

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

**ANNUAL GENERAL MEETING OF THE AUTHORITY**

**Date:** FRIDAY 24 MAY 2013                      **Time:** 10.30 am

**Venue:** Fire and Rescue Service Headquarters, Bestwood Lodge, Arnold,  
Nottingham, NG5 8PD

Members are requested to attend the above meeting to be held at the time, place and date mentioned for the purpose of transacting the following business.

Clerk to the Nottinghamshire and City of Nottingham Fire and Rescue Authority

**AGENDA**

- 1 APPOINTMENT OF CHAIR**
- 2 APPOINTMENT OF VICE-CHAIR**
- 3 APOLOGIES FOR ABSENCE**
- 4 DECLARATIONS OF INTERESTS**  
Councillors, colleagues or other participants in meetings are requested to declare any personal or personal and prejudicial interest in any matter(s) on the agenda
- 5 MINUTES**  
Meeting held on 22 February 2013 (for confirmation) Attached
- 6 CHAIR'S ANNOUNCEMENTS**

- |    |   |   |
|----|---|---|
| 7  | <p><b>MEMBERSHIP OF THE AUTHORITY, APPOINTMENTS TO COMMITTEES AND BOARDS AND DATES OF FUTURE MEETINGS</b><br/>Report of Clerk and Monitoring Officer</p>  | To follow   |
| 8  | <p><b>INDUCTION OF NEW MEMBERS</b><br/>Report of Chief Fire Officer</p>   | To follow   |
| 9  | <p><b>'OUR COMMITMENT TO EQUALITY'</b><br/>Report of Chief Fire Officer</p>   | Attached  |
| 10 | <p><b>COMMITTEE OUTCOMES FOR NOTING</b></p> <p>(a) <b>PERFORMANCE MONITORING COMMITTEE OUTCOMES</b><br/>Report of Chair of the Performance Monitoring Committee</p> <p>(b) <b>FINANCE AND RESOURCES COMMITTEE OUTCOMES</b><br/>Report of Chair of the Finance and Resources Committee</p> <p>(c) <b>COMMUNITY SAFETY COMMITTEE OUTCOMES</b><br/>Report of Chair of the Community Safety Committee</p> <p>(d) <b>HUMAN RESOURCES COMMITTEE OUTCOMES</b><br/>Report of Chair of the Human Resources Committee</p> | <p>Attached</p> <p>Attached</p> <p>Attached</p> <p>Attached</p> |
| 11 | <p><b>TO CONSIDER EXCLUDING THE PUBLIC FROM THE MEETING TO DISCUSS THE EXEMPT MINUTES OF THE LAST MEETING HELD ON 22 FEBRUARY 2013 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 OUTWEIGHS THE PUBLIC INTEREST IN DISCLOSING THE INFORMATION</b></p>  |   |
| 12 | <p><b>EXEMPT MINUTES</b><br/>Last meeting held on 22 February 2013 (for confirmation)</p>   |   |

Agenda, reports and minutes for all public meetings can be viewed online at:- <http://open.nottinghamcity.gov.uk/comm/default.asp>

If as a Councillor or Officer you are unsure whether or not you should declare an interest in a particular matter, please contact the committee administrator shown on this agenda, if possible, before the day of the meeting, who will provide advice in the first instance.

Any councillor who is unable to attend the meeting of the full Authority and wishes to submit apologies should do so via the Personal Assistant to the Chief and Deputy Chief Fire Officers at Fire Service Headquarters telephone 0115 967 0880.

Facilities for Councillors' pre-meetings will be available at Headquarters from 9.30 am.

Constitutional Services Officer: - Carol M Jackson  
[carol.jackson@nottinghamcity.gov.uk](mailto:carol.jackson@nottinghamcity.gov.uk)





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

**MINUTES**

of meeting of the Authority held on **22 FEBRUARY 2013** at Fire and Rescue Service Headquarters, Bestwood Lodge, Nottingham from 10.30 am to 1.59 pm.

**Membership**

- Councillor C Barnfather
- Councillor S Carroll
- Councillor J Collins
- Councillor B Cooper
- ^ Councillor B Cross
- Councillor S Fielding
- Councillor B Grocock
- Councillor J Hemsall
- Councillor E Kerry
- Councillor A Norris (minutes 40 - 45 inclusive)
- Councillor D Pulk
- Councillor K Rigby (minutes 40 - 49 inclusive)
- Councillor D Smith
- Councillor T Spencer
- Councillor G Wheeler
- Councillor M Wood
- Councillor L Yates
- Councillor J Zadrozny

Members absent are marked ^

**40 APOLOGY FOR ABSENCE**

An apology for absence was received from Councillor Cross.

**41 DECLARATIONS OF INTERESTS**

No declarations of interests were made.

**42 MINUTES**

**RESOLVED** that the minutes of the meeting held on 14 December 2012, copies of which had been circulated, be confirmed and signed by the Chair.

**43 CHAIR'S ANNOUNCEMENTS**

The Chair reported on the following matters:

- (a) the Chair had attended a Local Government Association meeting in London the previous week, at which Brandon Lewis, the Fire Minister had tabled a letter putting forward proposals that would mean fire and rescue authorities in England could contract out their full range of services to private companies. The Chair had written to some MP's and all City and County Councillors expressing concern about the possibility of privatising front line fire services as he didn't consider this to be in the best interests of public safety;
- (b) congratulations were due to Dave Beardsall, Retained Watch Manager in Charge, who had been awarded an MBE in the New Years Honours List. A letter was to be sent to Mr Beardsall from the Fire Authority, congratulating him on his achievement;
- (c) the Services' Press Officer, Liz Reeson, who had helped promote the Service and secured good press coverage for the Service had moved on and the Chair, on behalf of the Authority wished her well for the future;
- (d) Councillor John Hemsall had decided not to stand for re-election in the forthcoming County elections and this would be his last full Fire Authority meeting. The Chair, on behalf of the Fire Authority, wished him well for the future and thanked him for all his hard work and commitment to the Authority over many years.

**44 PRUDENTIAL CODE FOR CAPITAL FINANCE 2013/14**

Consideration was given to a joint report of the Treasurer and the Chief Fire Officer, copies of which had been circulated, informing members of the Fire Authority's obligations under the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code for Capital Finance and seeking the approval of members to the proposed capital plans, prudential limits and monitoring processes set out in the report.

