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Chief Executive

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25 May 2010

TO:

INDEPENDENT MEMBERS: **J CAILES (CHAIRMAN),  
P HANMER (VICE-CHAIRMAN),  
S IBBS, P ROGAN AND B WINSTANLEY**

COUNCILLORS: **MRS U ATHERLEY, R BAILEY, P COTTERILL AND  
R PENDLETON**

PARISH COUNCILLORS: **A CHEETHAM, R COADY AND 1 VACANCY**

Dear Member,

A meeting of the **STANDARDS COMMITTEE** will be held in the **COMMITTEE ROOM 1** on **3 JUNE 2010** at **4:00PM** at which your attendance is requested.

Yours faithfully,

William J Taylor  
Chief Executive

**A G E N D A**  
**(Open to the Public)**

**1. APOLOGIES**

**2. URGENT BUSINESS, IF ANY, INTRODUCED BY THE CHAIRMAN**

Note: No other business is permitted unless, by reason of special circumstances, which shall be specified at the meeting, the Chairman is of the opinion that the item(s) should be considered as a matter of urgency.

- 3. DECLARATIONS OF INTEREST**  
If a member requires advice on Declarations of Interest, he/she is advised to contact the Council Secretary and Solicitor in advance of the meeting.  
**Page 7**
- 4. MINUTES**  
To receive as a correct record the minutes of the meeting of Standards Committee held on 10 February 2010.  
**Page 9**
- 5. MEMBERSHIP OF THE COMMITTEE**  
To note the membership of the Committee as agreed at Council on 19 May 2010 and the Parish Councillor representative vacancy.  
**Page 13**
- 6. WHISTLEBLOWING CODE**  
To consider the report of the Council Secretary and Solicitor. **Page 15**
- 7. COMPLAINTS, REVIEWS AND INVESTIGATIONS - STATISTICS**  
To consider the report of the Council Secretary and Solicitor. **Page 35**
- 8. REVIEW OF THE LOCAL STANDARDS FRAMEWORK**  
To consider the report of the Council Secretary and Solicitor. **Page 43**
- 9. STANDARDS FOR ENGLAND ONLINE ANNUAL RETURN 2009/2010**  
To note the return submitted on 16 April 2010. **Page 83**
- 10. PARISH COUNCILLOR REPRESENTATIVE VACANCY ON STANDARDS COMMITTEE**  
To consider the report of the Council Secretary and Solicitor. **Page 93**
- 11. 'A PLACE FOR STANDARDS' 2010 ANNUAL ASSEMBLY OF STANDARDS COMMITTEES**  
To consider attendance at the Conference 18 and 19 October 2010 in Birmingham.
- 12. CODE OF CONDUCT SEMINAR FOR OFFICERS, BOROUGH AND PARISH COUNCILLORS**  
To consider the date for the next seminar - November 2010 or Spring 2011.
- 13. STANDARDS COMMITTEE ANNUAL MEETING INVITING PARISH CLERKS AND PARISH CHAIRMAN TO DISCUSS THE CODE**  
To consider arrangements.
- 14. ANNUAL MONITORING OF TRAINING, TRAINING NEEDS AND TRAINING PLANS FOR INDEPENDENT AND PARISH REPRESENTATIVES**  
To consider the report of the Council Secretary and Solicitor. **Page 97**
- 15. COUNCIL SECRETARY AND SOLICITOR ATTENDANCE AT PARISH CLERKS MEETING**  
To note that the Council Secretary and Solicitor will be attending the Parish Clerks Meeting on 18 June 2010 to discuss the standards regime.
- 16. STANDARDS COMMITTEE WORK PROGRAMME 2010/11**  
To consider and note the updated Work Programme. **Page 103**

**17. MINUTES OF SUB-COMMITTEES**

To note the minutes of the Assessment Sub-Committee meetings held on:

(i) 15 April 2010

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(ii) 26 April 2010

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**We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.**

**FIRE EVACUATION PROCEDURE: Please see attached sheet.**

**MOBILE PHONES: These should be switched off at all meetings.**

*For further information, please contact:-*

*Jacky Denning on 01695 585384*

*or email [jacky.denning@westlancs.gov.uk](mailto:jacky.denning@westlancs.gov.uk)*



