



William J Taylor M.B.E
Chief Executive

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22 November 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 A PENDLETON**

PARISH COUNCILLORS: **A CHEETHAM, J CITARELLA AND R COADY**

Dear Member,

A meeting of the **STANDARDS COMMITTEE** will be held in the **COMMITTEE ROOM 2/3** on **30 NOVEMBER 2010** at **5:00PM** 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. (For the assistance of members a checklist for use in considering their position on any particular item is included at the end of this agenda sheet.)

- 4. MINUTES**
To receive as a correct record the minutes of the meeting of the Standards Committee held on 3 June 2010. **Page(s) 111 to 116**
- 5. WELCOME TO PARISH COUNCILLOR JACKY CITARELLA**
The Chairman to welcome the new Parish Councillor representative on the Standards Committee.
- 6. STANDARDS COMMITTEE ANNUAL REPORT 2009/10**
To consider the report of the Council Secretary and Solicitor. **Page(s) 117 to 126**
- 7. THE CURRENT POSITION ON THE STANDARDS REGIME**
To consider Bulletin 48 circulated by Standards for England and the article from the Communities Minister Andrew Stunell. **Page(s) 127 to 134**
- 8. TRAINING FOR NON-ELECTED MEMBERS OF THE STANDARDS COMMITTEE**
To discuss Individual Training Needs Assessments, Individual Training Plans and training records.
- 9. ANNUAL TRAINING SEMINAR/WORKSHOP**
To consider the venue for the Seminar/Workshop being held at 7.00pm on Wednesday, 30 March 2011.
- 10. VISITS TO BOROUGH AND PARISH COUNCIL MEETINGS**
To consider the report of the Council Secretary and Solicitor. **Page(s) 135 to 140**
- 11. REAPPOINTMENT OF INDEPENDENT MEMBER**
To consider the report of the Council Secretary and Solicitor. **Page(s) 141 to 144**
- 12. ONLINE CASE REVIEW INTRODUCTION**
To note that, at the request of Monitoring Officers, Standards for England has prepared a new edition of its Case Review online which can be publically accessed via the website.
- 13. WORK PROGRAMME 2010/11**
To consider and note the updated Work Programme. **Page(s) 145 to End**

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*

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**.