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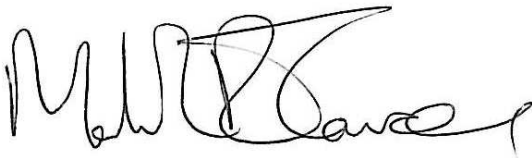
NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AND RESCUE AUTHORITY

ANNUAL GENERAL MEETING OF THE AUTHORITY

Date: Friday, 23 May 2014 **Time:** 10.30 am

Venue: Fire and Rescue Services HQ, Bestwood Lodge, Arnold Nottingham NG5
8PD

Members are requested to attend the above meeting to be held at the time, place and date mentioned to transact the following business



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

AGENDA

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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

IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ABOVE, PLEASE CONTACT THE CONSTITUTIONAL SERVICES OFFICER SHOWN ON THIS AGENDA, IF POSSIBLE BEFORE THE DAY OF THE MEETING.

**Constitutional Services Officer: Carol M Jackson
0115 8764297
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**NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM
FIRE AND RESCUE AUTHORITY**

MINUTES of the meeting of the Authority held on **28 FEBRUARY 2014** at Fire and Rescue Service Headquarters, Bestwood Lodge, Arnold, Nottingham NG5 8PD from 10.34 am to 12.55 pm

Membership

Councillor Darrell Pulk (Chair)
Councillor Brian Grocock (Vice Chair)
Councillor Chris Barnfather
Councillor Eunice Campbell
Councillor Ian Campbell
Councillor John Clarke
^ Councillor Jon Collins
Councillor Stephen Garner
Councillor Colleen Harwood
Councillor Michael Payne
^ Councillor Ken Rigby
Councillor Tony Roberts
Councillor David Smith
Councillor Tim Spencer
Councillor Gordon Wheeler
Councillor John Wilmott
Councillor Malcolm Wood
Councillor Liz Yates

Members absent are marked ^

54 APOLOGIES FOR ABSENCE

Councillor Jon Collins
Councillor Ken Rigby

55 DECLARATIONS OF INTEREST

Assistant Chief Fire Officer Craig Parkin – minute item 67.

56 CHAIRS' ANNOUNCEMENTS

- (a) the Chair informed the Meeting of the death of former Fire Authority member Bob Cross. The Chair and Deputy Chief Fire Officer both attended his funeral. The Chair expressed thanks for Bob's dedication to public service and in particular to the Fire Authority, despite suffering poor health for many years and sent condolences to his family. The Meeting observed a minutes silence in tribute to Bob;
- (b) the Chair advised Members that, together with the Deputy Chief Fire Officer and Equalities Officer, he had been to an interesting meeting in London attended by Sir Ken Knight to discuss his review of Fire and Rescue Services, 'Facing the Future'. A formal response to the Review is still awaited from Brandon Lewis, the Minister for Fire;
- (c) the Chair congratulated Craig Parkin, Assistant Chief Fire Officer on his continued work with Nottingham Trent University which has recently been featured in the Fire Magazine;
- (d) the Chair reminded the Meeting of the role played by Nottingham Fire and Rescue Service (NFRS) in the recent flooding which had taken place in the south of England. NFRS sent a team of firefighters down to Berkshire to help out during the flooding crisis and a high volume pump belonging to NFRS was used in Somerset. The Chair gave thanks to fire-fighters from NFRS who had attended;
- (e) the Chair advised the meeting that Frank Swann the Chief Fire Officer, will retire at the end of March this year and this was his last full Fire Authority meeting. Frank has served 32 years in the Fire Service. He has been with NFRS since 2003 and has been Chief Fire Officer since 2007. During his time as Chief Fire Officer Frank has achieved many things for NFRS. He has been successful in increasing the fleet's capability, increasing the equipment on the fleet, transforming many of the Services' stations, reducing sickness levels amongst staff, achieving good relationships with trade unions and steering the organisation through recent budget cuts . Recently NFRS has reached the highest 'Excellent' level of the Fire and Rescue Service Equality Framework, which recognizes the way in which it delivers services and employs people. Last year NFRS hosted the Federation of European Fire Officer Association's event with Fire Chiefs representing 19 different countries across Europe attending. Frank is a key player in the Fire-fighters Charity, raising funds himself and motivating others to do so. Frank was awarded the Queen's Fire Service Medal in the New Years Honours List. This recognition comes at the end of a long and distinguished career in the fire and rescue service. The Chair thanked Frank for his dedicated service.

57 MINUTES

The Authority confirmed the minutes of the meeting held on 13 December 2013 as a correct record and they were signed by the Chair.

58 PRUDENTIAL CODE FOR CAPITAL FINANCE 2014/15

Peter Hurford, the Treasurer to the Fire Authority, presented his report informing members of the Authority's obligations under the 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.

Councillor Brian Grocock, the Vice Chair expressed thanks to the Treasurer for his continued excellent work on treasury matters.

RESOLVED that the following Prudential Limits for 2014/15 be approved:

Estimate of Ratio of Financing Costs to Net Revenue Stream	5.4%
Estimate of the Incremental Impact of the New Capital Investment Decisions on the Council Tax (Band D)	-£0.41
Estimate of Total Capital Expenditure to be Incurred	£6,281,000
Estimate of Capital Financing Requirement	£26,996,000
Operational Boundary	£26,346,000
Authorised Limit	£28,981,000
Upper limit for fixed rate interest exposures	100%
Upper limit for variable rate interest exposures	30%
Loan Maturity:	<u>Limits:</u>
Under 12 months	Upper 20% Lower 0%
12 months to 5 years	Upper 30% Lower 0%
5 years to 10 years	Upper 75% Lower 0%
Over 10 years	Upper 100% Lower 0%
Over 20 years	Upper 100% Lower 30%
Upper Limit for Principal Sums Invested for Periods Longer than 364 Days	£2,000,000

59 TREASURY MANAGEMENT STRATEGY 2014/15

Peter Hurford, the Treasurer to the Fire Authority, presented his report informing the meeting of the Fire Authority's Treasury Management Strategy for 2014/15 and seeking approval of the Fire Authority's Minimum Revenue Provision Policy for 2014/15.

The Authority has appointed Capita Asset Services (previously known as Sector) as its external treasury management advisor.

The Treasurer suggested that Members tasked with treasury management scrutiny responsibilities have access to suitable training and a provisional date in July for a treasury management training seminar for members of the Finance and Resources Committee is being considered.