**FIRE PRECAUTIONS ACT 1971**  
**FIRE EVACUATION PROCEDURE FOR MEETINGS WHERE OFFICERS ARE PRESENT**  
**(52 DERBY STREET, ORMSKIRK)**

**PERSON IN CHARGE:** Most Senior Officer present  
**FIRE MARSHAL:** Member Services Officer / Lawyer  
**DOOR WARDEN(S)** Usher / Caretaker

**IF YOU DISCOVER A FIRE**

1. Operate the nearest **FIRE CALL POINT** by breaking the glass.
2. Attack the fire with the extinguishers provided only if you have been trained and it is safe to do so. **Do not** take risks.

**ON HEARING THE FIRE ALARM**

1. Leave the building via the **NEAREST SAFE EXIT**. **Do not stop** to collect personal belongings.
2. Proceed to the **ASSEMBLY POINT** on the car park and report your presence to the **PERSON IN CHARGE**.
3. **DO NOT** return to the premises until authorised to do so by the **PERSON IN CHARGE**.

**NOTES:**

Officers are required to direct all visitors regarding these procedures i.e. exit routes and place of assembly.

The only persons not required to report to the Assembly Point are the Door Wardens.

**CHECKLIST FOR PERSON IN CHARGE**

1. Advise other interested parties present that you are the person in charge in the event of an evacuation.
2. Make yourself familiar with the location of the fire escape routes and inform any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and inform any interested parties of that location.
4. Make yourself familiar with the location of the fire alarm and detection control panel.
5. Ensure that the fire marshals and door wardens are aware of their roles and responsibilities.
6. Arrange for a register of attendance to be completed (if considered appropriate / practicable).

**IN THE EVENT OF A FIRE, OR THE FIRE ALARM BEING SOUNDED**

1. Ensure that the room in which the meeting is being held is cleared of all persons.
2. Evacuate via the nearest safe Fire Exit and proceed to the **ASSEMBLY POINT** in the car park.
3. Delegate a person at the **ASSEMBLY POINT** who will proceed to the **WARDENCALL SECTION** in Westec House in order to ensure that a back-up call is made to the **FIRE AND RESCUE SERVICE**.

4. Delegate another person to ensure that **DOOR WARDENS** have been posted outside the relevant Fire Exit Doors.
5. Ensure that the **FIRE MARSHAL** has reported to you on the results of his checks, i.e. that the rooms in use have been cleared of all persons.
6. If an Attendance Register has been taken, take a **ROLL CALL**.
7. Report the results of these checks to the **FIRE AND RESCUE OFFICER IN CHARGE** on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
8. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE OFFICER IN CHARGE**. Inform the **DOOR WARDENS** to allow re-entry to the building.

**NOTE:**

The Fire Alarm system will automatically call the FIRE AND RESCUE SERVICE. The purpose of the 999 back-up call is to meet a requirement of the Fire Precautions Act to supplement the automatic call.

### **CHECKLIST FOR FIRE MARSHAL**

1. Carry out a physical check of the rooms being used for the meeting, including adjacent toilets, kitchen.
2. Ensure that **ALL PERSONS**, both officers and members of the public are made aware of the **FIRE ALERT**.
3. Ensure that **ALL PERSONS** evacuate **IMMEDIATELY**, in accordance with the **FIRE EVACUATION PROCEDURE**.
4. Proceed to the **ASSEMBLY POINT** and report to the **PERSON IN CHARGE** that the rooms within your control have been cleared.
5. Assist the **PERSON IN CHARGE** to discharge their duties.

It is desirable that the **FIRE MARSHAL** should be an **OFFICER** who is normally based in this building and is familiar with the layout of the rooms to be checked.

### **INSTRUCTIONS FOR DOOR WARDENS**

1. Stand outside the **FIRE EXIT DOOR(S)**
2. Keep the **FIRE EXIT DOOR SHUT**.
3. Ensure that **NO PERSON**, whether staff or public enters the building until **YOU** are told by the **PERSON IN CHARGE** that it is safe to do so.
4. If anyone attempts to enter the premises, report this to the **PERSON IN CHARGE**.
5. Do not leave the door **UNATTENDED**.