



# **HEREFORD & WORCESTER Fire and Rescue Authority**

Appointments Committee

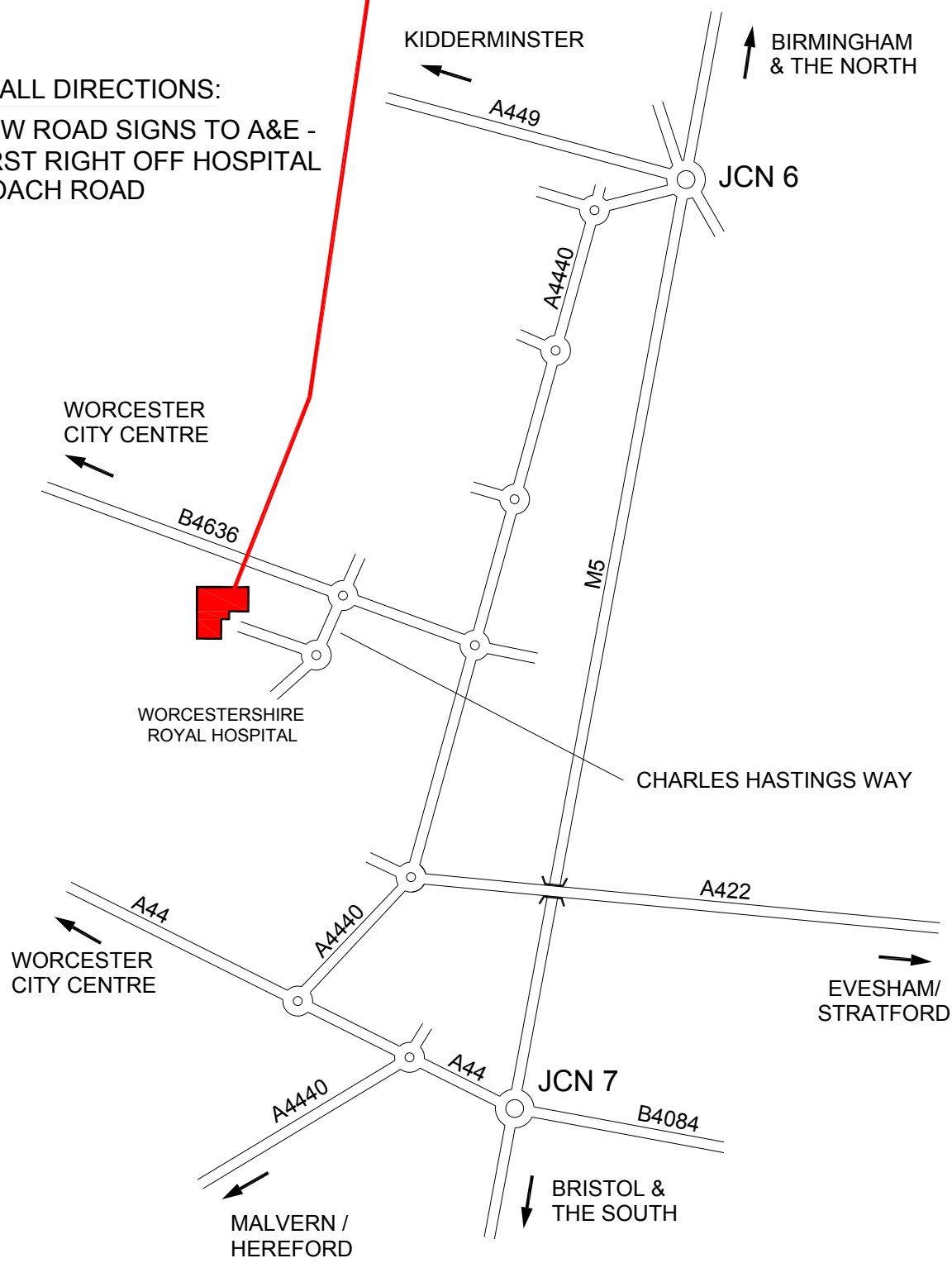
## **AGENDA**

25 January 2012  
1.30pm

Headquarters  
2 Kings Court  
Charles Hastings Way  
Worcester  
WR5 1JR

HEREFORD & WORCESTER FIRE AND RESCUE SERVICE  
HEADQUARTERS  
2 KINGS COURT  
CHARLES HASTINGS WAY  
WORCESTER. WR5 1JR  
TEL: 0845 12 24454

FROM ALL DIRECTIONS:  
FOLLOW ROAD SIGNS TO A&E -  
HQ FIRST RIGHT OFF HOSPITAL  
APPROACH ROAD



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## **ACTION ON DISCOVERING A FIRE**

- 1 Break the glass at the nearest **FIRE ALARM POINT**.  
(This will alert Control and other Personnel)
- 2 Tackle the fire with the appliances available – **IF SAFE TO DO SO**.
- 3 Proceed to the Assembly Point for a Roll Call –

**CAR PARK OF THE OFFICE BUILDING ADJACENT TO THE CYCLE SHED TO THE LEFT OF THE ENTRANCE BARRIER TO 2 KINGS COURT.**

- 4 Never re-enter the building – **GET OUT STAY OUT**.

