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## NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AND RESCUE AUTHORITY

### MEETING OF THE AUTHORITY

**Date:** Friday, 26 June 2015                      **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**

<b><u>AGENDA</u></b>	<b><u>Pages</u></b>
<b>1 APOLOGIES FOR ABSENCE</b>	
<b>2 DECLARATIONS OF INTERESTS</b>	
<b>3 MINUTES</b> Of the meeting held on 5 June 2015 (for confirmation)	3 - 8
<b>4 CHAIRS' ANNOUNCEMENTS</b>	
<b>5 PROVISIONAL OUT-TURN FOR 2014/2015</b> Joint Report of the Treasurer and Chief Fire Officer	9 - 20
<b>6 COMMITTEE OUTCOMES</b> Report of Chief Fire Officer	21 - 40
<b>7 EXCLUSION OF THE PUBLIC</b> To consider excluding the public from the meeting during consideration of the remaining items in accordance with Section 100A(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information by virtue of Paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act.	

<b>8</b>	<b>AMENDMENTS TO PERMANENT ESTABLISHMENT</b> Report of Chief Fire Officer	41 - 54
<b>9</b>	<b>REORGANISATION OF THE HYDRANT MAINTENANCE AND EQUIPMENT SECTION</b> Report of Chief Fire Officer	55 - 70
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<b>11</b>	<b>RESILIENCE PLANNING AND ARRANGEMENTS UPDATE</b> Report of Chief Fire Officer	103 - 110

**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.**

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

**ANNUAL GENERAL MEETING**

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood Lodge,  
Arnold Nottingham NG5 8PD on 5 June 2015 from 10.30am - 11.10am**

**Membership**

Present

Councillor John Allin  
Councillor Chris Barnfather  
Councillor Eunice Campbell  
Councillor John Clarke  
Councillor Brian Grocock  
Councillor Roger Jackson  
Councillor Neghat Nawaz Khan  
Councillor Dave Liversidge  
Councillor Michael Payne  
Councillor Mike Pringle  
Councillor Darrell Pulk  
Councillor Gail Turner  
Councillor Ken Rigby  
Councillor Gordon Wheeler  
Councillor Malcolm Wood  
Councillor Yvonne Woodhead  
Councillor Liz Yates

Absent

Councillor Jon Collins

**Colleagues, partners and others in attendance:**

John Buckley	-	Chief Fire Officer
Wayne Bowcock	-	Deputy Chief Fire Officer
Craig Parkin	-	Assistant Chief Fire Officer
Peter Hurford	-	Treasurer to the Fire Authority
Neil Timms	-	Director of Finance and Resources
Malcolm Townroe	-	Clerk and Monitoring Officer to the Fire Authority
Catherine Ziane-Pryor	-	Governance Officer

**1 APPOINTMENT OF CHAIR**

**RESOLVED for Councillor Darrell Pulk to be appointed Chair for the municipal year 2015/16.**

**2 APPOINTMENT OF VICE CHAIR**

**RESOLVED for Councillor Brian Grocock to be appointed Vice-Chair.**

**3 APOLOGY FOR ABSENCE**

Councillor Jon Collins, on City Council business.

**4 DECLARATIONS OF INTERESTS**

Peter Hurford, Treasurer to the Fire and Rescue Authority, declared a non-prejudicial interest in agenda item 8, Retirement of the Treasurer to the Fire Authority.

**5 MINUTES**

The minutes of the meeting held on 27 February 2015 were confirmed as a true record and signed by the Chair.

**6 CHAIRS' ANNOUNCEMENTS**

In recognition of Councillors who were members of the Authority during the last municipal year but not this municipal year, the Authority will present a certificate of thanks to councillors who have not previously left and returned to serve the Authority. The certificates will be prepared and presented to former Fire Authority members at the next full Fire Authority meeting.

The Chair welcomed new Councillors to the Authority and announced that there would be a 'new member induction session' at Fire Service Headquarters on 25 June 2015 starting at 9:30am, which will conclude with lunch.

With regard to the new station to be built on London Road, demolition of the Gresham Works site has started and the development of the new Fire Station is expected to be completed within 18 months.

Two end-of-life fire engines, which are usually sold for approximately £5,000 each, are to be donated to Nepal which recently experienced a devastating earthquake. Watch Manager Kev Ruane (MBE), in association with ITAP (Infrastructure, Training and Assistance Projects) will co-ordinate delivery of the appliances. Three members of Fire Service staff will meet the vehicles in Nepal and deliver two weeks of training to Nepalese operators. It is envisaged that this small cost to the Service will benefit the people of Nepal.

There are several events scheduled the next few months including:

- Sneinton area 'Week of Action' 8-13 June 2015;

- 'Ashfield Safety Zone', to be held at Ashfield Fire Station for the weeks commencing 15 June and 22 of June 2015 to teach schoolchildren vital safety messages and life-saving skills;
- 'Worksop Fire Station Open Day' will be held on the Saturday, 22 August 2015 between 10 am and 4 pm;
- 'Emergency Services Show' will be held at Clumber Park on 30 August 2015 between 10am and 4pm with various vehicles and displays;
- 'Chiefs Challenge 2015' will take place on Saturday 27<sup>th</sup> and Sunday 28<sup>th</sup> of June 2015, with the challenge being 24 drills at 24 fire stations within 24 hours. All proceeds will go to the Fire Fighters Charity. Immediately before the next meeting of the Fire Authority on 26 June, the Chief Fire Officer and his team will be undertaking a drill at Fire Service Headquarters to launch the event.