RESOLVED:

(1) to note the Treasury Management Strategy 2014/15 as set out in the report;

- (2) to approve the Minimum Revenue Provision policy 2014/15;**
- (3) that members of the Finance and Resources Committee are given the opportunity to undertake appropriate training.**

60 REVIEW OF RESERVES AND WORKING BALANCES

Peter Hurford, the Treasurer to the Fire Authority, presented the Chief Fire Officer's report seeking the approval of the Authority to the levels of working balances sufficient to meet the needs of the Authority during the 2014/15 financial year and beyond.

RESOLVED:

- (1) to note results of the review of risks shown at Appendix A of the report;**
- (2) to approve the minimum level of balances of £4,200,000.**

61 BUDGET PROPOSALS FOR 2014/2015 TO 2016/2017 AND OPTIONS FOR COUNCIL TAX

Councillor Malcolm Wood, the Chair of the Finance and Resources Committee presented the Chief Fire Officer's report presenting the Fire Authority with proposals for revenue and capital budgets for 2014/2015 to 2016/2017 to allow members to determine the level of council tax for 2014/2015.

The Chair of the Finance and Resources Committee proposed that a 1.95% increase in council tax be adopted for the levy of precept and Council Tax for 2013/14. This was seconded by Councillor Brian Grocock the Vice Chair. When put to the vote, this proposal was agreed by 10 votes to 6. Councillors requested that their votes be recorded. Councillors E Campbell, I Campbell, Clarke, Grocock, Harwood, Payne Pulk, Smith, Wilmott and Wood voted in favour of the proposal and Councillors Barnfather, Garner, Roberts, Spencer, Wheeler and Yates voted against the proposal.

The Chair of the Finance and Resources Committee proposed that a 1.95% increase in council tax be set as an indicator for the levy of precept and Council Tax for 2015/16 to enable further budget planning to take place. This was seconded by Councillor Brian Grocock the Vice Chair. When put to the vote, this proposal was agreed by 10 votes to 6. Councillors requested that their votes be recorded. Councillors E Campbell, I Campbell, Clarke Grocock, Harwood, Payne Pulk, Smith Wilmott and Wood voted in favour of the proposal and Councillors Barnfather, Garner, Roberts, Spencer, Wheeler and Yates voted against the proposal.

RESOLVED

- (1) to agree a 1.95% increase in council tax and precept as set out in Appendix C of the report;**
- (2) that 1.95% be set as an indicator of the level of council tax increase for 2015/2016 to enable further budget planning to take place;**
- (3) to approve the payment of Members Allowances for 2014/2015 in accordance with the existing published scheme.**

62 BALANCING THE BUDGET IN FUTURE YEARS

A representative from the Fire Brigade Union (FBU) asked the following three questions of the Chair regarding this item;

Question One

‘although the report in itself does not recommend a reduction below 30 available pumping appliances, are the CFA, through its Chief Fire Officer, still comfortable that the number of pumping appliances could be reduced to 30 without compromising the safety of the community and fire-fighters? The FBU obviously have deep concerns about any cuts to frontline services and are strongly opposed to the downgrading of response in Nottinghamshire yet again.’

The Chair replied as follows:

‘the Fire Authority relies on the advice of the CFO on how to organise its operational resources to best deliver the service to the community as well as meeting all of the legislative requirements under Health and Safety law which affect Fire-fighter safety.

The FA are equally concerned that we may have to take steps again to down size the organisation which includes the operational delivery, however given the budget challenges we face there are little alternatives.

In recommending consulting on the stations contained within this report, the CFO has given a professional view on a variety of factors which include activity levels, support from other stations, availability, total number of appliances, location and crewing. I am sure that all of these aspects will be something that the FBU would also consider relevant.

We can take comfort in the significant prevention work that has been undertaken by our employees and the results that are presented elsewhere on this agenda, however this does not make these decisions any easier and we recognise the FBUs concerns.

If the FA decides to consult on these proposals today then the public and the FBU will be fully engaged in the process and the outcomes will be brought back here for a decision in the future.’

Question Two

‘can you confirm that the CFA have done everything in their power to query the allocation of monies made to Nottinghamshire Fire and Rescue Service by Government and believe the removal of frontline appliances, Managers and Control Operators is the correct ultimate sacrifice?’

The Chair replied as follows:

‘following the meeting of the Fire Authority in June 2013, I wrote on behalf of this Authority to request a meeting with the Minister to discuss how the funding issues were affecting Nottinghamshire Fire and Rescue Service. The letter I received back unfortunately declined my request for a meeting until after the funding levels for the next two years had been confirmed. As you may be aware from elsewhere on this agenda, Nottinghamshire did not

receive its final grant settlement amounts until 5th February 2014. I have since written to the Minister again requesting a meeting to discuss the funding issues and await his response.'

Question Three

'have Derbyshire and Leicestershire been consulted with regard to the proposal to have a single control room servicing three services prior to this report being published? If so, do they concur that this is a viable option to negotiate on?'

The Chair replied as follows:

'the current requirement for the provision of dealing with calls for help and summoning personnel is laid down in Part 2, Section 7, paragraph 2(c), of the Fire and Rescue Services Act 2004. It is a function of the Fire and Rescue Authority and one that this Authority currently delivers in house. The CFO could not approach either Derbyshire or Leicestershire without formally obtaining the approval of this Fire Authority to do so, and this is the request contained within this paper. We do not know what the response of these services may be at this time, but will formally write if approval is given by the FA today to explore this as an option. Only when we know the appetite of those Services will we know whether this may be worth taking forward. If this is ultimately ruled out then the FA will be faced with obtaining the requisite savings required from elsewhere within the service.'

The Chief Fire Officer presented his report outlining proposals, highlighting strategies and seeking approval for actions to ensure that the Authority is in the best position possible to set a balanced budget in 2015/16 and 2016/17.

Members were concerned about the issue of consultation with the public on proposals. Historically there had been very little response from the general public when the Authority has gone out to consultation. Members were in agreement that for the consultation to be meaningful it will need to be targeted. Members will need to be involved with the formulation and monitoring of the consultation process.

RESOLVED:

- (1) to task Officers with consulting on the potential of reducing operational resources from within the locations identified at paragraph 2.9 of the report and providing an options report to a future Fire Authority meeting on the outcomes;**
- (2) to task Officers with approaching partner Services with a view to implementing a single Control facility;**
- (3) to task Officers with reviewing the operational management structure;**
- (4) to approve Officers to use compulsory redundancy processes, where appropriate; in conjunction with voluntary redundancy, post conversions, and vacancy deletions;**
- (5) to task Officers to undertake an updated Fire Cover Review during 2015 with a view to considering a risk based attendance standard based upon high, medium and low risk outcomes;**

- (6) that the Policy and Strategy Committee be requested to help formulate and monitor the consultation process.**

63 OPERATIONAL ACTIVITY UPDATE 2013

Frank Swann, the Chief Fire Officer presented his report, updating the Fire Authority on the operational activity levels during the calendar year 2013.