**RESOLVED** that the following Prudential Limits for 2013/14 be approved:

<b>Estimate of Ratio of Financing Costs to Net Revenue Stream</b>	<b>5.5%</b>
<b>Estimate of the Incremental Impact of the New Capital Investment Decisions on the Council Tax (Band D)</b>	<b>-£1.31</b>
<b>Estimate of Total Capital Expenditure to be Incurred</b>	<b>£5,762,000</b>
<b>Estimate of Capital Financing Requirement</b>	<b>£26,032,000</b>
<b>Operational Boundary</b>	<b>£27,233,000</b>
<b>Authorised Limit</b>	<b>£29,956,000</b>
<b>Upper limit for fixed rate interest exposures</b>	<b>100%</b>
<b>Upper limit for variable rate interest exposures</b>	<b>30%</b>

<b>Loan Maturity:</b>	<b>Limits:</b>
<b>Under 12 months</b>	<b>Upper 20% Lower 0%</b>
<b>12 months to 5 years</b>	<b>Upper 30% Lower 0%</b>
<b>5 years to 10 years</b>	<b>Upper 75% Lower 0%</b>
<b>Over 10 years</b>	<b>Upper 100% Lower 0%</b>
<b>Over 20 years</b>	<b>Upper 100% Lower 30%</b>
<b>Upper Limit for Principal Sums Invested for Periods Longer than 364 Days</b>	<b>£2,000,000</b>

#### **45 BUDGET PROPOSALS FOR 2013/2014 TO 202015/2016 AND OPTIONS FOR COUNCIL TAX**

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, presenting the Fire Authority with proposals for revenue and capital budgets for 2013/2014 to 2015/2016 to allow members to determine the level of council tax for 2013/2014.

The Strategic Director of Finance and Resources presented the report and advised members that the report had been updated since it had been approved by the Finance and Resources Committee on 11 January 2013, to take into account the final figures for grant settlement which had not been received until 4 February 2013.

The Chair, the Chair of the Finance and Resources Committee and Councillor Wheeler all thanked officers in the Finance Team for their hard work in producing such a comprehensive report.

The Chair of the Finance and Resources Committee proposed that a 1.9% increase in council tax as set out in Appendix B of the report be adopted for the levy of precept and Council Tax for 2013/14. This was seconded by the Vice Chair. When put to the vote, this proposal was defeated by 9 votes to 8. Councillors requested that their votes be recorded. Councillors Carroll, Collins, Fielding, Grocock, Norris, Pulk, Smith and Wood voted in favour of the proposal and Councillors Barnfather, Cooper, Hemsall, Kerry, Rigby, Spencer, Wheeler, Yates and Zdrozny voted against the proposal.

Councillor Kerry proposed that a 0% increase in council tax as set out in Appendix C of the report be adopted for the levy of precept and Council tax for 2013/2014. This was seconded by Councillor Wheeler. The proposal was voted on and carried by 9 votes to 8. Councillors requested that their votes be recorded. Councillors Barnfather, Cooper, Hemsall, Kerry, Rigby, Spencer, Wheeler, Yates and Zdrozny voted in favour of the proposal and Councillors Carroll, Collins, Fielding, Grocock, Norris, Pulk, Smith and Wood voted against the proposal.

#### **RESOLVED**

- (1) that a 0% increase in council tax and precept as set out in Appendix C of the report be agreed;**
- (2) that a level of council tax of between 0% and 1.9% be set as an indicator of the level of council tax increase for 2014/2015 to enable further budget planning to take place;**

- (3) the payment of Members Allowances for 2013/2014 be approved in accordance with the existing published scheme.**

The meeting was adjourned at 12.50 pm until 1.10 pm. Councillor Norris left the meeting at this point.

#### **46 TREASURY MANAGEMENT STRATEGY 2013/14**

Consideration was given to the report of the Treasurer, copies of which had been circulated informing the meeting of the Fire Authority's Treasury Management Strategy for 2013/14 and seeking approval of the Fire Authority's Minimum Revenue Provision Policy for 2013/14.

#### **RESOLVED:**

- (1) that the Treasury Management Strategy 2013/14 as set out in the report be noted;**
- (2) that the Minimum Revenue Provision policy 2013/14 be approved.**

#### **47 WORKING BALANCES AND REVIEW OF EARMARKED RESERVES**

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, seeking the approval of the Fire Authority to the levels of working balances sufficient to meet the needs of the Authority during the 2013/2014 financial year and beyond and seeking the approval of the Authority to the current earmarked reserves and to an additional contribution to the earmarked reserves in the 2012/2013 financial year.

#### **RESOLVED**

- (1) that the results of the review of risks shown at Appendix A of the report be noted;**
- (2) that the proposed minimum level of balances of £3.4m be approved;**
- (3) that the change of use of the earmarked reserve from Arson Task Force to Fire Investigation, as detailed in paragraph 2.20 of the report be approved;**
- (4) that the earmarked reserves as shown in Appendix C be approved;**
- (5) that the addition of a further £500,000 to the Fire Control Transition earmarked reserve in this financial year as detailed in paragraph 2.21 of the report be approved.**

#### **48 OPERATIONAL ACTIVITY UPDATE 2012**

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, updating the Fire Authority on the operational activity levels during the calendar year 2012.

The Chair thanked the Chief Fire Officer for the very comprehensive report.

#### **RESOLVED**



- (1) that the contents of the report and the updated operational activity levels for 2012 be noted;
- (2) that the Chief Fire Officer be tasked with further detailed analysis so that a report could be brought to a future meeting detailing any recommendations.

#### **49 CONSULTATION FRAMEWORK**

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, presenting to the Fire Authority a consultation framework for all future Nottinghamshire Fire and Rescue Service consultations and to seek adoption of the framework by the Authority. The report was presented by the Chief Fire Officer who explained to the meeting that the Policy and Strategy Committee at its meeting on 2 November 2012 had established a member led task and finish group to establish a consultation framework within which Officers could operate. The task and finish group had looked at the impact of the National Framework on Consultation and had produced a draft document entitled 'the Nottinghamshire and City of Nottingham Fire and Rescue Authority Consultation Framework' which was appended to the report.

The Vice Chair and Councillor Wood both thanked Craig Parkin, Area Manager Corporate Support, for his input in the drafting of the framework document and the Chair thanked the members of the task and finish group for their work in producing the document.

