



**NOTTINGHAMSHIRE**  
**Fire & Rescue Service**  
*Creating Safer Communities*

Nottinghamshire and City of Nottingham  
Fire and Rescue Authority

# **POLICY AND STRATEGY COMMITTEE OUTCOMES**

Report of the Chair of the Policy and Strategy Committee

---

**Agenda No:**

**Date:** 17 December 2010

**Purpose of Report:**

To report to Members the business and actions of the Policy and Strategy Committee meeting of Friday 29 October 2010.

## **CONTACT OFFICER**

**Name :** Frank Swann  
Chief Fire Officer

**Tel :** (0115) 967 0880

**Email :** frank.swann@notts-fire.gov.uk

**Media Enquiries  
Contact :** Elisabeth Reeson  
(0115) 967 5889 elisabeth.reeson@notts-fire.gov.uk

## 1. BACKGROUND

As part of the revised Governance arrangements the Authority has delegated key responsibilities for policy and strategy to the Policy and Strategy Committee. As part of those delegated responsibilities, the Chair of the Policy and Strategy Committee and the Management lead report to the Authority on its business and actions as agreed at Fire and Rescue Authority meeting on 1 June 2007.

## 2. REPORT

- 2.1 The minutes of the Policy and Strategy Committee meeting of Friday 29 October 2010 are attached to this report at Appendix A. The following summarises the main points of the papers discussed at the meeting.
- 2.2 Consideration was given to a report which provided the Committee with recommendations for a review of the equality and diversity function and to seek agreement on the terms of reference for this piece of work. It was resolved that the Committee continue to recognise the importance of equality targets and the Authority's commitment to such targets be reinforced. It was further resolved that the following proposed terms of reference for the Equalities Review be approved:

To review and make recommendations on the following:

1 All current equalities objectives/targets

- Strategic drivers for the Service in terms of equality and diversity;
- Single Equality Scheme: Local performance indicators and Equalities Action Plan;
- Fire and Rescue Service Equality Framework – reach achieving level by December 2010 – consider outcome of the peer challenge, and excellent level by 2013 – maintenance of this aspiration;
- Equality Act 2010: what impact would this have on the Service in the future?
- Equality and Diversity Strategy 2008-18.

2 Governance

- Scrutiny and management of performance of the equality and diversity agenda including the reporting process for Combined Fire Authority.

3 External scrutiny/best practice

- Peer challenge-is this process proving popular? Is it fit for purpose?
- Experience of other Authorities' audits;
- National Equalities Professionals Group.

#### 4. Outcomes of review

- Revised objectives/targets/aspirations;
- Possible revised governance arrangements;
- External scrutiny/audit process.

Finally it was noted that the Equality and Diversity Officer would be responsible for the review and the lead principal officer would be Assistant Chief Fire Officer John Buckley in his role as Chair of the Equalities Steering Group.

2.3 A further report for consideration by the Committee, presented further information and options relating to Member attendance at Committee and other meetings. It was noted that the Chief Fire Officer had written, as instructed, to individual Fire Authority Councillors advising them of their personal attendance. It was additionally resolved that the following actions be approved as a way of maintaining and improving Councillor attendance at Fire Authority Committees and seminars:

- the Chief Fire Officer continue to write individually to all councillors advising them of their attendance on an annual basis;
- the Chief Fire Officer advise the lead councillor of each group of their group councillors' attendance;
- that clear advance notice for Fire Authority meetings and councillors' seminars be given and, where possible, this should be a minimum 6 months notice, preferably 12 months;
- the Policy and Strategy Committee continue to receive an annual report on overall attendance;
- under exceptional circumstances where councillors could not attend a committee, they advise the Clerk to the Authority who would contact the lead group councillor who would attempt to arrange a substitute councillor so that the committee remained quorate;
- that it be accepted that on occasion councillors would be contacted by the Clerk to act as a substitute to ensure the committee remained quorate;
- the Chief Fire Officer check with each councillor the address to which they wished Fire Authority material to be sent.

2.4 Finally, the Committee were asked to consider exclusion of the public from the meeting for the remaining item on the agenda, in accordance with Section 100A(4) of the Local Government Act 1972. This was agreed, and the Committee went on to consider a report regarding a secondment opportunity.

### **3. FINANCIAL IMPLICATIONS**

All financial implications were considered as part of the original reports submitted to the Policy and Strategy Committee.

#### **4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS**

All human resources and learning and development implications were considered as part of the original reports submitted to the Policy and Strategy Committee.

#### **5. EQUALITY IMPACT ASSESSMENT**

An initial equality impact assessment has identified no specific aspects relating to a disproportionate effect in respect of the key equality strands.

#### **6. CRIME AND DISORDER IMPLICATIONS**

There are no crime and disorder implications arising from this report.

#### **7. LEGAL IMPLICATIONS**

There are no legal implications arising directly from this report.

#### **8. RISK MANAGEMENT IMPLICATIONS**

The Service's performance in relation to matters addressed through Policy and Strategy Committee is scrutinised through a range of audit processes. The Service needs to continue to perform well in these areas as external scrutiny through Comprehensive Performance Assessment and auditors' judgement is key to future Service delivery.