RESOLVED

- (1) to note the operational activity levels for 2013;**
(2) to task the Chief Fire Officer with further reports on these outcomes to a future meeting detailing any recommendations.

64 EXCELLENT LEVEL OF EQUALITY FRAMEWORK

Frank Swann, the Chief Fire Officer, presented his report setting out the final Peer Challenge Report following Nottinghamshire Fire and Rescue Service's assessment against the Excellent Level of the Equality Framework in December 2013.

The Chair thanked Matt Sismey and everyone else involved in what was a great achievement for NFRS.

RESOLVED to formally acknowledge the final peer challenge report and the progress made by the Service in relation to its equalities agenda.

65 INTEGRATED RISK MANAGEMENT PLAN 2014-2019

Frank Swann, the Chief Fire Officer, presented his report updating members on progress within the development of the Nottinghamshire Fire and Rescue Service Plan 2014-2019 and the results of the associated consultation process.

RESOLVED to accept the outcomes of the consultation process and approve the Integrated Risk Management Plan attached to the report to be implemented from 1 April 2014.

66 APPOINTMENT OF DEPUTY CHIEF FIRE OFFICER

The Chair presented his report as Chair of the Appointments Committee seeking approval to the unanimous recommendation of the Appointments Committee to the appointment of Wayne Bowcock as the next Deputy Chief Fire Officer to the Nottinghamshire Fire and Rescue Service with effect from 7 April 2014.

RESOLVED to agree to the appointment of Wayne Bowcock as Deputy Chief Fire Officer with effect from 7 April 2014, as recommended by the Appointments Committee.

The Chair welcomed Wayne Bowcock to NFRS and congratulated him on his appointment.

Assistant Chief Fire Officer Craig Parkin left the meeting prior to the consideration of the next item.

67 APPOINTMENT OF ASSISTANT CHIEF FIRE OFFICER

The Chair presented his report as Chair of the Appointments Committee seeking approval to the unanimous recommendation of the Appointments Committee to the appointment of Craig Parkin as Assistant Chief Fire Officer to the Nottinghamshire Fire and Rescue Service with effect from 1 July 2014

RESOLVED to agree to the appointment of Craig Parkin as Assistant Chief Fire Officer with effect from 1 July 2014, as recommended by the Appointments Committee.

The Chair congratulated Craig Parkin on his appointment.

68 COMMITTEE OUTCOMES

The Chairs of the following committees, produced reports which included the minutes of those meetings:

- (a) Performance Monitoring Committee 24 January 2014;
- (b) Finance and Resources Committee 17 January 2014;
- (c) Community Safety Committee 10 January 2014;
- (d) Human Resources Committee 7 February 2014;
- (e) Policy and Strategy Committee 31 January 2014.

Councillor Michael Payne, Chair of the Human Resources Committee thanked the Officers involved with the Committee for their help in guiding the Committee through some difficult processes in the last financial year.

RESOLVED to note the reports and the business undertaken by the Committees.

69 EXCLUSION OF THE PUBLIC

The Committee decided to exclude the public from the meeting during consideration of the remaining agenda 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 Part 1 of Schedule 12A to the Act.

70 REDUCTIONS IN THE PERMANENT ESTABLISHMENT

Frank Swann, the Chief Fire Officer, presented his report informing Members of a reduction in the non-uniformed establishment arising from the approval of voluntary redundancy applications.

RESOLVED to endorse the permanent amendments to the establishment.

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NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

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

Report of the Clerk and Monitoring Officer

Date: 23 May 2014

Purpose of Report:

To confirm membership of the Authority following the Annual Meetings of the County and City Councils, to review the committee structure, to request nominations to committees and boards and to confirm dates of meetings. It also seeks to appoint Chairs of committees from those appointed to serve on them.

CONTACT OFFICER

Name : Malcolm R Townroe
Solicitor, Clerk and Monitoring Officer to the Authority

Tel : 0115 8764332

Email : malcolm.townroe@nottinghamcity.gov.uk

1. BACKGROUND

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

2. REPORT

2.1 The City Council has appointed the following members:-

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

2.2 The County Council has appointed the following members:-

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

2.3 Committee Structure

2.3.1 A review of the work undertaken by the Performance Monitoring Committee has highlighted that, over the past year, it has only had to consider one overall performance report at each of its meetings. In view of this it is proposed to subsume the work of the Performance Monitoring Committee into the Policy and Strategy Committee and to amend the terms of reference of the Policy and Strategy Committee to reflect this change.

2.3.2 Because of the reduction in the overall number of seats available it is also proposed to remove the previously adopted requirement for the Policy and Strategy Committee to include a member from each of the Human Resources, Finance and Resources and Community Safety Committees.

2.4 Committee Membership

2.4.1 The Authority is asked to appoint members to the Committees set out in the table below in accordance with the political balance rules and, from those appointments, to appoint the chair of the Human Resources, Community Safety and Finance and Resources Committees. The Chair of the Authority will act as Chair of the Policy and Strategy and Appointments Committees. The chair of the Personnel Committee will be appointed at each meeting.

2.4.2 Following the changes to the Standards Regime the Authority resolved to address any issues that would have previously been dealt with in that forum through the Policy and Strategy Committee. Since that change was made there have been no Standards issues to address. It is now proposed to present a further report to the Policy and Strategy Committee at some point in the near future to further examine the future of Standards issues.

2.4.3 In addition to the committee appointments, the Authority is asked to appoint members to the Strategic Equalities Board on the basis of 4 Labour Group places, 1 Conservative Group place, 1 Liberal Democrat Group place and 1 Independent Group place.

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

2.5 Dates of Future Meetings

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

2.5.1

Nottinghamshire and City of Nottingham

Fire and Rescue Authority (10.30 am)

27 June 2014

26 September 2014

19 December 2014

27 February 2015

22 May 2015 AGM

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

2.5.2

Policy and Strategy Committee (10.00 am)

18 July 2014

17 October 2014

6 February 2015

24 April 2015

2.5.3

Human Resources Committee (10.00 am unless otherwise stated)

11 July 2014 (13.30 pm)

10 October 2014 (13.30 pm)

30 January 2015

24 April 2015

2.5.4

Community Safety Committee (10.00 am)

4 July 2014

3 October 2014

9 January 2015

27 March 2015

2.5.5

Finance and Resources Committee (10.00 am)

11 July 2014

10 October 2014

16 January 2015

17 April 2015

2.5.6 The Personnel Committee will meet as required.

2.5.7 The Appointments Committee will meet as required.

2.5.8 The Strategic Equalities Board will meet quarterly.

3. FINANCIAL IMPLICATIONS

3.1 The City Council provides the Clerk and Monitoring Officer for all meetings of the Fire and Rescue Authority, Policy and Strategy Committee and Personnel Committee. Nottingham City Council makes provision for a Constitutional Services Officer to be present for all committee meetings identified in 2.4 above, for which agendas and minutes will be circulated by the Clerk. For 2014/15 the cost to Nottinghamshire and City of Nottingham Fire and Rescue Authority for these services will be £38,000 plus VAT. Any additional services and printing costs will be recharged separately.

