



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

COMMUNITY SAFETY COMMITTEE

Date: FRIDAY 5 JULY 2013

Time: 10.00 am

**Venue: Fire and Rescue Service Headquarters, Bestwood Lodge, Arnold,
Nottingham.**

**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 APOLOGIES FOR ABSENCE**
- 2 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
- 3 MINUTES** Attached
Last meeting held on 12 April 2013 (for confirmation)
- 4 STRATEGIC CO-LOCATION - EAST MIDLANDS AMBULANCE SERVICE** Attached
Report of Chief Fire Officer
- 5 PRIMARY AUTHORITY SCHEME PILOT** Attached
Report of Chief Fire Officer
- 6 DISTRICT INITIATIVES - INFORMAL REPORTING PROCESS** Attached
Report of Chief Fire Officer

If you are unsure whether or not you should declare an interest in a particular matter, please contact the Constitutional Services Officer 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 and wishes to submit apologies should do so via the Personal Assistant to the Chief Fire Officer at Fire Services Headquarters on 0115 967 0880

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

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**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
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority
Community Safety Committee

STRATEGIC CO-LOCATION – EAST MIDLANDS AMBULANCE SERVICE

Report of the Chief Fire Officer

Agenda Item No:

4.

Date:

05 July 2013

Purpose of Report:

To make members aware of a pilot to co-locate on Nottinghamshire Fire and Rescue Service fire stations with East Midlands Ambulance Service and engage their support to the trial of co-locating in three locations.

CONTACT OFFICER

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1. BACKGROUND

- 1.1 Nottinghamshire Fire and Rescue Service (NFRS) has fire stations at twenty four locations across Nottinghamshire. It also owns accommodation at Headquarters at Bestwood Lodge, the Service Development Centre at Ollerton and a building at Clifton.
- 1.2 NFRS has changed significantly since the stations were constructed, one of the impacts of these changes is additional space available within our estate.
- 1.3 The Service has received a request to share facilities from East Midlands Ambulance Service (EMAS). This report highlights the current situation and future direction.

2. REPORT

- 2.1 EMAS have made an approach to co locate at a sizeable number of the Service's stations, they have limited requirements and provide a solid opportunity to show integration with another emergency service provider.
- 2.2 At a recent meeting EMAS outlined their requirements, these are limited to welfare facilities, these would be existing facilities which would be shared. They also have minimal other requirements internally and would require a dedicated space on the apron of stations to park their vehicles.
- 2.3 EMAS understand that there will have to be a formal arrangement and a memorandum of understanding. EMAS has a capital budget to cover any alterations and will provide a revenue stream to cover an agreed rental rate.
- 2.4 Scoping discussions have taken place with EMAS, around where they would like to co-locate. Their initial list has fourteen locations, it would be possible to co-locate at these stations as there is capacity.
- 2.6 Although co-location is possible at the requested locations, it would be prudent to trial the arrangements for a six month period. In discussion with EMAS the preferred trial locations would be:

West Bridgford
Ashfield
Stapleford
- 2.7 This choice gives a broad spectrum of our estate; a wholetime station, West Bridgford; a retained station, Stapleford and Ashfield which has a wholetime and retained compliment.
- 2.8 Any joint undertaking would include clauses which would allow either party to withdraw from the arrangements under an agreed set of conditions.
- 2.9 It should be noted that we are EMAS's preferred option to co locate.

3. FINANCIAL IMPLICATIONS

- 3.1 Co-location will provide the Service with a revenue stream, based around a rental income and a cost to cover the use of the facilities.
- 3.2 The cost of any capital works will be borne by EMAS, although the work will be carried out by NFRS approved contractors and to approved standards.

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

EMAS will be made aware of the Service's equality statement and the need to adhere to those standards. This will be made implicit in the memorandum of understanding.

6. CRIME AND DISORDER IMPLICATIONS

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

7. LEGAL IMPLICATIONS

Any legal issues arising from co-locating will be addressed prior to the trial commencing and issues added to the memorandum of understanding.

8. RISK MANAGEMENT IMPLICATIONS

- 8.1 All NFRS's stations have been risk assessed and adherence of EMAS staff to the policies will be implicit in the memorandum of understanding.
- 8.2 Undertaking a trial at three different locations will give the opportunity to highlight any additional risks and mitigate their impact.

9. RECOMMENDATIONS

It is recommended that:

- 9.1 Members support the trial of co-location with East Midlands Ambulance Service in three initial locations utilising spare capacity in the estate.
- 9.2 Members agree to receive further reports as the trial progresses.