#### **9. RECOMMENDATIONS**

That Members note the contents of this report and the business undertaken by the Policy and Strategy Committee.

#### **10. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)**

None.

Councillor Darrell Pulk  
**CHAIR OF POLICY AND STRATEGY COMMITTEE**

## APPENDIX A



### NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AND RESCUE AUTHORITY

#### POLICY AND STRATEGY COMMITTEE

#### **MINUTES**

of meeting held on **29 OCTOBER 2010** at Fire and Rescue Service Headquarters, Bestwood Lodge from 10.00 am to 10.45 am.

#### **Membership**

Councillor D Pulk (Chair)  
Councillor B Cooper  
Councillor B Cross  
Councillor T Pettengell  
Councillor K Rigby  
Councillor M Wood

Members absent are marked ^

Present as observer – Councillor P Griggs

#### **13 DECLARATIONS OF INTERESTS**

No declarations of interests were made.

#### **14 MINUTES**

#### **RESOLVED**

- (1) that the minutes of the last meeting held on 10 September 2010, copies of which had been circulated, be confirmed and signed by the Chair;
- (2) that, further to minute 10 dated 10 September 2010, it be noted that scoping work on the business case to move towards a single ICT

provision for Leicestershire, Derbyshire and Nottinghamshire Fire and Rescue Services was currently being undertaken and the Chief Fire Officer would submit a report to the next meeting.

## **15 EQUALITIES REVIEW**

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated. The Chief Fire Officer reported that even though there was no compulsion to undertake a review, it was still the intention to undertake a peer assessment through the Local Government Association in December 2010 on progress of the equalities agenda. The review would be completed using existing resources and would include consultation with internal and external stakeholders. The outcomes of the review would be reported to the Fire Authority for final approval prior to implementation in 2011.

### **RESOLVED**

- (1) that this Committee continues to recognise the importance of equality targets and the Authority's commitment to such targets be reinforced;**
- (2) that the following proposed terms of reference for the Equalities Review be approved -**

**To review and make recommendations on the following:**

#### **1 All current equalities objectives/targets**

- **Strategic drivers for the Service in terms of equality and diversity;**
- **Single Equality Scheme: Local performance indicators and Equalities Action Plan;**
- **Fire and Rescue Service Equality Framework – reach achieving level by December 2010 – consider outcome of the peer challenge, and excellent level by 2013 – maintenance of this aspiration;**
- **Equality Act 2010: what impact would this have on the Service in the future?**
- **Equality and Diversity Strategy 2008-18.**

#### **2 Governance**

- **Scrutiny and management of performance of the equality and diversity agenda including the reporting process for Combined Fire Authority.**

#### **3 External scrutiny/best practice**

- **Peer challenge-is this process proving popular? Is it fit for purpose?**
- **Experience of other Authorities' audits;**
- **National Equalities Professionals Group.**

#### **4 Outcomes of review**

- Revised objectives/targets/aspirations;
- Possible revised governance arrangements;
- External scrutiny/audit process.

(3) that it be noted that the Equality and Diversity Officer would be responsible for the review and the lead principal officer would be Assistant Chief Fire Officer John Buckley in his role as Chair of the Equalities Steering Group.

#### **16 GOVERNANCE MONITORING**

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, providing further information and options relating to councillors' attendance at Committees and other meetings.

#### **RESOLVED**

- (1) that it be noted that the Chief Fire Officer had written, as instructed, to individual Fire Authority councillors advising them of their personal attendance;
- (2) that the following actions be approved as a way of maintaining and improving councillor attendance at Fire Authority Committees and seminars:-
- the Chief Fire Officer continue to write individually to all councillors advising them of their attendance on an annual basis;
  - the Chief Fire Officer advise the lead councillor of each group of their group councillors' attendance;
  - that clear advance notice for Fire Authority meetings and councillors' seminars be given and, where possible, this should be a minimum 6 months notice, preferably 12 months;
  - the Policy and Strategy Committee continue to receive an annual report on overall attendance;
  - under exceptional circumstances where councillors could not attend a committee, they advise the Clerk to the Authority who would contact the lead group councillor who would attempt to arrange a substitute councillor so that the committee remained quorate;
  - that it be accepted that on occasion councillors would be contacted by the Clerk to act as a substitute to ensure the committee remained quorate;
  - the Chief Fire Officer check with each councillor the address to which they wished Fire Authority material to be sent.

#### **17 EXCLUSION OF PUBLIC**

**RESOLVED** that the public be excluded from the meeting for the remaining item on the agenda in accordance with section 100A(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

#### **18 SECONDMENT OPPORTUNITY**

Further to minute 6 dated 30 July 2010, consideration was given to the report of the Chief Fire Officer, copies of which had been circulated.

**RESOLVED** that the progress made towards the secondment agreement be noted and, subject to confirmation from both Nottinghamshire and City of Nottingham Fire and Rescue Service and the North West Regional Management Board, the approach taken by the Chief Fire Officer on this matter be confirmed.

FOR NOTE