3.2 An independent remuneration committee established the allowances to be paid to Fire and Rescue Authority Members and this also provided for these to be up rated annually in accordance with Local Government pay awards. The payment of Members' Allowances under the Scheme was re-approved by the Authority at its meeting on 28 February 2014.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

There are no human resources or learning and development implications arising from this report other than those that relate to member development and training.

5. EQUALITY IMPACT ASSESSMENT

There are no specific equality issues arising from this report.

6. CRIME AND DISORDER IMPLICATIONS

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

7. RISK MANAGEMENT IMPLICATIONS

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

8. RECOMMENDATIONS

It is recommended that:

- 8.1 Appointments to the Fire and Rescue Authority be noted;
- 8.2 The revised committee structure be approved;
- 8.3 Appointments to committees and appointments of committee chairs be made and dates of meetings be approved;
- 8.4 Appointments be made to the Strategic Equalities Board.

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

None.

Malcolm R Townroe
CLERK AND MONITORING OFFICER TO THE AUTHORITY



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

PERFORMANCE MONITORING COMMITTEE OUTCOMES

Report of the Chair of the
Performance Monitoring Committee

Date: 23 May 2014

Purpose of Report:

To report to Members on the business and actions of the Performance Monitoring Committee meeting of Friday 11 April 2014.

CONTACT OFFICER

Name : Craig Parkin
Assistant Chief Fire Officer

Tel : (0115) 967 0880

Email : craig.parkin@notts-fire.gov.uk

Media Enquiries Contact : Bridget Aherne
(0115) 967 0880 bridget.aherne@notts-fire.gov.uk

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 11 April 2014 are attached to this report at Appendix A. The following summarises the main points of the paper discussed at the meeting.
- 2.2 The Committee was in receipt of a report which updated on how the Nottinghamshire and City of Nottingham Fire Authority performed in Quarter 1 2013/14, against the previous national indicators (NIs) and key performance indicators (KPIs).
- 2.3 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.
- 2.4 It was resolved to note the report and continue to monitor the Service's overall performance.

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 David Smith
CHAIR OF PERFORMANCE MONITORING COMMITTEE



**NOTTINGHAMSHIRE & CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY -
PERFORMANCE MONITORING COMMITTEE**

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood Lodge,
Arnold, Nottingham NG5 8PD on 11 April 2014 from 10:00 am to
10:41 am**

- ✓ Councillor David Smith (Chair)
- Councillor Ian Campbell
- Councillor Tony Roberts
- ✓ Councillor Timothy Spencer
- ✓ Councillor John Wilmott

- ✓ Councillor Brian Grocock (as substitute for Councillor Ian Campbell)

- ✓ indicates present at meeting

Colleagues, partners and others in attendance:

- Wayne Bowcock - Deputy Chief Fire Officer
- Jo Hayden - Planning and Performance Manager
- Craig Parkin - Assistant Chief Fire Officer
- Andy Pearson - Area Manager, Service Delivery
- Laura Wilson - Constitutional Services Officer

13 APOLOGIES FOR ABSENCE

- Councillor Ian Campbell
- Councillor Tony Roberts (illness)

14 DECLARATIONS OF INTERESTS

None

15 MINUTES

The Committee confirmed the minutes of the meeting held on 24 January 2014 as a correct record and they were signed by the Chair.

16 PERFORMANCE UPDATE: QUARTER THREE 2013/14

Jo Hayden, Performance Officer, introduced the Chief Fire Officer's report informing the Committee on how Nottinghamshire and City of Nottingham Fire and Rescue Services (NFRS) performed against National Indicators (NIs) and Key Performance Indicators (KPIs) in Quarter 3 of 2013/14.

Craig Parkin, Assistant Chief Fire Officer, was also in attendance to respond to the Committee's questions.

The following points were highlighted and comments made:

- (a) KPI 206i, Deliberate Primary Fires Excluding Vehicles, has improved from a red to amber rating. NFRS work and share data with the Police to apprehend and prosecute perpetrators;
- (b) NFRS are hoping to formalise the link between anti-social behaviour and fires with the Crime and Drugs Partnership as there is anecdotal evidence which shows that when anti-social behaviour increases so do the number of fires;
- (c) KPI 142ii, Accidental Dwelling Fires, is now rated amber instead of green which is due to an increase in incidents in the North of the City. The target is 136 incidents and there have been 160 incidents, which is a 17% increase. The Quarter 4 information shows a return to a green rating;
- (d) KPI 49ii, Fatalities in Primary Fires, is rated as red as the target is 0 but there have been 2 incidents;
- (e) KPI 207, Fires in Non-Domestic Premises, was currently rated red as there has been an increase in the number of fires at the City Hospital and Queens Medical Centre;
- (f) there has been an increase in sickness in Quarter 3 but that is typical of this Quarter. Anxiety and depression feature as reasons for sickness absence so work will continue to be done to monitor the wellbeing of staff, particularly as consultation is taking place on workforce changes and reductions;
- (g) in relation to Core City performance, it isn't mandatory for the information to be provided and some Services no longer have the resources to collate the details. No other way of benchmarking NFRS performance with other Core Cities currently exists;
- (h) there is good partnership working to identify vulnerable people living on their own so fire prevention work can be done. There is good data sharing and referral schemes with organisations such as Adult Safeguarding and Age UK.

RESOLVED to note the report and continue to monitor the Service's overall performance.

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NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

FINANCE AND RESOURCES COMMITTEE OUTCOMES

Report of the Chair of the
Finance and Resources Committee

Date: 23 May 2014

Purpose of Report:

To report to Members on the business and actions of the Finance and Resources Committee meeting of Friday 04 April 2014.