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

None.

Frank Swann
CHIEF FIRE OFFICER



NOTTINGHAMSHIRE
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Nottinghamshire and City of Nottingham
Fire and Rescue Authority
Community Safety Committee

PRIMARY AUTHORITY SCHEME PILOT

Report of the Chief Fire Officer

Agenda Item No:

5.

Date:

05 July 2013

Purpose of Report:

To inform members that Nottinghamshire Fire and Rescues Service has entered into a pilot Primary Authority Scheme partnership with Boots plc.

CONTACT OFFICER

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1. BACKGROUND

- 1.1 Introduced in 2009 by the Regulatory Enforcement and Sanctions Act, the Primary Authority Scheme is aimed at Local Authority Regulators to reduce the regulatory burden on business through better co-ordinated and more efficient activity.
- 1.2 Primary Authority commenced in April 2008 with 18 categories of regulation. Fire safety, alcohol, and gambling were excluded following concerns around protection and the unique features of these areas. The Chief Fire Officers Association (CFOA) ran a voluntary scheme for fire safety which had similar aims of reducing burdens and improving regulation in this area, however there has been a continued business demand for Primary Authority.
- 1.3 In the Government's response to the *Transforming Regulatory Enforcement* consultation, it committed that:

'In the case of fire safety, we will look to introduce pilots to see whether and how Primary Authority could fit alongside current legislation and enforcement mechanisms.'
- 1.4 There was a Ministerial decision taken on 24 October 2012 to engage in pilots with Better Regulation Delivery Office (BRDO) leading them. They commenced on 1 February and closes on 30 June 2013. The decision was to test two schemes concurrently:
 - a) Statutory scheme (an extension to the existing Primary Authority scheme run by BRDO)
 - b) Non-statutory scheme run by CFOA
- 1.5 Nottinghamshire Fire and Rescue Service (NFRS) is piloting the statutory scheme which is overseen by BRDO under the department for Business Innovation and Skills (BIS). Over the course of this pilot members of NFRS's Fire Protection Team have attended various training days and workshops in London for guidance and instruction.
- 1.6 Both schemes will be piloted side by side from January until June 2013 engaging 17 Fire and Rescue Services and 17 businesses from varying sectors. Both pilots will assess in particular: the cost of implementation; impact on Fire Service capacity; and impact on Integrated Risk Management Plan among others.

2. REPORT

- 2.1 A Primary Authority is a partnership between a business and a single local authority. In the case of this pilot the business is Boots Plc. and the Primary Authority is Nottinghamshire Fire & Rescue Service (NFRS).
- 2.2 NFRS has always enjoyed a close working relationship with Boots Plc. Boots was established in 1849 right here in Nottingham, they have established themselves as a worldwide pharmaceutical brand, have nearly 2,500 Boots stores, 625 Boots Opticians and employ over 62,000 people, their main distribution and support site is located in Beeston covering an area of 280 acres.
- 2.3 The Boots management team know only too well the importance of fire safety and fire safety management, as the Beeston site suffered a significant warehouse fire on 1 October 1997, which involved 14 fire engines and the complete loss of the warehouse. It took over 18 months to rebuild and recover from that incident.
- 2.4 In 2007, Boots entered into a Lead fire authority partnership with NFRS. In 2010 Boots explored the potential for a Retail and Fire Key Authority Partnership (RAFKAP) and they are now piloting with NFRS the Primary Authority Scheme.
- 2.5 Through regular discussion with Boots and other businesses it is clear that different Fire Authorities have different interpretations of the same legislation, namely the Regulatory Reform Order 2005. The clear benefit of a Primary Authority Scheme allows the business to have one point of contact for fire safety advice rather than having to manage varied advice from around the United Kingdom.
- 2.6 As the Primary Authority for Boots, NFRS will also quality assure their policies and procedures, this will allow NFRS to provide an inspection plan to guide other Fire & Rescue Services prior to them undertaking any inspection activity in their Counties.
- 2.7 Another Primary Authority role would be to liaise with all other Fire & Rescue Services (known as Enforcement Authorities) as and when enforcement action is considered necessary.
- 2.8 One of the key differences with a Primary Authority is that the advice NFRS gives is no longer limited to just within the county boundaries of Nottinghamshire. This advice can now be implemented and acted upon in any Boots premises within the U.K.

