



HEREFORD & WORCESTER Fire and Rescue Authority

AGENDA

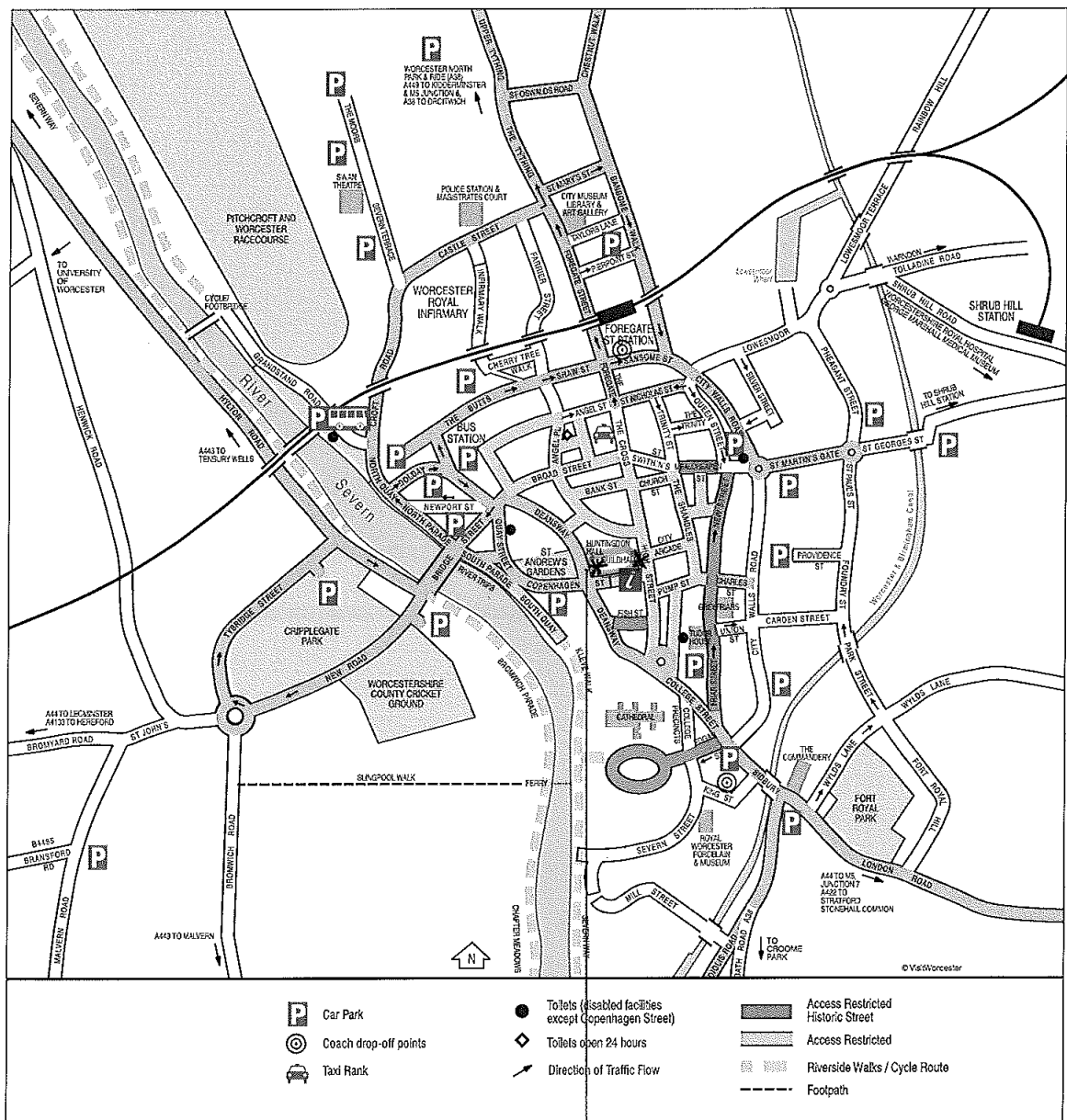
Policy and Resources Committee

Tuesday 19 November 2013
10.30 am

Worcester Guildhall
High Street
Worcester
WR1 2EY

PLEASE NOTE CHANGE OF VENUE

THERE IS NO PARKING AVAILABLE AT THE GUILDHALL PLEASE USE ONE OF THE CAR PARKS DETAILED WITHIN THE AGENDA



Guildhall

ACCESS TO INFORMATION – YOUR RIGHTS. The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Your main rights are set out below:

- Automatic right to attend all Authority and Committee meetings unless the business if transacted would disclose “confidential information” or “exempt information”.
- Automatic right to inspect agenda and public reports at least five days before the date of the meeting.
- Automatic right to inspect minutes of the Authority and Committees (or summaries of business undertaken in private) for up to six years following the meeting.
- Automatic right to inspect background papers used in the preparation of public reports.
- Access, on request, to the background papers on which reports are based for a period of up to four years from the date of the meeting.
- Access to a public register stating the names and addresses and electoral divisions of members of the Authority with details of membership of Committees.
- A reasonable number of copies of agenda and reports relating to items to be considered in public must be made available to the public attending the meetings of the Authority and Committees.

If you have any queries regarding this agenda or any of the decisions taken or wish to exercise any of these rights of access to information please contact Corporate Support on 01905 368241 / 209 or by email at CommitteeServices@hwfire.org.uk.

WELCOME AND GUIDE TO TODAY’S MEETING. These notes are written to assist you to follow the meeting. Decisions at the meeting will be taken by the **Councillors** who are democratically elected representatives and they will be advised by **Officers** who are paid professionals. The Fire and Rescue Authority comprises 25 Councillors and appoints committees to undertake various functions on behalf of the Authority. There are 19 Worcestershire County Councillors on the Authority and 6 Herefordshire Council Councillors.