CONTACT OFFICER

Name : Neil Timms
Strategic Director of Finance and Resources

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**Media Enquiries
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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 04 April 2014 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 regarding the capital programme progress in the year 2013/14, and analysing the significant variances against the original programme. In addition to noting the report, it was resolved to request the Chief Fire Officer arrange a property tour for Committee members, to improve their understanding of the property portfolio and also to request that the Strategic Director of Finance and Resources submit a revised Sustainable Capital Programme to a future Committee meeting.
- 2.3 Following on from this, consideration was given to a report which set out the financial performance of the Service in the year 2013/14 and analysing significant variations against the original budget. The report was noted and the Committee also resolved to request the Strategic Director of Finance and Resources provide a brief training session on Service insurance issues at the rising of the Committee's next meeting.
- 2.4 A further monitoring report was also presented to the Committee by the Treasurer, informing Members of performance to the end of February 2014 relating to the prudential indicators for capital accounting and treasury management. It was resolved that the report be noted.
- 2.5 Progress of various projects across the Service was the focus of another report to the Committee. This included updates on the construction of the new Retford fire station, a re-assessment of the Service's ICT Strategy to prioritise projects moving forward and an update on the delivery of new equipment/appliances to the Service. It was resolved that the report be noted.
- 2.6 Consideration was also given to a report outlining the proposed programme for achieving and demonstrating Value for Money in 2014/15 and to report progress against the Value for Money Programme in 2013/14. The contents of the report were noted.

- 2.7 The Committee was finally in receipt of a report which provided details of the internal audit work undertaken in relation to Cardiff Checks and it was highlighted to Members that the checks did not identify any specific issues. It was therefore resolved that the report 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 Malcolm Wood
CHAIR OF FINANCE AND RESOURCES COMMITTEE

APPENDIX A



NOTTINGHAMSHIRE & CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY - FINANCE AND RESOURCES COMMITTEE

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood Lodge,
Arnold Nottingham NG5 8PD on 4 April 2014 from 10.00 am to 11.16 am**

- ✓ Councillor Malcolm Wood (Chair)
- ✓ Councillor Chris Barnfather
- ✓ Councillor John Clarke
- ✓ Councillor Jon Collins
- ✓ Councillor Gordon Wheeler

✓ indicates present at meeting

Colleagues, partners and others in attendance:

Neil Timms	Strategic Director of Finance and Resources
Peter Hurford	Treasurer to the Nottinghamshire and City of Nottingham Fire and Rescue Authority
Noel McMenamin	Constitutional Services, Nottingham City Council

27 APOLOGIES FOR ABSENCE

None

28 DECLARATIONS OF INTERESTS

None

29 MINUTES

The Committee confirmed the minutes of the meeting held on 17 January 2014 as a correct record and they were signed by the Chair.

30 CAPITAL BUDGET MONITORING REPORT TO 28 FEBRUARY 2014

Neil Timms, the Strategic Director of Finance and Resources, presented the Chief Fire Officer's report on Capital Programme progress in the year 2013/14, and analysing the significant variances against the original programme.

The capital budget monitoring statement is showing an underspend to date of £5,794,000 against the budget for the year of £8,339,000. Mr Timms reported that that Transport and Information and Communications Technology budgets were mostly on track, The main reason for the underspend lies with the Property portfolio, particularly in finalising the joint

Central Fire Station and City Council Emergency Planning Hub. Mr Timms undertook to submit a revised capital programme to a future meeting.

RESOLVED

- (1) to note the content of the report;**
- (2) to request the Chief Fire Officer to arrange a property tour for Committee members, to improve their understanding of the property portfolio;**
- (3) to request the Strategic Director of Finance and Resources to submit a revised Sustainable Capital Programme to a future Committee meeting.**

31 REVENUE BUDGET MONITORING TO 28 FEBRUARY 2014

Neil Timms, the Strategic Director of Finance and Resources, presented the Chief Fire Officer's report setting out the financial performance of the Service in the year 2013/14 and analysing significant variations against the original budget.

The revenue budget monitoring statement for February 2014 is showing an underspend to date of £222,000 against a budget for the year of £43,899,000. The projected out-turn variance for the year is an underspend of £884,000.

RESOLVED

- (1) to note the contents of the report;**
- (2) to request the Strategic Director of Finance and Resources to provide a brief training session on Service insurance issues at the rising of the Committee's next meeting.**

32 PRUDENTIAL CODE MONITORING REPORT TO 28 FEBRUARY 2014

Peter Hurford, Treasurer to the Nottinghamshire and City of Nottingham Fire and Rescue Authority, presented his report informing the Committee of performance to end February 2014 relating to the prudential indicators for capital accounting and treasury management.

RESOLVED to note the contents of the report.

33 REPORT ON CURRENT PROJECT PROGRESS

Neil Timms, the Strategic Director of Finance and Resources, presented the Chief Fire Officer's report on the progress of various projects across the Service. The Strategic Director was assisted by Ian Pritchard, Head of Procurement and Estates, Gavin Harris, ICT Manager and Graham Bosworth, Transport Manager.

The Strategic Director highlighted the following points:

- The construction of the new Retford Fire Station is proceeding well, but the sale of Central Fire Station and its replacement by a new building is progressing more slowly. Work on the SDC Fire House will cost more than originally programmed;
- Projects to deliver a new aerial ladder platform, Water Carrier, Pumping Appliances and Flood Response Unit are all on track or completed. Delivery of the Environmental Protection Unit, Breathing Apparatus Unit and Command Support Vehicle have been delayed;

- The Service ICT Strategy is being completely reassessed by the new ICT Manager to prioritise projects going forward.

RESOLVED to note the contents of the report.

34 VALUE FOR MONEY

Neil Timms, the Strategic Director of Finance and Resources, presented the Chief Fire Officer's report outlining the proposed programme for achieving and demonstrating Value for Money in 2014/15 and to report progress against the Value for Money Programme in 2013/14.

The Strategic Director highlighted audits of gas, electricity, water and telephone charges, further joint procurement arrangements and reducing printing costs as priorities in 2014/15.

RESOLVED to note the contents of the report.

35 INTERNAL AUDIT REPORT - CARDIFF CHECKS

Neil Timms, the Strategic Director of Finance and Resources, presented the Chief Fire Officer's report providing the results of internal audit work undertaken in relation to Cardiff checks. The checks did not identify any specific issues.

RESOLVED to note the contents of the report.

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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

Date: 23 May 2014

Purpose of Report:

To report to Members on the business and actions of the Community Safety Committee meeting of Friday 28 March 2014.

CONTACT OFFICER

Name : Craig Parkin
Assistant Chief Fire Officer

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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 28 March 2014 are attached to this report at Appendix A. The following summarises the main points discussed at the meeting.
- 2.2 The Committee considered a report providing Members with an introduction to a nationally recognised competency framework which the Service has developed for members of staff delivering business support and regulation, which will ensure a consistent service delivery. It was resolved to note the contents of the report and endorse the adoption of the Competency Framework for Business Fire Safety Regulators.