2.9 How the Primary Authority will work

- 2.9.1 Regardless of its size, a business operating across council boundaries can form a Primary Authority partnership with a single local authority in relation to fire safety legislation and relevant duties.
 - 2.9.2 Once legally nominated by BRDO, partnerships are automatically recognised by all local regulators (Enforcement Authorities). A central register of the partnerships provides an authoritative reference source.
 - 2.9.3 By working closely with the business a Primary Authority can apply regulations to their specific circumstances, providing robust and reliable advice which must be respected by all local regulators (Enforcement Authorities).
 - 2.9.4 A national inspection plan can be produced by the Primary Authority to improve the effectiveness of inspection, avoid repeated checks, and enable better sharing of information.
 - 2.9.5 If a problem arises, the Primary Authority can coordinate enforcement action to ensure that the business is treated consistently and that responses are proportionate to the issue.
 - 2.9.6 BRDO oversees Primary Authority and operates a dispute resolution procedure.
 - 2.9.7 A business can choose what level of support it needs from its primary authority. Resourcing the partnership is up to the councils and businesses. A primary authority can choose to recover its costs.
- 2.10 Since the 1 January 2013, 17 Fire Authorities with partners from a variety of business sectors have been piloting statutory and non- statutory partnership schemes, as part of the Government's commitment to test the application of the Primary Authority Scheme for fire safety legislation.
- 2.11 CFOA has coordinated the **non-statutory scheme**, with the BRDO coordinating **the statutory scheme**, overseen by a Representative Steering Group made up of key stakeholders.
- 2.12 There are key differences between the schemes which are explained in the table below:

Statutory Scheme	Non-Statutory Scheme
Enshrined in law and Fire Authorities (FRAs) will answer to the Department for Business, innovation and Skills (BIS).	Voluntary scheme co-ordinated through CFOA open communication Intranet.
FRAs will be bound by the terms of statute and will be able to claim only for reimbursement to cover costs.	Will enable partners to make meaningful contributions to their partnered FRA risk reduction strategy (e.g. local community safety initiatives).
A partnered FRA will be able to direct all other FRA resources across the country.	Will inform other FRAs of key reductions of risk in the partner estate, which will enable determinations to be made as to the impact of the organisation on the local IRMP.
May reduce the input from Protection to the Operational function of an FRA regarding risks to Firefighters.	Makes specific provision for the transfer of risk information between protection and Operational functions of FRAs.
Only resources of the FRA can be utilised in the partnering.	Provides the opportunity to utilise resources within a trading arm of a FRA.

- 2.13 At the conclusion of the pilots an assessment will be made by Government on which scheme, if any, is to be adopted by Fire and Rescue Authorities. The outcome is anticipated by 01 October 2013.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no direct financial implications arising from this report, however, dependant on which scheme is adopted charging schemes will need to be created for the provision of services.
- 3.2 Section 31 of the Regulatory Enforcement and Sanctions (RESA) Act 2008 enables a local authority to charge the business fees on a cost recovery basis in relation to the exercise of its functions as a primary authority. In calculating the costs incurred in providing this service, NFRS will take guidance issued by HM Treasury in Managing Public Money, annex 6.2 and consultation with the NFRS finance team.
- 3.3 Should the non-statutory scheme be adopted, further consideration will be required to consider the most appropriate delivery model and charging regime.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

- 4.1 The Primary Authority Scheme will be delivered by the Fire Protection team. As part of this pilot a review will take place to decide what role will take permanent responsibility for the partnership. The impact on human resources should be relatively low.
- 4.2 Fire Protection staff will be trained and updated on the Primary Authority Scheme to make all staff aware of the legislation and legal implications.

5. EQUALITIES IMPLICATIONS

An equality impact assessment has not been undertaken because there are no foreseen equality implications as this pilot is being carried out under current Fire Safety legislation.

6. CRIME AND DISORDER IMPLICATIONS

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

7. LEGAL IMPLICATIONS

Should the Primary Authority Scheme be adopted, NFRS will need to comply with the Regulatory Enforcement and Sanctions Act 2008 to pursue costs for partnering activity.

8. RISK MANAGEMENT IMPLICATIONS

In terms of the NFRS Integrated Risk Management Plan and risk profiling, Boots premises are predominantly low risk shops and distribution centres. However, as more Fire Authorities become involved in Primary Authority partnerships this has the potential to reduce the burden of inspecting businesses that are already in partnership with other Fire & Rescue Services. This could free up time for NFRS to focus on its efforts on higher risk premises.