Agenda Papers

Attached is the Agenda which is a summary of the issues to be discussed and the related reports by Officers.

Chairman

The Chairman, who is responsible for the proper conduct of the meeting, sits at the head of the table.

Officers

Accompanying the Chairman is the Chief Fire Officer and other Officers of the Fire and Rescue Authority who will advise on legal and procedural matters and record the proceedings. These include the Clerk and the Treasurer to the Authority.

The Business

The Chairman will conduct the business of the meeting. The items listed on the agenda will be discussed.

Decisions

At the end of the discussion on each item the Chairman will put any amendments or motions to the meeting and then ask the Councillors to vote. The Officers do not have a vote.

Emergency and Fire Procedures for the Guildhall Complex

Raise the Alarm

DO NOT PUT YOURSELF AT RISK.

In the event of an alarm a 999 call is automatically made.

Evacuation Procedure

If the alarm sounds the premises must be evacuated **IMMEDIATELY**. **THE ALARM WILL MAKE THE SOUND OF A CONTINUOUS BELL**. Proceed in an orderly manner **WALKING QUICKLY** and **QUIETLY** following directions to the nearest and safest **FIRE EXITS**. Do not waste time collecting personal belongings. Do not run.

All doors must be left closed in order to prevent fire spreading. Switch off lights and electrical appliances if there is time and it is safe to do so. **DO NOT USE THE LIFT**.

Assembly Procedure

When you have exited the building go straight to the designated assembly point which is **HIGH STREET** (at a point opposite the Guildhall) for all staff, visitors, contractors, the Conservative Office, WRS, I.T., B.I.D., Police and TIC.

Assemble in a group with your colleagues within your section.

Take charge of any visitors with you by either assembling with them or discharging them away from the complex.

ON NO ACCOUNT SHOULD YOU RE-ENTER THE BUILDING UNTIL PERMISSION IS GIVEN BY THE EVACUATION CO-ORDINATOR (OR DEPUTY).