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 Colleen Harwood
CHAIR OF COMMUNITY SAFETY COMMITTEE

**NOTTINGHAMSHIRE & CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY -
COMMUNITY SAFETY COMMITTEE**

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood
Lodge, Arnold Nottingham NG5 8PD on 28 March 2014 from 10.01 am - 10.16
am**

Councillor Colleen Harwood (Chair)
Councillor Chris Barnfather
^ Councillor Brian Grocock
Councillor Ken Rigby
Councillor David Smith (substitute for Councillor Brian Grocock)
Councillor John Wilmott

Members absent are marked ^

Councillor Gordon Wheeler – present as an observer

17 APOLOGIES FOR ABSENCE

Councillor Brian Grocock – other Council business

18 DECLARATIONS ON INTERESTS

None

19 MINUTES

The Committee confirmed the minutes of the meeting held on 10 January 2014 as a correct record and they were signed by the Chair.

**20 COMPETENCY FRAMEWORK FOR BUSINESS FIRE SAFETY
REGULATORS**

Assistant Chief Fire Officer, Craig Parkin introduced the Chief Fire Officers' report providing members with an introduction to a Competency Framework for Business Safety Regulators. The main points drawn to the attention of the members were:

- (a) Nottinghamshire Fire and Rescue Service (NFRS) has an established fire protection department dedicated to the enforcement of fire safety in non-domestic premises which is a statutory requirement under the Regulatory Reform Fire Safety Order (RRO) 2005;
- (b) fire and rescue services nationally have been criticised by businesses due to their lack of consistency in providing advice when completing their obligation under the RRO and in their handling of enforcement action;
- (c) in tackling this problem, NFRS has developed a nationally recognised competency framework for members of staff delivering business support and regulation which will ensure a consistent service delivery;

- (d) the primary purpose of the framework is to ensure that Business Fire Safety Regulators have the necessary skills to be competent and protects the regulatory organisation by ensuring that all regulators are delivering the most up to date advice and information;
- (e) although there are three defined levels of competence for regulators, NFRS is currently working towards all of its fire safety officers to be qualified to Fire Safety Inspectors which means they can complete inspections of all regulated premises, including high risk sites or those incorporating fire engineering principles;
- (f) new members of staff will require a full suite of training courses over an 18-24 month period and existing members of staff will have their existing qualifications accredited through an approved body;
- (g) there are 19 existing 'qualified' officers that require conversion to the new framework and a trial is taking place at a cost of £360 per person, which if successful will cost a total of £6,840 for all 19 members.

Following questions from the Committee, the following information was provided:

- (h) the onus is on businesses to seek responsible fire safety advisors because under the new regulations, as well taking enforcement action against the business, NFRS can also take action against advisors;
- (i) NFRS would be susceptible to criticism if serious incidents occur on business premises where NFRS has agreed to inspect and fails to do so. NFRS will not inspect every business premises but will look at where there are trends in analysing risk. NFRS is looking at working jointly with other authorities, such as Trading Standards in effectively managing events, which for example include the use of fireworks.

RESOLVED to note the contents of the report and endorse the adoption of the Competency Framework for Business Fire Safety Regulators.

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NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

HUMAN RESOURCES COMMITTEE OUTCOMES

Report of the Chair of the Human Resources Committee

Date: 23 May 2014

Purpose of Report:

To report to Members the business and actions of the Human Resources Committee meeting of Friday 11 April 2014.

CONTACT OFFICER

Name : Craig Parkin
Assistant Chief Fire Officer

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**Media Enquiries
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(0115) 967 0880 bridget.aherne@notts-fire.gov.uk

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 11 April 2014 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 a report providing an update to Members on the posts which have been re-designated during the period April 2013 – March 2014. It was resolved to note that just one post of Watch Manager (Fire Protection) has been converted to a non-uniform Fire Protection Inspecting Officer post on Grade 6 releasing a budget saving of £11,333.
- 2.4 A further report sought the approval of the Committee for the appointment of a Service Technician to carry out duties associated with the role. It was resolved to add a post of Service Technician (Grade 3) to the establishment as part of the process of implementation of budget reductions in the Equipment Section and to note that the full cost, inclusive of overheads, of £21,980 has been budgeted for in full.
- 2.5 In respect of the final reports, 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 consideration was given to two final reports, the first concerning the methodology behind calculation of injury awards and the second report regarding the regrading of posts, both of which were 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 Michael Payne
CHAIR OF HUMAN RESOURCES COMMITTEE



**NOTTINGHAMSHIRE & CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY -
HUMAN RESOURCES COMMITTEE**

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood Lodge,
Arnold, Nottingham NG5 8PD on 11 April 2014 from 11.00 am - 11.18 am**

- ✓ Councillor Michael Payne (Chair)
- ✓ Councillor Eunice Campbell
- ✓ Councillor Ian Campbell
- ✓ Councillor Stephen Garner
- ✓ Councillor Liz Yates

✓ indicates present at meeting

Colleagues, partners and others in attendance:

Wayne Bowcock	- Deputy Chief Fire Officer
Tracy Crump	- Head of HR Services
Nick Linthwaite	- HR Manager (Operations)
Craig Parkin	- Assistant Chief Fire Officer
Laura Wilson	- Constitutional Services Officer

22 APOLOGIES FOR ABSENCE

Councillor Ian Campbell

23 DECLARATIONS OF INTERESTS

None

24 MINUTES

The Committee confirmed the minutes of the meeting held on 7 February 2014 as a correct record and they were signed by the Chair.

25 HUMAN RESOURCES UPDATE

Tracy Crump, Head of Human Resource (HR) Services, introduced the Chief Fire Officer's report updating members on HR issues within the Service. Only sickness absence data was available and other HR metrics for Quarter 4 will be reported to a future meeting.

The Committee was reassured that there are many resources available for staff to access including Occupational Health, Westfield Health, etc and that all managers are trained in absence management.

RESOLVED to endorse the report.

26 CONVERSION OF POSTS

Craig Parkin, Assistant Chief Fire Officer, introduced the Chief Fire Officer's report updating members on the posts which have been re-designated between April 2013 and March 2014.

RESOLVED to note that just one post of Watch Manager (Fire Protection) has been converted to a non-uniform Fire Protection Inspecting Officer posts on grade 6 releasing a budget saving of £11,333.

27 APPOINTMENT OF A SERVICE TECHNICIAN

Craig Parkin, Assistant Chief Fire Officer, introduced the Chief Fire Officer's report seeking approval for the appointment of a Service Technician to carry out duties associated with the role.

