



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

Nottinghamshire and City of Nottingham  
Fire and Rescue Authority

# **MEMBERSHIP OF THE AUTHORITY, APPOINTMENTS TO COMMITTEES AND BOARDS AND DATES OF FUTURE MEETINGS**

Report of the Clerk and Monitoring Officer

**Agenda No:**

**Date:** 24 May 2013

**Purpose of Report:**

This report notifies membership of the Authority following the Annual Meetings of the County and City Councils, requests nominations to committees and boards and seeks confirmation of dates of meetings. It also seeks to appoint Chairs of committees from those appointed to serve on them.

## **CONTACT OFFICER**

**Name :** Malcolm R Townroe  
Clerk and Monitoring Officer to the Authority  
**Tel :** 0115 8764332  
**Email :** [malcolm.townroe@nottinghamcity.gov.uk](mailto:malcolm.townroe@nottinghamcity.gov.uk)

## 1. BACKGROUND

The Authority has continued to deliver its wider community safety agenda through the committee structure. At the Annual General Meeting the Authority is required to resolve what committees shall be appointed and the number of voting members. It is also suggested that the chairs of committees should be appointed at the Annual General Meeting in order to ensure continuity of business.

## 2. REPORT

2.1 The City Council has appointed the following members:-

Councillor E Campbell  
Councillor J Collins  
Councillor B Grocock  
Councillor D Smith  
Councillor T Spencer  
Councillor M Wood

2.2 The County Council has appointed the following members:-

Councillor C Barnfather  
Councillor I Campbell  
Councillor J Clarke  
Councillor S Garner  
Councillor C Harwood  
Councillor M Payne  
Councillor D Pulk  
Councillor K Rigby  
Councillor T Roberts  
Councillor G Wheeler  
Councillor J Wilmott  
Councillor E Yates

### 2.3 Committee Membership

2.3.1 The Authority is asked to appoint members to the Committees set out in the table below, where applicable, in accordance with the political balance rules and, from those appointments, to appoint the chair of each committee.

2.3.2 Following the changes to the Standards Regime the Authority resolved to address any issues that would have previously been dealt with in that forum through the Policy and Strategy Committee. This remains the position pending a further review by the Policy and Strategy Committee.

2.3.3 In addition to the committee appointments, the Authority is asked to appoint members to the Strategic Equalities Board on the basis of 4 Labour Group places, 1 Conservative Group place, 1 Liberal Democrat Group place and 1 Independent Group place and to confirm the membership of the Best Value Review Board as the Chair and Vice Chair of the Fire and Rescue Authority with other members appointed by invitation depending on the best value review being undertaken.

<b>Committee (total places)</b>	<b>Labour Group places</b>	<b>Conservative Group places</b>	<b>Liberal Democrat Group places</b>	<b>Independent Group places</b>
<u>Policy and Strategy Committee (6)</u> – to include the Chair of the Fire and Rescue Authority and 1 member from each of the following committees, Human Resources, Finance and Resources, and Community Safety plus 2 other members	4	2		
<u>Performance Monitoring Committee (5)</u>	3	2		
<u>Human Resources Committee (5)</u>	3	1		1
<u>Community Safety Committee (5)</u>	3	1	1	
<u>Finance and Resources Committee (5)</u>	3	2		
<u>Personnel Committee (7)</u> – to include 1 member from the HR Committee.	3	2		1
<u>Appointments Committee (6)</u> - to include Chair and Vice Chair of the Authority	4	1	1	

## 2.4 Dates of Future Meetings

The proposed schedule for full Fire and Rescue Authority and Committee meetings is as follows:-

#### 2.4.1

##### **Nottinghamshire and City of Nottingham Fire and Rescue Authority (10.30 am)**

28 June 2013  
27 September 2013  
13 December 2013  
21 February 2014  
23 May 2014 AGM

Facilities will be made available for all Groups to hold pre meetings at 9.45am prior to full Authority meetings.

#### 2.4.2

##### **Policy and Strategy Committee (10.00 am)**

2 August 2013  
1 November 2013  
31 January 2014 11.00 am or  
on the rising of the Human  
Resources Committee,  
whichever is the later)  
25 April 2014

#### 2.4.3

##### **Performance Monitoring Committee (10.00 am)**

19 July 2013  
18 October 2013  
24 January 2014  
11 April 2014

#### 2.4.4

##### **Human Resources Committee (10.00 am)**

26 July 2013  
25 October 2013  
31 January 2014  
11 April 2014 (11.00 am or on the rising of  
the Performance Monitoring Committee  
whichever is the later)

#### 2.4.5

##### **Community Safety Committee (10.00 am)**

5 July 2013  
19 October 2013  
10 January 2014  
28 March 2014

#### 2.4.6

##### **Finance and Resources Committee (10.00 am)**

12 July 2013  
11 October 2013  
17 January 2014  
4 April 2014

2.4.7 The Personnel Committee will meet as required.

2.4.9 The Appointments Committee will meet as required.

2.4.10 The Best Value Review Board will meet as required.

2.4.11 The Strategic Equalities Board will meet quarterly.

### **3. FINANCIAL IMPLICATIONS**

3.1 The City Council provides the Clerk and Monitoring Officer for all meetings of the Fire and Rescue Authority, Policy and Strategy Committee and Personnel Committee. Nottingham City Council makes provision for a Constitutional Services Officer to be present for all committee meetings identified in 2.4 above, for which agendas and minutes will be circulated by the Clerk. For 2013/14 the cost to Nottinghamshire and City of Nottingham Fire and Rescue Authority for these services will be £38,000 plus VAT. Any additional services and printing costs will be recharged separately.

3.2 An independent remuneration committee established the allowances to be paid to Fire and Rescue Authority Members and this also provided for these to be up rated annually in accordance with Local Government pay awards. The payment of Members' Allowances under the Scheme was re-approved by the Authority at its meeting on 22 February 2013.

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

There are no human resources or learning and development implications arising from this report.

## **5. EQUALITY IMPACT ASSESSMENT**

There are no specific equality issues arising from this report.

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

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

## **7. RISK MANAGEMENT IMPLICATIONS**

Failure to agree committee membership and to set dates and times for meetings may lead to a failure of the governance arrangements.

## **8. RECOMMENDATIONS**

It is recommended that:-

- 8.1 appointments to the Fire and Rescue Authority be noted;
- 8.2 appointments to committees and appointments of committee chairs be made and dates of meetings be approved;
- 8.3 appointments be made to the Strategic Equalities Board;
- 8.4 the standing membership of the Best Value Review Board be confirmed as the Chair and Vice Chair of the Fire and Rescue Authority with other members to be appointed by invitation dependant on the best value review being undertaken.

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

None.

**Malcolm R Townroe**  
**CLERK AND MONITORING OFFICER TO THE AUTHORITY**