9. RECOMMENDATIONS

That Members note the contents of the report and agree to receive further reports when Government has identified which scheme is to be adopted.

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

None

Frank Swann
CHIEF FIRE OFFICER



NOTTINGHAMSHIRE

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Community Safety Committee

DISTRICT INITIATIVES - INFORMAL REPORTING PROCESS

Report of the Chief Fire Officer

6

Date: 05 July 2013

Purpose of Report:

To seek approval from the Committee to commence informal briefings from District Group Managers at the rising of the next three Community Safety Committee meetings.

CONTACT OFFICER

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1. BACKGROUND

- 1.1 The structure within the Service Delivery Directorate to undertake all community facing activity is led by the Deputy Chief Fire Officer, assisted by an Area Manager. A further Area Manager is temporarily in place to specifically deal with the implementation of the Tri-Service Control project and the interim management of that function.
- 1.2 Working to the Area Manager (AM) in Delivery are 4 Group Managers (GM's). One of the GM's has responsibility for the county wide delivery of Fire Protection and Fire Investigation (legislative Fire Safety and post incident investigation). The remaining three GM's are allocated to a geographical area together with a number of Station Managers (SM's) relative to operational and community needs.
- 1.3 The three geographical areas, known internally as Districts, are coterminous with political boundaries to ensure that local managers are best placed to engage in initiatives and build consistent relations with partner organisations.
- 1.4 The managerial structure controls the activity of all operational crews which comprises both Wholetime and Retained Duty Firefighters, together with a number of district based support staff including Administrators and Risk Reduction Officers and Teams.

District	Areas Covered
City	City of Nottingham
South	Broxtowe, Rushcliffe and Gedling
North	Ashfield, Mansfield, Newark & Sherwood, and Bassetlaw

2. REPORT

- 2.1 The work undertaken throughout the Districts comprises frontline operational response to incidents as well as the delivery of community safety activities within the local areas.
- 2.2 To underpin this work local risk profiles are created. These identify the community education and response needs, site specific fire and rescue risks, and the needs of staff in terms of learning and development. This framework ensures that work undertaken within the Districts is targeted at specific local needs.

- 2.3 The outcome of the work within the Districts is formally reported to the Fire Authority through the Performance Monitoring Committee; however this does not cover in any great detail the actual work being undertaken on the ground.
- 2.4 Reports covering specific themes of activity are regularly brought to this Committee, generally at the launch stage of a new initiative or on an adhoc basis as a review of a specific area of work. Due to the formality of committee structures these reports usually cover the larger initiatives undertaken across the Service and in reality much more activity goes on at the local level.
- 2.5 Informal briefings have previously been undertaken at the rising of this Committee to give an appraisal of these smaller local areas of work, which by themselves would not constitute a report, but as a collection of issues are worthy of a briefing. These briefings have been previously well received by Members.
- 2.6 District based Officers have also benefited through this process by gaining a greater understanding of how Members, through their position within the community, can assist with furthering organisational objectives at the local level. Furthermore, the briefings have helped stimulate debate, and led to formal reports being requested for specific areas of activity.
- 2.7 To build on the previous positive outcomes it is suggested that at the rising of the next three Community Safety Committee meetings, 30 minute informal briefings take place. Therefore, over the course of the year, each of the GM's will provide an informal update to Members.
- 2.8 This will result in each Group Manager being in attendance with the intention of giving Members a broad overview of the range of activities ongoing within the organisation at any one time. To gain maximum impact, other members of the Fire Authority will be invited to attend when the District being covered is relevant to their respective area.

3. FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

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

An equality impact assessment has not been undertaken because the purpose of this report does not seek to change policy or procedures.

6. CRIME AND DISORDER IMPLICATIONS

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

7. LEGAL IMPLICATIONS

Under the Fire Services Act 2004, Nottinghamshire Fire and Rescue Service has a statutory duty to make provision for the purpose of promoting Community Safety.

8. RISK MANAGEMENT IMPLICATIONS

The National Framework document makes clear that Members should actively scrutinise the work of the Fire and Rescue Service. This informal approach will enhance existing arrangements and provide opportunities for Members to request further formal reports if required.

9. RECOMMENDATIONS

That Members agree to receive informal briefings from District Group Managers at the rising of the next three Community Safety Committee meetings.

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

None.

Frank Swann
CHIEF FIRE OFFICER