RESOLVED to add a post of Service Technician (grade 3) to the establishment as part of the process of implementation of budget reductions in the equipment section and to note that the full cost, inclusive of overheads, of £21,980 has been budgeted for in full.

28 EXCLUSION OF THE PUBLIC

The Committee decided to exclude the public from the meeting during consideration of the remaining agenda item in accordance with Section 100A(4) of the Local Government Act 1972 on that basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

29 METHODOLOGY BEHIND THE CALCULATION OF INJURY AWARDS

Nick Linthwaite, HR Manager (Operations), introduced the Chief Fire Officer's report.

RESOLVED to note the report.

30 REGRADEING OF POSTS

Craig Parkin, Assistant Chief Fire Officer, introduced the Chief Fire Officer's report.

RESOLVED to note the report.

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NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

POLICY AND STRATEGY COMMITTEE OUTCOMES

Report of the Chair of the Policy and Strategy Committee

Date: 23 May 2014

Purpose of Report:

To report to Members the business and actions of the Policy and Strategy Committee meeting of Friday 25 April 2014.

CONTACT OFFICER

Name : John Buckley
Chief Fire Officer

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**Media Enquiries
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1. BACKGROUND

As part of the revised Governance arrangements the Authority has delegated key responsibilities for policy and strategy to the Policy and Strategy Committee. As part of those delegated responsibilities, the Chair of the Policy and Strategy 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 Policy and Strategy Committee meeting of Friday 25 April 2014 are attached to this report at Appendix A.
- 2.2 The Committee was firstly asked to consider a report which informed Members of the plan to be implemented by the External Auditors for their audit of accounts for the 2013/14 financial year. It was resolved to note the contents of the report.
- 2.3 A further report was presented to Members on the suitability of the current Indemnities to Members and Officers Policy, and provided recommendations for enhancing the robustness of that policy. It was resolved to:
 - (1) adopt a scale of indemnity and request that the Business Risk Manager provide a draft;
 - (2) establish a decision-making panel, consisting of the Clerk to the Authority, the Chair of the Finance and Resources Committee and two additional members from the Committee, for the granting of indemnities;
 - (3) task the Business Risk Manager with developing a proposal for the panel identified in (2) above, alongside a complimentary scheme of delegation for Authority and appeals process;
 - (4) adopt the general conditions applying to indemnities as outlined in 2.8 of the report;
 - (5) task the Business Risk Manager with the day-to-day management of any claim where an indemnity has been requested and/or granted;
 - (6) task the Business Risk Manager with drafting a standard indemnity offer letter.
- 2.4 Consideration was given to a report which presented the draft consultation document on reductions in the operational fleet, which included budget proposals, for public consultation, highlighting key areas of information around the consultation process and the financial challenges being faced by the Authority. The Committee requested an addition to the document of a pie chart detailing how the Authority's budget is made up, in addition to making suggestions regarding circulation of the document. It was resolved to support

the Chief Fire Officer to implement the consultation process and task him with presenting a report to the Fire Authority meeting in September 2014 identifying options for reductions in operational resources.

- 2.5 An update on the funding framework for the Prince's Trust was the focus of a further report presented to the Committee. On the basis of discussion it was resolved to implement Option 1 as outlined in the report and to task the Chief Fire Officer with working to deliver Option 2 through collaboration with the Police. Additionally it was resolved to receive further update reports on the national review and collaboration activity, as well as the Finance and Resources Committee receiving updates through the revenue monitoring report.
- 2.6 The Committee also considered a report regarding the settlement of the long running issues in relation to the retained fire fighters' admission to the fire fighters pension scheme, and it was resolved to note the contents of the report.
- 2.7 In respect of the final items on the agenda, 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 the Committee went on to consider reports regarding progress on the re-location of Central Fire Station and collaboration opportunities.

3. FINANCIAL IMPLICATIONS

All financial implications were considered as part of the original reports submitted to the Policy and Strategy 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 Policy and Strategy 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

The Service's performance in relation to matters addressed through Policy and Strategy Committee is scrutinised through a range of audit processes. The Service needs to continue to perform well in these areas as external scrutiny through Comprehensive Performance Assessment and auditors' judgement is key to future Service delivery.

9. RECOMMENDATIONS

That Members note the contents of this report and the business undertaken by the Policy and Strategy Committee.

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

None.

Councillor Darrell Pulk
CHAIR OF POLICY AND STRATEGY COMMITTEE



**NOTTINGHAMSHIRE & CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY -
POLICY & STRATEGY**

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood Lodge,
Arnold Nottingham NG5 8PD on 25 April 2014 from 10.02 am - 11.52 pm**

	Councillor Darrell Pulk	(Chair)
^	Councillor Jon Collins	
^	Councillor Brian Grocock	
	Councillor Chris Barnfather	
	Councillor Michael Payne	
	Councillor David Smith	(as substitute for Councillor Brian Grocock)
	Councillor Gordon Wheeler	
	Councillor Malcolm Wood	(as substitute for Councillor Jon Collins)

Members absent are marked ^

29 APOLOGIES FOR ABSENCE

Councillor Jon Collins – non-Council business.
Councillor Brian Grocock – non-Council business.

30 DECLARATIONS OF INTERESTS

None.

31 MINUTES

The Committee confirmed the minutes of the meeting held on 31 January 2014 as a correct record and they were signed by the Chair.

32 EXTERNAL AUDIT PLAN 2013/2014

Neil Timms, Strategic Director of Finance and Resources, presented the report of the Chief Fire Officer, informing the Committee of the plan to be implemented by the External Auditors for their audit of the accounts for the 2013/14 financial year.

John Cornett, Audit Director for KPMG, highlighted the following:

- (a) following an initial assessment of the Nottinghamshire Fire and Rescue Services' (NFRS) financial statements, auditors highlighted the Local Government Pensions Scheme Triennial Valuation as a key audit risk for 2013/14. There is a risk that data

provided to the actuary for this exercise is inaccurate which might affect the actuarial figures in the accounts;

- (b) other audit risks and issues considered include fraudulent revenue recognition. The External auditors however, did not consider this to be a significant risk for fire authorities.

RESOLVED to note the contents of the report.

