



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

UPDATED GOVERNANCE ARRANGEMENTS

Report of the Clerk to the Fire Authority

Agenda Item No:

Date: 16 December 2011

Purpose of Report:

To advise members of the outcome of the review by the Standards Committee of revised Standing Orders, Terms of Reference, the Complaints Against Members Procedure and Financial Regulations.

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1. BACKGROUND

In order to maintain the smooth running of the Fire Authority and its Committees and Sub-Committees, it is necessary to update the current constitutional arrangements, which, in some cases, have been in place for more than 10 years. This is the first of a number of similar reports which will be submitted to the full Fire Authority for final approval following consideration by the Standards Committee.

2. REPORT

The initial report to Standards Committee dealt with Standing Orders, Terms of Reference for Committees, Complaints against Members of the Fire Authority and, following receipt of comments back from Internal Audit, revised Financial Regulations. Future reports will deal with the Gifts and Hospitality policy and Codes of Conduct both of which are affected by the provisions of the Localism Act 2011. It is intended that all these documents, when approved, will be included on the Fire Authority website.

Discussions about the proposed revised Standing Orders raised a number of issues which require clarification. Consequently this report does not seek approval to these at this stage but will be the subject of a report to a future meeting of the full Authority.

The review by the Standards Committee raised no issues in respect of the other documents presented to the Committee aside from a request that the Terms of Reference be circulated to the individual committee chairs. Apart from the Standards Committee, where it was felt to be unnecessary, this has been done and comments received will be reported back verbally at the meeting.

Consequently this report now seeks formal approval to the following documents:-

1. The Terms of Reference for the Committees - attached as Appendix 1.
2. The procedure and documentation relating to complaints against Members of the Authority - attached as Appendix 2.
3. The revised Financial Standing Orders – attached as Appendix 3.

3. FINANCIAL IMPLICATIONS

None.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

None.

5. EQUALITIES IMPLICATIONS

An Equality Impact Assessment has not been undertaken because the decision does not relate to new or changing policies, services or functions.

6 CRIME AND DISORDER IMPLICATIONS

Having strong and robust constitutional arrangements assists the Authority in delivering on its obligations under s17 Crime and Disorder Act 1998.

7. LEGAL IMPLICATIONS

The contents of the report raise no significant legal issues.

8. RISK MANAGEMENT IMPLICATIONS

If the constitutional arrangements are not reviewed and updated there are potential risks to the Authority both in terms of reputational damage and around its ability to deliver strong and decisive governance. Robust financial regulations also enable mitigation of the risk of fraud.

9. RECOMMENDATION

1. That following the review by the Standards Committee members approve the Terms of Reference for the Committees, the Complaints against Members Procedure and revised Financial Regulations.
2. That members note that further reports on the constitutional arrangements will be presented to a future meeting of the full Fire Authority.

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

None.

Malcolm R Townroe
Clerk to the Fire Authority