**RESOLVED that the framework be adopted as the basis for all future Nottinghamshire Fire and Rescue Service consultations.**

Councillor Rigby left the meeting at this point.

#### **50 COMMITTEE OUTCOMES FOR NOTING**

Consideration was given to reports of the Chairs of the following committees, copies of which, including minutes of those meetings, had been circulated:

- (a) Policy and Strategy Committee, 1 February 2013;
- (b) Performance Monitoring Committee, 18 January 2013;
- (c) Finance and Resources Committee, 11 January 2013;
- (d) Community Safety Committee, 18 January 2013;
- (e) Human Resources Committee, 25 January 2013.

Councillor Kerry asked when he would get a response to his query concerning Target Response Vehicles referred to at minute 21 of the Finance and Resources Committee minutes dated 11 January 2013. The Chief Fire Officer apologised for the delay and advised Councillor Kerry that a report had been drafted and would be presented to the next meeting of the Community Safety Committee.

**RESOLVED that the reports and the business undertaken by the Committees be noted.**

**50 EXCLUSION OF PUBLIC**

**RESOLVED** that the public be excluded from the meeting during consideration of the remaining item 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, as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Act.

**51 PROPERTY UPDATE – CENTRAL FIRE STATION**

Consideration was given to a report of the Chief Fire Officer, copies of which were circulated at the meeting, updating the meeting on the current position with regard to Central Fire Station.

The meeting was adjourned for five minutes to enable members to read the report.

**RESOLVED** that the contents of the report be noted



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## **'OUR COMMITMENT TO EQUALITY'**

### **Report of the Chief Fire Officer**

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**Agenda Item No:**

9.

**Date:**

24 May 2013

**Purpose of Report:**

To seek the Fire Authority's endorsement and adoption of the Service's new equalities commitment statement.

#### **CONTACT OFFICER**

**Name :** Frank Swann  
Chief Fire Officer

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**Media Enquiries Contact :** matt.sismey@notts-fire.gov.uk  
(0115) 967 5939

## **1. BACKGROUND**

- 1.1 Nottinghamshire Fire and Rescue Service has developed its strong commitment to the equalities agenda over a number of years and is seeking to reach the Excellent level of the Fire and Rescue Service Equality Framework.
- 1.2 In order to communicate this corporate commitment to members of the public, partners, suppliers, councillors, employees and other stakeholders, the Service has, in the past, produced an Equalities and Fairness Statement which was signed by the Chief Fire Officer, Chair of the Fire Authority and representative bodies. This statement is now in need of a refresh to reflect the significant progress the Service has made, new legislation and revised priorities.

## **2. REPORT**

- 2.1 'Our Commitment to Equality' is a policy statement which has been produced in conjunction with the Human Resources and Corporate Communications functions. It outlines the Service's commitment to:
- Providing equal access to fire and rescue services by meeting the varying needs of members of the public;
  - Being an employer of choice by seeking to attract, recruit and retain talent from all communities and under-represented groups;
  - Providing excellent learning and development opportunities for employees, managers and Combined Fire Authority members so that the Service can provide services that meet the needs of Nottinghamshire's communities;
  - Working with suppliers that share the values of the Service. This may include more detailed checks and reassurances on companies' supply chains, their implementation of equalities policies and employment practices;
  - Working collaboratively with the representative bodies.
- 2.2 The Service's Equalities Steering Group, Employee Equality Network and the representative bodies have also been consulted on this statement:

## **3. FINANCIAL IMPLICATIONS**

Other than the small cost of printing and dissemination, this piece of work has no financial implications.

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

- 4.1 The Human Resources Department will ensure that all new employees are made aware of this through the induction process.
- 4.2 Staff will be made aware of the statement through equalities training and other means of communication.
- 4.3 New employees will receive the statement with a copy of their contract.

#### **5. EQUALITIES IMPLICATIONS**

This Statement is designed to provide stakeholders with a general understanding of the Service's obligations under the Equality Act and its commitments to being an employer of choice whilst providing equal access to excellent fire and rescue services.

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

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

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

There are no direct legal implications from this piece of work. However this is another way of demonstrating to staff and other stakeholders that the Service is committed to fulfilling its obligations under the Equality Act.

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

There are no risk management implications arising from this report.

#### **9. RECOMMENDATIONS**

That Members endorse the approach outlined in this paper.

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

None.

Frank Swann  
CHIEF FIRE OFFICER



**NOTTINGHAMSHIRE**  
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## Our Commitment to Equality

Nottinghamshire Fire and Rescue Service is committed to providing excellent services and becoming an employer of choice by ensuring that equality and inclusion are at the heart of everything it does.

The Service will work to eliminate discrimination, advance equality of opportunity and foster good relations with the communities that it serves. We will engage with our service users to ensure that we provide services which meet their needs, and that they have equal access to them.

We will also ensure that our employees work in an environment where difference is valued, and discrimination of any sort is not tolerated. We will provide our employees, managers and elected members with access to excellent learning and development opportunities which enable them to understand and meet the demands of changing communities and to meet our obligations under the Equality Act.

The Service will promote employment opportunities to encourage applicants from across all local communities and diverse populations, particularly where they are under-represented in the current workforce. We will create a workplace where our employees feel confident that they will be treated fairly at work, not in spite of who they are, but because of who they are. We will work collaboratively with trade union representatives in order to improve workforce policy and practice in all these areas.

The Service will also use its spending power to encourage its suppliers of goods and services to apply similar values and objectives to their own business.

It is only by adopting this approach that we can truly provide equal access to services and employment to people across Nottinghamshire.

*This statement has been endorsed by the Chief Fire Officer, the Combined Fire Authority and all Representative Bodies*

***What have you done today?***

***"We made an HSC easier to understand for someone with a learning disability"***

***"I made a referral to another agency to get someone the support they need"***

***"I challenged the language someone used"***

***"more children know how to phone 999 as a result of the work I did today"***



**NOTTINGHAMSHIRE**

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# PERFORMANCE MONITORING COMMITTEE OUTCOMES

Report of the Chair of the  
Performance Monitoring Committee

**Agenda No:**

10(a)

**Date:**

24 May 2013

**Purpose of Report:**

To report to Members on the business and actions of the Performance Monitoring Committee meeting of Friday 12 April 2013.