33 REVIEW OF INDEMNITIES FOR MEMBERS AND OFFICERS

John Buckley, Chief Fire Officer, presented his report to the Committee on the suitability of current indemnities to members and officers and summarised recommendations to enhance the robustness of that policy. The Committee previously considered a review of Indemnities for Members and Officers at its meeting on 31 January 2014 (minute 24). John Buckley highlighting the following:

- (a) following a review of the current policy it was decided that there are a series of reasonable and desirable changes and clarifications that could be made that would provide a greater degree of certainty for both the Authority and the individual seeking the indemnity;
- (b) it is proposed that the Authority adopt a hybrid scale of the following three options: the Authority might offer an indemnity in all cases it is legally permitted to do so; it could refuse to issue indemnities in all cases; the Authority could decide to consider each and every request for an indemnity on its merits. The Authority could, therefore, decide to offer an indemnity at any point up to the accusation of negligence but could refuse to offer an indemnity to the point of recklessness;
- (c) it is further suggested that a discretionary band is introduced where the Authority considers the nature of the allegations and the facts before deciding on whether to grant an indemnity;
- (d) proposals for the scheme include limiting the indemnity to a sum of £5 million, which is also the limit of the Authority's Officials Indemnity Insurance, but may vary the sum, depending on the individual circumstances of the allegations;
- (e) following a discussion, members agreed with the establishment of a decision-making panel but suggested that it include the Clerk to the Fire Authority, the Chair of Finance and Resources Committee – Councillor Malcolm Wood, and up to two additional members from the membership of the Policy and Strategy Committee. This would enable members to input in the initial discussion on the remit of the panel. Once the panel has briefed the Committee at its next meeting, the plans will then be discussed by the full Fire Authority.

RESOLVED to

- (1) adopt a scale of indemnity and request that the Business Risk Manager provide a draft;**
- (2) establish a decision-making panel, consisting of the Clerk to the Authority, the Chair of the Finance and Resources Committee and two additional members from the Committee, for the granting of indemnities;**

- (3) **task the Business Risk Manager with developing a proposal for the panel identified in (2) above, alongside a complimentary scheme of delegation for Authority and appeals process;**
- (4) **adopt the general conditions applying to indemnities as outlined in 2.8 of the report;**
- (5) **task the Business Risk Manager with the day-to-day management of any claim where an indemnity has been requested and/or granted;**
- (6) **task the Business Risk Manager with drafting a standard indemnity offer letter.**

34 CONSULTATION ON REDUCTIONS IN THE OPERATIONAL FLEET

John Buckley, Chief Fire Officer, presented his report on the draft consultation document on reductions in the operational fleet which includes budget proposals, for public consultation, highlighting the following information:

- (a) the consultation process will include media awareness and engagement, deliberative focus groups with directly affected stakeholders, on street and market place engagement, visits to businesses and meetings and briefings with staff and their representatives;
- (b) the consultation document identifies the financial challenges being faced by the Authority with a shortfall of £2.4 million between 2015 and 2017.

Following questions and comments from the Committee, the following information was provided:

- (c) the Committee were pleased with the Consultation document however, suggested that all the leaders of District Councils are directly informed of the document and the budget proposals. Prior to circulating the consultation document, a pie chart detailed how the Authority's budget is made up would need to be included.

RESOLVED to support the Chief Fire Officer to implement the consultation process and task him with presenting a report to the Fire Authority meeting in September 2014 identifying options for reductions in operational resources.

35 PRINCE'S TRUST UPDATE

John Buckley, Chief Fire Officer, presented his report on the Prince's Trust, providing the Committee with an update on the funding framework, highlighting the following:

- (a) NFRS has been a delivery partner for the Prince's Trust programme for over ten years delivering 15 teams annually. Under the previous funding levels, NFRS received £3,100 per learner however, with the national reduction in funding for learners from partner colleges; NFRS can now only expect an income of approximately £1,800 per learner. This means that for the academic year 2013/14 and 2014/15 the delivery team programme will operate in deficit;
- (b) NFRS has recently held discussions with Nottinghamshire Police to consider the provision of staff for Prince's Trust team delivery and financial support. Successful collaboration with the Police could reduce the annual deficit to £20,000 whilst delivering 15 teams. NFRS could consider reducing their employee base should this option be pursued.

Following questions and comments from the Committee, the following was highlighted:

- (c) the Committee expressed support for the Prince's Trust programme and agreed to lobby members of Parliament given the huge benefits the programme provides to society;
- (d) in searching for alternative funding sources, NFRS will engage local business leaders to see if there are any seconding opportunities available, including the Chief Officers Forum and the D2N2 Local Enterprise Partnership (LEP).

RESOLVED to

- (1) implement option 1 and task the Chief Officer to work to deliver option 2 through collaboration with the Police;**
- (2) receive further update reports on the national review and collaboration activity;**
- (3) receive updates to the Finance and Resources Committee through the Revenue monitoring report.**

36 RETAINED FIRE FIGHTERS PENSION SETTLEMENT

Neil Timms, Strategic Director of Finance and Resources presented the report of the Chief Fire Officer to the Committee on the settlement of the long running issue in relation to retained firefighters' admission to the firefighters pension scheme, highlighting the following:

- (a) since 2006 retained firefighters have been able to join the new firefighters pension scheme however, prior to this retained duty system (RDS) staff were unable to join the 1992 scheme as entry was restricted to whole time staff only. Following a number of successful legal challenges a settlement has been reached which sets out the terms under which RDS personnel may retrospectively access the 1992 scheme;
- (b) as a result, the Fire Fighters' Pension Scheme (England) (Amendment) Order 2014 gives RDS employees who were employed between 1 July 2000 and 5 April 2006 access to the pensions scheme;
- (c) the immediate burden upon the Authority is an administrative one as former employees able to claim under the scheme must be identified by the end of May 2014. The Department for Communities and Local Government (DCLG) have stated that this is not a new burden and will therefore be an Authority liability to cover the cost of retrospective payments. Leicestershire County Council has offered to oversee the administrative work at a cost of £9,000.

RESOLVED to note the contents of the report.

37 EXCLUSION OF THE PUBLIC

The Committee decided to exclude the public from the meeting during consideration of the remaining agenda items in accordance with Section 100A(4) of the Local Government Act 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, as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Act.

38 **EXEMPT MINUTES**

The Committee confirmed the exempt minutes of the meeting held on 31 January 2014 as a correct record and they were signed by the Chair.

39 **RELOCATION OF CENTRAL FIRE STATION - PROGRESS REPORT**

Neil Timms, Strategic Director of Finance and Resources presented the report of the Chief Fire Officer, updating the Committee on the progress of the sale of the existing Central Fire Station and the purchase of an alternative site.

RESOLVED to note the contents of the report.

40 **COLLABORATION OPPORTUNITIES**

John Buckley, Chief Fire Officer, presented his report to the Committee highlighting the opportunity to access transformational funding from Government and seeking approval to engage in collaboration projects.

RESOLVED to approve the recommendations in the report as recorded in a separate exempt minute.

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