwood had been a major concern to members of the public in the area. Although he understood the site's proximity to the nature reserve, a site of specific scientific interest, the view expressed by the community he represented was that greater emphasis could have been placed on protecting the community, rather than the environment. It was also very concerning to members of the public that it took the length of time it did to put out the fire.

The Chief Fire Officer advised that the presentation was to provide Members with an insight into the dilemmas faced by the Service and confirmed that there was a statutory obligation for environmental protection. The Assistant Chief Fire Officer added that the strategy of a controlled burn and letting the fire burn itself out was not the norm but this had been felt to be appropriate given the need to consider the requirement to protect the environment. He reassured Members that work was done at the time with Public Health England who was monitoring air samples and levels of public health.

The Chairman asked that the Authority's appreciation be placed on record to all staff involved.

Members then considered the report and the following points were noted: -

For the Chorley area, CC Perks was pleased to see the two road safety events held at the school in Croston and that the wasted lives package had been offered to the students however, it was not detailed in the report that this work involved our partners.

For the Rossendale area, CC Barnes asked whether the rescue detailed under fires and incidents of operational interest had been fed back to the district council to raise awareness and support this type of incident not happening again. The Assistant Chief Fire Officer would respond to CC Barnes outside the meeting.

CC Barnes found the reports to be a fascinating demonstration of the issues the Service were involved with and queried whether this could be better publicised on the website.

14/16 RESOLVED: - That the report be noted and endorsed.

#### MEMBER COMPLAINTS

The Monitoring Officer confirmed that there had been no complaints since the last meeting.

15/16 RESOLVED: - That the current position be noted.

#### DATE OF NEXT MEETING

The next meeting of the Authority would be held on Monday 19th September 2016 at 1000 hours at the Training Centre, Euxton.

#### EXCLUSION OF PRESS AND PUBLIC

16/16 RESOLVED: - That the press and members of the public be excluded from the meeting during consideration of the following items of business on the grounds that there would be a likely disclosure of exempt information as defined in the appropriate paragraph of Part 1 of Schedule 12A to the Local Government Act 1972, indicated under the heading to the item.

#### URGENT BUSINESS – INJURY PENSIONS UPDATE

(Paragraph 1)

Members were provided with a update report in relation to the position with regard to the Injury Pensions situation.

17/16 RESOLVED: - That the current position be noted.

M Nolan  
Clerk to CFA

LFRS HQ  
Fulwood