## **ACTION ON HEARING THE ALARM**

- 1 Proceed immediately to the Assembly Point

**CAR PARK OF THE OPTIMUM BUILDING ADJACENT TO THE CYCLE SHED TO THE LEFT OF THE ENTRANCE BARRIER TO 2 KINGS COURT.**

- 2 Close all doors en route. The senior person present will ensure all personnel have left the room.
- 3 Never re-enter the building – **GET OUT STAY OUT**.

## **GUIDANCE NOTES FOR VISITORS**

### **Security**

Upon arrival, visitors are requested to proceed to the barrier and speak to the reception staff via the intercom. There are parking spaces allocated for visitors around the front of the building, clearly marked. Upon entering the building, you will then be welcomed and given any further instructions. In particular it is important that you sign in upon arrival and sign out upon departure. Please speak to a member of the reception staff on arrival who will direct you to the appropriate meeting room.

### **Wheelchair access**

The meeting room is accessible for visitors in wheelchairs.

### **Alternative formats**

For information regarding requests for papers in alternative formats, please contact Committee Services on 0845 12 244554 or by email at [committeeservices@hwfire.org.uk](mailto:committeeservices@hwfire.org.uk)

**Smoking** is not permitted.

**First Aid** -please ask at reception to contact a trained First Aider.

**Toilets** – please ask at reception.

## 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 Committee Services on 0845 12 244554 or by email at [committeeservices@hwfire.org.uk](mailto: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.

## Agenda

### Councillors

Mr D W Prodger MBE (Chair), Brigadier P Jones (Vice-Chair),  
Mr T Bean, Mrs L Duffy, Mr J Campion, Mr A Hardman, Mr T Spencer, Mr K Taylor,  
Mr J Thomas, Mr R Udall, and Mr P Watts.

	Pages
<b>1. Apologies for Absence</b> To receive any apologies for absence.	
<b>2. Declaration of Interests (if any)</b>  The Members' Code of Conduct requires Councillors to declare any interests against an Agenda item, the nature of an interest and whether the interest is personal or prejudicial. If a Councillor has a personal interest, they must declare it but can stay, take part and vote in the meeting. If a Councillor has a prejudicial interest then they must declare what that interest is and leave the meeting room for the duration of the item.  This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this Agenda.	
<b>3. Confirmation of Minutes</b> To confirm the minutes of the meeting held on 8 July 2010 (copy attached).	<b>1-2</b>
<b>4. Exclusion of the Press and Public</b>  <b>In the opinion of the Clerk to the Authority the meeting will not be, or is not likely to be open to the public at the time item 5 is considered for the following reason:</b>  <b>Item 5 is likely to disclose information relating to an individual.</b>	
<b>5. Appointment of a Clerk / Monitoring Officer and a Treasurer</b>	<b>3-19</b>

**Please note that these minutes will remain as a draft until formally confirmed as a correct record at the next meeting and signed by the Chairman.**

## **Appointments Committee**

**8 July 2010, 10.30am**

**Council Chamber, The Guildhall, High Street, Worcester**

**Present:** Brigadier P Jones CBE (Chair), Mrs P A Andrews, Mr T J Bean, Mr J H R Goodwin, Mr G C Yarranton.

### **7. Apologies for Absence**

Mrs L. Duffy, Mr S J Clee, Mr D W Prodger MBE, Mr K Taylor, Mr R Udall.

### **8. Named Substitutes**

None

### **9. Declaration of Interests**

None

### **10. Confirmation of Minutes**

**RESOLVED** that the Minutes of the Appointments Committee held on 29 April 2010 be confirmed as a correct record and signed by the Chairman.

### **11. Exclusion of Public and Press**

The Clerk to the Authority recommended that the public and press be excluded from the meeting during the consideration of item number 6: "*Terms and Conditions of Employment*" on the grounds that if they were present during such consideration it was likely that there would be disclosure to them of exempt information as defined in Section 100 (I) and Schedule 12A of the Local Government Act 1972 i.e. it was likely that information relating to any individual would be disclosed and the public interest in maintaining the exemption outweighed the public interest in disclosure. The Clerk explained that a public report would be published at the conclusion of the matter.

A representative of the Press was given permission by the Chairman to address the Committee. The Press representative stated that the meeting should take place in public session for the following reasons:

- meeting in private opened the Authority up to criticism by the public;
- elected members should be seen to represent their constituents; and

- the affair was likely to take longer to be resolved if meetings continued to take place in private session.

The Clerk responded that meeting in the public arena would not bring the issue to a close any quicker than if the meeting took place in private session, as recommended.

Cllr Tom Bean moved to exclude the public and press. Cllr Gordon Yarranton seconded the motion.

***RESOLVED that the public and the press be excluded from the Meeting for the consideration by the Committee of Item number 6: "Update on Notice Provisions".***

## **12. Update on Notice Provisions**

The Deputy Monitoring Officer, Mrs Anne Brown presented her report to the Committee.

***RESOLVED that delegated authority be given to Mrs Anne Brown acting as Deputy Monitoring Officer to the Authority in consultation with the Chairman of the Appointments Committee to further extend the notice period as set out in paragraph 10 of the report.***

The meeting ended at 10:55 am

Signed:.....  
Chairman

Date:.....