## CONTACT OFFICER

**Name :** David Horton  
Assistant Chief Fire Officer

**Tel :** (0115) 967 0880  
**Email :** david.horton@notts-fire.gov.uk

**Media Enquiries Contact :** (0115) 967 0880

## 1. BACKGROUND

As part of the revised Governance arrangements the Authority have delegated key responsibilities for Performance Monitoring to the Performance Monitoring Committee. As part of those delegated responsibilities, the Chair of the Performance Monitoring Committee and the Management lead, report to the Authority on its business and actions.

## 2. REPORT

- 2.1 The minutes of the meeting held on Friday 12 April 2013 are attached to this report at Appendix A. The following summarises the main points of the papers discussed at the meeting.
- 2.2 The Committee was firstly in receipt of a report providing the Committee with an update on the new approach to monitoring satisfaction of those using the Nottinghamshire Fire and Rescue Service's services and recommending the adopting of it as a new reporting stream. It was resolved:
- that customer satisfaction be adopted as a new reporting stream to the Committee;
  - that the following new performance indicators are adopted by the Committee as a mechanism for scrutiny in 2013/14:
    - (i) % respondents satisfied or highly satisfied with the home safety check service they received;
    - (ii) % respondents that have changed or improved the fire safety measures in their home as a result of the home safety check;
    - (iii) % respondents satisfied or highly satisfied with the emergency service they received.
- 2.3 The Committee was also in receipt of a report which updated on how the Nottinghamshire and City of Nottingham Fire Authority performed in Quarter 3 2012/13, against the previous national indicators (NIs) and key performance indicators (KPIs).
- 2.4 The report outlined the aggregated targets at Service level and depicted how the organisation is performing against its statutory indicators. Performance compared to targets was demonstrated, as well as performance compared to the previous year and the previous two years. This allows for an overall snapshot of how the organisation is performing in specific areas. All NIs and KPIs require an appropriate commentary from the manager responsible. These responses detail what actions are being taken and if there are any significant issues which need to be considered in relation to the overall totals.
- 2.5 It was resolved that the report be noted and the overall performance of the Service continue to be monitored.



### **3. FINANCIAL IMPLICATIONS**

All financial implications were considered as part of the original reports submitted to the Performance Monitoring 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 Performance Monitoring Committee.

### **5. EQUALITIES IMPLICATIONS**

An equality impact assessment has not been undertaken because this report is not associated with a policy, function or service. Its purpose is to update the Fire Authority on the outcomes of Committee business.

### **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 from this report.

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

The monitoring of performance will be an essential part of the Service's development. The Comprehensive Performance Assessment and associated audit processes will continue to scrutinise the Service's overall performance. Failure to act on poor performance could lead to intervention.

### **9. RECOMMENDATIONS**

That Members note the contents of this report and the business undertaken by the Performance Monitoring Committee.

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

None.

Councillor Timothy Spencer  
**CHAIR OF PERFORMANCE MONITORING COMMITTEE**



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

**PERFORMANCE MONITORING COMMITTEE**

**MINUTES**

of meeting held on **12 APRIL 2013** at Fire and Rescue Service Headquarters, Bestwood Lodge, Arnold, Nottingham from 10.00 am to 10.23 am

**Membership**

Councillor Spencer (Chair)  
Councillor Cooper  
Councillor Fielding  
Councillor Norris  
^ Councillor Rigby

Members absent are marked ^

Present as an observer – Councillor Grocock

**13 APOLOGY FOR ABSENCE**

An apology for absence was received from Councillor Rigby.

**14 DECLARATIONS OF INTERESTS**

No declarations of interests were made.

**15 MINUTES**

**RESOLVED** that the minutes of the last meeting held on 18 January 2013, copies of which had been circulated, be confirmed and signed by the Chair.

**16 CUSTOMER SATISFACTION**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, providing the Committee with an update on the new approach to monitoring

satisfaction of those using the Nottinghamshire Fire and Rescue Service's services and recommending the adopting of it as a new reporting stream.

The report was presented by David Horton, Assistant Chief Fire Officer, who advised the meeting that during 2012, the Nottinghamshire Fire and Rescue Service (NFRS) had commissioned a project to pilot customer satisfaction surveys for Home Safety Checks. The survey included 201 telephone interviews with people who had received home safety checks from May 2011 to May 2012. The questionnaire used in the interviews covered the entirety of the process from initial contact with NFRS to after the delivery of the service.

The results of the survey were very positive and it had provided detailed information about the impact NFRS was having on individuals and how it affected them. This would enable the Service to make amendments to standard operating procedures, the training of staff and the procurement and maintenance of equipment as a result of the feedback received.

## **RESOLVED**

- (1) that customer satisfaction be adopted as a new reporting stream to the Committee;**
- (2) that the following new performance indicators are adopted by the Committee as a mechanism for scrutiny in 2013/14:**
  - (i) % respondents satisfied or highly satisfied with the home safety check service they received;**
  - (ii) % respondents that have changed or improved the fire safety measures in their home as a result of the home safety check;**
  - (iii) % respondents satisfied or highly satisfied with the emergency service they received.**

## **17 PERFORMANCE UPDATE – QUARTER 3 OF 2012/13**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, informing the Committee of how Nottinghamshire and City of Nottingham Fire and Rescue Service had performed against the National Indicators (NIs) and Key Performance Indicators (KPIs) in Quarter 3 (Q3) (1 October 2012 – 31 December 2012).

The report was introduced by David Horton, Assistant Chief Fire Officer, who highlighted the following key issues:

- there were 197 (36%) fewer deliberate primary fires in Quarter 3 than the set target. This equated to approximately 1.8 fewer fires per 10,000 population;
- there were 1,248 (55%) fewer deliberate secondary fires in Quarter 3 than the set target. This equated to approximately 11.5 fewer fires per 10,000 population;
- In relation to the Core Cities, when comparing Quarter 3 with the comparable quarter in the previous year, Nottingham City had achieved the greatest % reduction in deliberate secondary fire incidents (58.38%) and achieved considerable % reductions in primary fires (12.43%) and in deliberate primary fires (14.8%);

- regrettably, there had been a primary fire fatality in Quarter 3 in the Selston area. This related a to a lone person with medical conditions;
- when comparing the number of incidents per population in Quarter 3, 2012/13 with Humberside and Bedfordshire, Nottinghamshire had outperformed Humberside in primary fires, deliberate primary fires and deliberate secondary fires and non-fatal casualties;
- Nottinghamshire had also outperformed Bedfordshire in primary fires and deliberate primary fires;
- across the workforce, a total of 1303.5 working days had been lost due to sickness during quarter three. That amounted to an average of 1.83 days per employee and this was above the target figure of 1.56 days per employee per quarter. In response to comments, it was reported that the slight increase in Quarter 3 was in part due to conditions prevalent during winter months such as flu virus and norovirus.

