



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

NEW MEMBERS INDUCTION DAY

Report of the Chief Fire Officer

Agenda Item No:

Date: 24 May 2013

Purpose of Report:

To advise Members of the details of the new Members' induction day.

CONTACT OFFICER

Name : Frank Swann
Chief Fire Officer

Tel : (0115) 967 0880

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

Media Enquiries Contact : Tel: 0115 967 0880

1. BACKGROUND

- 1.1 Nottinghamshire and the City of Nottingham Fire and Rescue Authority is an independent body with statutory power designated to it through legislative frameworks. The most prominent of these are the Fire and Rescue Services Act 2004 and the Civil Contingencies Act 2004, but there are other responsibilities.
- 1.2 Although newly elected Members and re-elected Members will receive induction through their respective nominating Councils, the roles and responsibilities relating to their duties on the Fire Authority are bespoke and unique.

2. REPORT

- 2.1 To ensure that elected Members have the opportunity to appraise themselves of their new role, and to ensure that those existing Members have an opportunity to refresh their skills, an induction day has been arranged for Friday 14 June 2013 at Fire and Rescue Service Headquarters.
- 2.2 A proposed agenda is attached as an appendix to this report. Members of the Fire Authority are asked to confirm their attendance via the Personal Assistant to the Chief Fire Officer at the earliest opportunity.

3. FINANCIAL IMPLICATIONS

The cost of an induction day is minor and can be met from the budget assigned to Member development.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

The induction day will inform elected Members as to their role at the Fire Authority and form part of a Member development programme.

5. EQUALITIES IMPLICATIONS

There are no specific equalities implications arising from this report. Equalities development and awareness from a Fire and Rescue perspective will form part of on-going training.

6. CRIME AND DISORDER IMPLICATIONS

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

7. LEGAL IMPLICATIONS

The induction process will inform and update elected Members of their responsibilities under the respective legislation frameworks which apply to the Fire and Rescue Authority.

8. RISK MANAGEMENT IMPLICATIONS

The early availability of a Members' induction programme ensures that any risks to decisions contravening the legislative framework are mitigated and that the Fire Authority operates within its legal duty at all times.

9. RECOMMENDATIONS

It is recommended that Members:

- 9.1 Note the date assigned for a Members' induction day.
- 9.2 Confirm attendance via the Chief Fire Officer's Personal Assistant at the earliest opportunity.

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

None.

Frank Swann
CHIEF FIRE OFFICER

NEW MEMBER INDUCTION

Fire Service HQ

Friday 14 June 2013

PROPOSED AGENDA

- 09:30 Welcome - Chair of Fire Authority
- 09:45 Governance and Committees – Clerk to Fire Authority
- 10:30 The Service Structure and Legislative Framework
– Chief Fire Officer
- 11:15 Break
- 11:30 Allowances Arrangements – Payroll Manager
- 12:00 IT Access – ICT Department
- 12:30 Lunch
- 13:15 Visit to Control Room
- 14:15 Travel to Service Development Centre
– Deputy Chief Fire Officer
- 14:45 Tour of Service Development Centre
- 15:30 Break
- 15:45 Return to HQ

Please note timings are approximate