**RESOLVED that the report be noted and the overall performance of the Service continue to be monitored.**

The Chair thanked Councillors and Officers for their support over the last municipal year.



**NOTTINGHAMSHIRE**

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# **FINANCE AND RESOURCES COMMITTEE OUTCOMES**

Report of the Chair of the  
Finance and Resources Committee

**Agenda No:**

10(b)

**Date:**

24 May 2013

**Purpose of Report:**

To report to Members on the business and actions of the Finance and Resources Committee meeting of Friday 05 April 2013.

## **CONTACT OFFICER**

**Name :** Neil Timms  
Strategic Director of Finance and Resources

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**Media Enquiries  
Contact :** (0115) 967 0880

## **1. BACKGROUND**

As part of the revised Governance arrangements the Authority has delegated key responsibilities for Finance and Resources to the Finance and Resources Committee. As part of those delegated responsibilities, the Chair of the Finance and Resources 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 Finance and Resources Committee held on Friday 05 April 2013 are attached to this report at Appendix A. The following summarises the main points of the papers discussed at the meeting.
- 2.2 The Committee was firstly asked to consider a report presented by the Fire Authority's Internal Auditors outlining areas which had been considered for the twelve months to the end of March 2013. It was resolved that the report be noted and that the relevant Officers be requested to implement the recommendations of the Internal Audit as soon as possible.
- 2.3 Following on from this consideration was given to a report presenting the reports which had been issued by Internal Audit during 2012/13, following audit work they had carried out and setting out the response of management to recommendations made. It was resolved that the report be noted.
- 2.4 The External Audit Plan was the focus of a further report, informing Members of the plan to be implemented by the External Auditors for their audit of the accounts for the 2012/13 financial year. It was resolved that the report be noted.
- 2.5 A report regarding the Strategic Risk Register was also presented, asking the Committee to accept the risks which had been identified by the Corporate Management Board as having a potential impact on future strategic direction and objectives. It was resolved:
- that the risks identified by the Corporate Management Board as having a potential impact on future strategic direction and objectives be accepted;
  - that the Committee receive an annual update from the Corporate Management Board;
  - that a report on the Risk Register be brought back to the Committee twice a year;
  - that Members of the Committee receive further training to include understanding the statement of accounts, treasury management, budgeting and budget monitoring, risk management and the role of the risk manager.

2.6 The Committee was then asked to consider three monitoring reports, namely:

- Capital Budget Monitoring (to 28 February 2013);
- Revenue Budget Monitoring (to 28 February 2013);
- Prudential Code Monitoring (to 28 February 2013).

It was resolved that all three reports be noted.

2.7 Members were also asked to consider a report detailing the proposed programme for achieving and demonstrating value for money in 2013/14 and reporting on progress against the value for money programme for 2012/13. It was resolved that the report be noted.

2.8 Consideration was also given to a report updating Members on the capital investment and revenue income return of the sustainable energy technologies project carried out in 2012. It was resolved that the report be noted.

2.9 Finally, the Committee was in receipt of a report concerning the recent tender for motor insurance and subsequent award of the contract. It was resolved that the appointment of QBE via Risk Management Partners as the Authority's motor insurers for 2013/14 be noted.

### **3. FINANCIAL IMPLICATIONS**

There are no financial implications arising directly from this report.

### **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 Finance and Resources Committee.

### **5. EQUALITIES IMPLICATIONS**

An equality impact assessment has not been undertaken because this report is not associated with a policy, function or service. Its purpose is to update the Fire Authority on the outcomes of Committee business.

### **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**

There are no additional risk management issues arising from this report other than those specifically reported to the Committee as part of the reports under consideration.

**9. RECOMMENDATIONS**

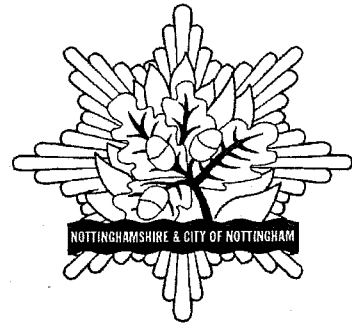
That Members note the contents of this report and the business undertaken by the Finance and Resources Committee.

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

None.

Councillor Steve Carroll  
**CHAIR OF FINANCE AND RESOURCES COMMITTEE**





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

**FINANCE AND RESOURCES COMMITTEE**

**MINUTES**

of meeting held on **5 APRIL 2013** at Fire and Rescue Service Headquarters,  
Bestwood Lodge from 10.00 am to 11.28 am.

**Membership**

- Councillor S Carroll (Chair)  
^ Councillor C Barnfather  
^ Councillor B Cross  
Councillor E Kerry  
Councillor M Wood  
Councillor B Cooper (as substitute for Councillor Barnfather)

Members absent are marked ^

Present as an observer – Councillor Pulk.

**28 BREEAM AWARD**

The Chair informed the meeting that the Carlton Community Fire Station had received a BREEAM Award. BRE Environmental Assessment Method (BREEAM) was a voluntary measurement rating for green buildings that was established in the UK by the Building Research Establishment (BRE) as a tool to measure the sustainability of new non-domestic buildings in the UK. BREEAM Awards were made annually to the highest scoring building assessments certified under BREEAM Schemes in the preceding calendar year. The Awards recognised the achievement of those involved in the specification, design and construction of BREEAM assessed buildings. The Chair congratulated all those involved in the project for their hard work and asked Ian Pritchard, Estates and Procurement Manager, who was present at the meeting, to pass on the Committee's appreciation to all the officers concerned.

**29 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Barnfather and Cross. The Chair agreed to arrange for a letter to be sent to Councillor Cross wishing him a speedy recovery from his current illness.

### **30 DECLARATIONS OF INTERESTS**

No declarations of interests were made.

### **31 MINUTES**

**RESOLVED** that the minutes of the last meeting held on 11 January 2013, copies of which had been circulated, be confirmed and signed by the Chair.

### **32 INTERNAL AUDIT ANNUAL REPORT 2012/13**

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, bringing the report prepared by the Fire Authority's Internal Auditors to the attention of members. The report was presented by Mr Rob Disney of Nottinghamshire County Council who outlined the areas which had been considered for the twelve months to the end of March 2013, summarised the reports issued and the outcome of the considerations and set out the plan for 2013/14.

Members agreed that the issue of risk management was fundamental to the performance of the Authority and that it had to be embedded into all areas of work at all levels.

#### **RESOLVED**

- (1) that the report be noted;**
- (2) that the relevant officers be requested to implement the recommendations of the Internal Audit as soon as possible.**

### **33 INTERNAL AUDIT REPORTS**

Consideration was given to the report of the Treasurer, copies of which had been circulated, presenting the reports which had been issued by Internal Audit during 2012/13 following audit work they had carried out and setting out the response of management to the recommendations made.

**RESOLVED** that the report be noted.

### **34 EXTERNAL AUDIT PLAN 2012/13**

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, informing members of the plan to be implemented by the External Auditors for their audit of the accounts for the 2012/13 financial year.

The Strategic Director of Finance and Resources explained to the meeting that KPMG had been awarded the contract to provide external audit to public bodies across the East Midlands following the abolition of the Audit Commission. He introduced Flora Smith, Assistant Manager with KPMG who presented the report, outlining the four key

stages of the financial statements audit process for the year and the approach being taken to the audit.

Whilst the audit fees for 2012/13 would be lower than previous year's fees, the fees were based on a number of assumptions and could result in additional fees for any extra work which had to be carried out. The assumptions which were being made included assumptions that the Finance Team would provide KPMG with complete and materially accurate financial statements, with good quality supporting working papers, within agreed timeframes. Processes were in place to agree any additional fees prior to the work being carried out.

The Chair, on behalf of the Committee thanked both the staff at KPMG and the Services' Finance Team for the work carried out in relation to the audit.

**RESOLVED that the report be noted.**

### **35 STRATEGIC RISK REGISTER**

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, asking the Committee to accept the risks that had been identified by the Corporate Management Board as having a potential impact on future strategic direction and objectives.

The Strategic Director of Finance and Resources advised the meeting that Internal Audit had highlighted the need to have a more formal approach to corporate and strategic risk registers in their last two reports on the risk management function. The strategic risk register which had been compiled could be used to help inform the development of the Service's corporate objectives and ensure that the organisation remained sufficiently flexible to respond to future change through long-term strategic planning.

Members requested that a further column be added to the Register to include the likely impact of the identified risks.

It was proposed that further member training take place on a number of topics, including understanding the statement of accounts, treasury management, budgeting and budget monitoring, risk management and the role of the risk manager and the CIPFA guide to local government finance for members. This would be open to all Fire Authority members but was primarily targeted at members of the Finance and Resources Committee.

Councillor Wood requested that the Strategic Director of Finance produce a list of the top ten risks to the Authority and that the Risk Register be presented to the full Fire Authority for discussion.

**RESOLVED**

- (1) that the risks identified by the Corporate Management Board as having a potential impact on future strategic direction and objectives be accepted;**
- (2) that the Committee receive an annual update from the Corporate Management Board;**

- (3) **that a report on the Risk Register be brought back to the Committee twice a year;**
- (4) **that members of the Committee receive further training to include understanding the statement of accounts, treasury management, budgeting and budget monitoring, risk management and the role of the risk manager.**

### **36 CAPITAL BUDGET MONITORING REPORT TO 28 FEBRUARY 2013**

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, reporting on the Capital Programme progress in the year 2012/13 to the end of February 2013, analysing significant variances against the original programme.

The report was presented by the Strategic Director of Finance and Resources who confirmed that the capital budget monitoring statement was showing an underspend to date of £3,950,000 against the budget for the year of £5,443,000. The budget for the year included slippage of £1,669,000 brought forward from 2011/12 which had been approved by the Authority on 29 June 2012.

**RESOLVED that the report be noted;**

### **37 REVENUE MONITORING REPORT TO 28 FEBRUARY 2013**

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, reporting on the financial performance of the Service in the year 2012/13 to the end of February 2013 analysing significant variances against the original programme.

The report was presented by the Strategic Director of Finance and Resources who confirmed that the revenue budget monitoring statement was showing an underspend to date of £1,913,000 against a budget for the year of £46,494,000. The projected outturn variance for the year was an underspend of £1,845,000.

**RESOLVED that the report be noted;**

### **38 PRUDENTIAL CODE MONITORING REPORT TO 28 FEBRUARY 2013**

Consideration was given to the report of the Treasurer, copies of which had been circulated, giving details of performance up to the end of February 2013 relating to the prudential indicators for capital accounting and treasury management.

**RESOLVED that the report be noted.**

### **39 VALUE FOR MONEY**

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, outlining the proposed programme for achieving and demonstrating Value for Money in 2013/14 and reporting on progress against the Value for Money Programme for 2012/13.

The report was presented by the Strategic Director of Finance and Resources who advised the meeting that the Procurement Team would continue to take a pro-active

approach to ensure that the Service received value for money on all items purchased. The tender plan for 2013/14 included equipment, medical and occupational health services, and a new training management database.

**RESOLVED that the report be noted.**

#### **40 UPDATE ON THE INVESTMENT IN SUSTAINABLE ENERGY TECHNOLOGIES**

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, updating members on the capital investment and revenue income return of the sustainable energy technologies project carried out in 2012.

Ian Pritchard, Estates and Procurement Manager, updated the meeting on the project progress at the various sites, giving details of estimated annual generation and tariffs, actual generation and looking at the assumptions made for variables and the constraints.

Since the report had been written, the figures for March 2013 had been produced. The early indications showed that the project was on track to deliver the savings to the annual revenue budget and payback the capital expenditure as originally predicted despite the fact that 2012 had been a poor year for sunshine in the UK which had impacted upon the amount of electricity generated through photovoltaic panels.

The Chair thanked Mr Pritchard for his informative report.

**RESOLVED that the report be noted.**

#### **41 TENDER FOR MOTOR INSURANCE**

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, giving details of the recent tender for motor insurance and subsequent award of the contract.

The report was presented by the Strategic Director of Finance and Resources who reminded members that due to the existing motor insurers deciding to terminate their long term agreement with the Authority and significantly raise their premiums, it had been decided to run a formal tender and to consider the retention of additional risk via the use of an internal insurance fund. The Authority's brokers had carried out the exercise and had concluded that the use of an insurance fund was not appropriate. The insurance was subsequently put out to tender using a combination of higher deductibles and stop losses. The preferred option was to take the lowest risk option of a higher premium and then to work with insurers to drive claims down to make a higher deductible option more viable in the future.

**RESOLVED that the appointment of QBE via Risk Management Partners as the Authority's motor insurers for 2013/14 be noted.**





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

Nottinghamshire and City of Nottingham  
Fire and Rescue Authority

# COMMUNITY SAFETY COMMITTEE OUTCOMES

Report of the Chair of the Community Safety Committee

**Agenda No:**

10(c)

**Date:**

24 May 2013

**Purpose of Report:**

To report to Members on the business and actions of the Community Safety Committee meeting of Friday 12 April 2013.

## CONTACT OFFICER

**Name :** John Buckley  
Deputy Chief Fire Officer

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**Media Enquiries Contact :** (0115) 967 0880

## **1. BACKGROUND**

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

## **2. REPORT**

- 2.1 The minutes of the Community Safety Committee held on Friday 12 April 2013 are attached to this report at Appendix A. The following summarises the main points discussed at the meeting.
- 2.2 The Committee gave consideration to a report informing and updating Members on the outcome of further work undertaken with regard to targeted response vehicles (TRVs) as a concept. It was resolved:
- that the research work done to date be noted; and
  - that the implementation of the TRV concept around the country be monitored by the Chief Fire Officer and a further report be received from the Chief Fire Officer at a future date.

## **3. FINANCIAL IMPLICATIONS**

All financial implications were considered as part of the original reports submitted to the Community Safety 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 Community Safety Committee.

## **5. EQUALITIES IMPLICATIONS**

An equality impact assessment has not been undertaken because this report is not associated with a policy, function or service. Its purpose is to update the Fire Authority on the outcomes of Committee business.

## **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 from this report.

**8. RISK MANAGEMENT IMPLICATIONS**

There are no additional risk management issues arising from this report other than those specifically reported to the Committee as part of the reports under consideration.

**9. RECOMMENDATIONS**

That Members note the contents of this report.

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

None.

Councillor Sybil Fielding  
**CHAIR OF COMMUNITY SAFETY COMMITTEE**



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

**COMMUNITY SAFETY COMMITTEE**

**MINUTES**

of meeting held on **12 APRIL 2013** at Fire and Rescue Service Headquarters, Bestwood Lodge from 11.00 am to 11.15 am.

**Membership**

Councillor Fielding (Chair)  
Councillor Grocock  
Councillor Hemsall  
Councillor Yates  
^ Councillor Zadrozny

Members absent are marked ^

**17 APOLOGY FOR ABSENCE**

An apology for absence was received from Councillor Zadrozny.

**18 DECLARATIONS OF INTERESTS**

No declarations of interest were made.

**19 MINUTES**

**RESOLVED** that the minutes of the last meeting held on 18 January 2013 copies of which had been circulated, be confirmed and signed by the Chair.

**20 TARGETED RESPONSE VEHICLES**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, updating members on the outcome of further work undertaken with regard to targeted response vehicles as a concept.

The report was presented by John Buckley, Deputy Chief Fire Officer who explained to members that as part of the Fire Cover Review (FCR) undertaken in 2010, officers had explored the concept of smaller, more mobile units, crewed with fewer personnel, to target those incidents that occurred frequently but did not physically demand the presence of a full fire appliance and crew to resolve. Such vehicles were called 'targeted response vehicles' (TRV's).

The introduction of TRV's had not been accepted by the Fire Authority, but the Chief Fire Officer had been tasked with undertaking further work to explore the issues raised and to look at the concept in cost/benefit terms. Factors which had been considered included:

- the cost of TRV's compared to the cost of a standard fire appliance;
- the number of personnel required to crew a TRV compared to the personnel required to crew a standard fire appliance.
- the projected lifetime of a TRV compared to a standard fire appliance;
- the amount of equipment required to operate a TRV.

Taking all of this into account, the Chief Fire Officer had recommended that the research work undertaken on TRV's be noted and that TRV type development be monitored but not implemented at this stage. The concept could be looked at again if operational needs and budgetary pressures required it.

## **RESOLVED**

- (1) that the research work done to date be noted; and**
- (2) that the implementation of the TRV concept around the Country be monitored by the Chief Fire Officer and a further report be received from the Chief Fire Officer at a future date.**

## **21 COUNCILLOR JOHN HEMPSALL**

The Chair reminded the Committee that Councillor John Hempsall had decided not to stand for re-election in the forthcoming County elections and this would be his last Fire Authority meeting. Councillor Grocock, as Vice Chair of the Fire Authority, wished Councillor Hempsall well for the future and thanked him for his loyalty, hard work and commitment to the Authority over many years and presented him with a certificate of loyalty for long service.

Councillor Hempsall thanked fellow Councillors and officers for their support over the years.





**NOTTINGHAMSHIRE**  
**Fire & Rescue Service**  
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# **HUMAN RESOURCES COMMITTEE OUTCOMES**

Report of the Chair of the Human Resources Committee

**Agenda No:**

10(d)

**Date:**

24 May 2013

**Purpose of Report:**

To report to Members the business and actions of the Human Resources Committee meeting of Friday 19 April 2013.

## **CONTACT OFFICER**

**Name :** David Horton  
Assistant Chief Fire Officer

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**Media Enquiries  
Contact :** (0115) 967 0880

## **1. BACKGROUND**

As part of the revised Governance arrangements the Authority have delegated key responsibilities for Human Resources (HR) to the Human Resources Committee. As part of those delegated responsibilities the Chair of the Human Resources Committee and the Management lead report to the Authority on its business and actions as agreed at Fire and Rescue Authority meeting 1 June 2007.

## **2. REPORT**

- 2.1 The minutes of the Human Resources Committee held on Friday 19 April 2013 are attached to this report at Appendix A. The following summarises the main points of the papers discussed at the meeting.
- 2.2 The Committee was firstly in receipt of a report regarding human resources issues within Nottinghamshire Fire and Rescue Service, including HR metrics – sickness absence; discipline/grievance; and staffing numbers. It was resolved that the contents of the report be endorsed.
- 2.3 Consideration was also given to an update received concerning the outcomes of the employee survey which had been issued to all employees in September 2012, reporting a response rate of 40%. It was resolved that the contents of the report be noted.
- 2.4 Members were also asked to consider a report updating on the application of a Living Wage which, if adopted, would raise the minimum hourly rate currently payable by 82 pence per hour. It was reported that this would currently only apply to employees on the lowest non-uniform grade. It was resolved that the contents of the report be noted and that the matter be submitted to a future Fire Authority for further consideration.
- 2.5 An annual update was provided to Members on posts which had been re-designated during the period April 2012 – March 2013. It was resolved that the report be noted.
- 2.6 In respect of the final report, the Committee was asked to consider exclusion of the public from the meeting in accordance with Section 100A(4) of the Local Government Act 1992. This was agreed and considered was given to a report concerning the regrading of posts, which was noted.

## **3. FINANCIAL IMPLICATIONS**

All financial implications were considered as part of the original reports submitted to the Human Resources 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 Human Resources Committee.

#### **5. EQUALITIES IMPLICATIONS**

An equality impact assessment has not been undertaken because this report is not associated with a policy, function or service. Its purpose is to update the Fire Authority on the outcomes of Committee business.

#### **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 from this report.

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

A correctly functioning HR department and policies are key to the delivery of an effective service. Failure to achieve this may result in a poor service and poor results through Comprehensive Performance Assessment and other audit processes.

#### **9. RECOMMENDATIONS**

That Members note the contents of this report and the business undertaken by the Human Resources Committee.

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

None.

Councillor David Smith  
**CHAIR OF HUMAN RESOURCES COMMITTEE**



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

**HUMAN RESOURCES COMMITTEE**

**MINUTES**

of meeting held on **19 APRIL 2013** at Fire and Rescue Service Headquarters, Bestwood Lodge, from 10.00 am to 10.39 am.

**Membership**

- Councillor Smith (Chair)  
^ Councillor Collins  
^ Councillor Cooper  
^ Councillor Cross  
Councillor Yates  
Councillor Grocock (as substitute for Councillor Collins)  
Councillor Wheeler (as substitute for Councillor Cooper)

Members absent are marked ^

**Officers in Attendance**

- Dave Horton Assistant Chief Fire Officer  
John Mann Area Manager  
Tracy Crump Human Resources Manager  
Rav Kalsi Constitutional Service Officer, Nottingham City Council

**23 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Collins, Cooper and Cross.

**24 DECLARATIONS OF INTERESTS**

No declarations of interests were made.

**25 MINUTES**

**RESOLVED** that the minutes of the last meeting held on 25 January 2013, copies of which had been circulated, be confirmed, and signed by the Chair.



## **26 HUMAN RESOURCES UPDATE**

Consideration was given to a report of the Chief Fire Officer, which updated the Committee on human resources issues within the Service such as sickness absence and staffing numbers.

It was reported that sickness absence rates had increased by 26% overall in quarter 3 (October to December), with an increase of 135% for non-uniformed employees since the previous quarter. The majority of absence for non-uniformed employees was accounted for by long-term absentees and had been certified by a doctor. The majority of long-term sick absentees had now returned to work. The Service had expected an increase in absence due in part to the number of absences related to seasonal health issues such as the norovirus and a flu virus. Overall, the Service was still on target for the third period of the year.

Enquiries were made as to whether flu vaccinations had been considered for the Service workforce. It was reported that the administering of the vaccination would have to be voluntary, however colleagues in Occupational Health would be instructed to look into the possibility of administering the vaccination next winter.

It was reported that stress related absence was becoming a major reason for sickness amongst non-uniformed staff. The Occupational Health team were however geared towards early intervention and could offer support in terms of counselling.

**RESOLVED that the contents of the report be endorsed.**

## **27 OUTCOMES OF EMPLOYEE SURVEY**

Consideration was given to a report of the Chief Fire Officer, which updated the Committee on the outcomes of the employee survey which had been issued to all employees in September 2012. Mrs Crump, Human Resources Manager, reported that the Service was encouraged by the outcomes overall, however reported that there had been a slight drop in response rate to 40%. There had been 12 areas where improvement had been identified and only a couple of areas where responses were worse than were given in 2010. This was expected given the impact of issues dealt with in the last couple of years including the fire cover review, budget reductions and re-structuring.

It was reported that the survey was sent out electronically to remain both confidential and anonymous and reminders were sent out weekly to encourage completion. It was reported that the next employee survey was scheduled for 2014 and would be undertaken by the corporate level of the Service.

**RESOLVED that the contents of the report be noted.**

## **28 LIVING WAGE**

Consideration was given to a report of the Chief Fire Officer, which updated the Committee on the application of a Living Wage which, if adopted would raise the minimum hourly rate currently payable by 82 pence per hour. It was reported that this would currently only apply to employees on the lowest non-uniform grade.

Mrs Crump confirmed that it was not proposed that the Living Wage rate be applied to non-established posts such as short term schemes which provided workplace support for young people on work experience and apprenticeships. Should the Living Wage rate be adopted, it was proposed that the rate be paid as a salary enhancement rather than being incorporated into the current grading structure.

Councillor Wheeler stressed that the decision would require the approval of all members on the Fire Authority and in light of this, proposed that the recommendation in the report be amended to have members note the report and have the report go to a meeting of the full Fire Authority for consideration.

**RESOLVED that the contents of the report be noted and that the matter be submitted to the full Fire Authority for further consideration.**

## **29 CONVERSION OF POSTS**

Consideration was given to a report of the Chief Fire Officer, which updated the Committee on the posts which had been re-designated during the period April 2012 – March 2013. During this period it was reported that a Station Manager role in the Fire Protection team had been converted to a non-uniform Fire Protection Support Team Partnership Manager Post at grade 6 and three Watch Managers within the Fire Protection team had also been converted to 3 non-uniform Fire Protection Inspecting Officer roles at grade 6. Members felt that the proposals noted in the report allowed for some flexibility within the Service.

**RESOLVED that the contents of the report be noted.**

## **30 EXCLUSION OF PUBLIC**

**RESOLVED that the public be excluded from the meeting during consideration of the remaining items 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 as defined in Paragraphs 1 and 3 of Schedule 12A to the Act.**

## **31 REGRADING OF POSTS**

Consideration was given to a report of the Chief Fire Officer, which updated the Committee on the applications considered by, and outcomes of, the Job Evaluation Panel in respect of changes to the permanent non-uniformed establishment during the period January to March 2013 (inclusive).

**RESOLVED that the contents of the report be noted.**