Bridget Aherne, Head of Corporate Communications, has recently been named as 'Public Relations Director of the Year' by CIPR (Chartered Institute of Public Relations). The Chair presented Bridget with the award and congratulated her on behalf of the Authority.

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

During consideration of this item, members of the political minority groups expressed continued disappointment that, as an 'a- political' Authority, no provision has been made for minority members to Chair any of the sub committees, even though minority party members consisted of one third of the Authority's membership.

Further dissatisfaction was expressed that a full consultation had not formally taken place regarding the meeting date schedule for full authority and sub-committee meetings. Officers pointed out that it is for the Authority to confirm meeting dates and none were set to benefit any political group. In addition, City and County school holidays are taken into consideration along with the reporting requirements of finance colleagues.

Following a brief discussion, it was proposed by minority group members that the next AGM take place on 3 June 2016, this was voted on and approved.

A proposal to alter the date of the next meeting of the Authority on 26 June 2015 was proposed but following a vote, the amendment was not approved.

### **RESOLVED**

- (1) to note the following appointments to the Fire and Rescue Authority for 2015/16:**

**Members from the City Council:**

**Councillor Eunice Campbell  
Councillor Jon Collins  
Councillor Brian Grocock**

**Councillor Neghat Nawaz Khan  
Councillor Dave Liversidge  
Councillor Malcolm Wood**

**Members from the County Council:**

**Councillor John Allin  
Councillor Chris Barnfather  
Councillor John Clarke  
Councillor Roger Jackson  
Councillor Michael Payne  
Councillor Mike Pringle  
Councillor Darrell Pulk  
Councillor Ken Rigby  
Councillor Gail Turner  
Councillor Gordon Wheeler  
Councillor Yvonne Woodhead  
Councillor Liz Yates**

- (2) to approve the committee structure of the Fire and Rescue Authority;
- (3) to approve the appointments to committees, committee chairs, and dates of meetings as follows:

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

**26 June 2015  
25 September 2015  
18 December 2015  
26 February 2016  
3 June 2016 AGM**

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

<b>24 July 2015</b>	<b>Councillor Darrell Pulk (Chair)</b>
<b>6 November 2015</b>	<b>Councillor Chris Barnfather</b>
<b>29 January 2016</b>	<b>Councillor Jon Collins</b>
<b>29 April 2016</b>	<b>Councillor Brian Grocock</b>
	<b>Councillor Yvonne Woodhead</b>
	<b>Councillor Gordon Wheeler</b>

**Human Resources Committee (10.00am)**

<b>12 June 2015</b>	<b>Councillor Michael Payne (Chair)</b>
<b>17 July 2015</b>	<b>Councillor Eunice Campbell</b>
<b>16 October 2015</b>	<b>Councillor Neghat Newaz Khan</b>
<b>22 January 2016</b>	<b>Councillor Mike Pringle</b>
<b>22 April 2016</b>	<b>Councillor Gail Turner</b>
	<b>Councillor Liz Yates</b>

**Community Safety Committee (10.00am)**

3 July 2015	Councillor Eunice Campbell (Chair)
2 October 2015	Councillor Brian Grocock
8 January 2016	Councillor Roger Jackson
8 April 2016	Councillor Dave Liversidge
	Councillor Mike Pringle
	Councillor Ken Rigby

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

10 July 2015	Councillor Malcolm Wood (Chair)
9 October 2015	Councillor John Allin
15 January 2016	Councillor Chris Barnfather
15 April 2016	Councillor John Clarke
	Councillor Dave Liversidge
	Councillor Gordon Wheeler

**Personnel Committee**

to meet as required	Councillor John Allin
	Councillor Chris Barnfather
	Councillor Neghat Newaz Khan
	Councillor Michael Payne
	Councillor Gail Turner
	Councillor Yvonne Woodhead
	Councillor Liz Yates

**Appointments Committee**

to meet as required	Councillor Darrell Pulk (Chair)
	Councillor John Allin
	Councillor Brian Grocock
	Councillor Ken Rigby
	Councillor Gordon Wheeler
	Councillor Malcolm Wood

- (4) for the following members to be appointed to the Strategic Equalities Board:

Councillor Darrell Pulk  
Councillor Eunice Campbell  
Councillor Neghat Nawaz Khan  
Councillor Ken Rigby  
Councillor Gail Turner  
Councillor Yvonne Woodhead  
Councillor Liz Yates.

**8 RETIREMENT OF THE TREASURER TO THE FIRE AUTHORITY**

Further to the Chair's announcement at the previous meeting that the Treasurer to the Fire Authority, Peter Hurford, wished to retire, the Chair presented the report which requests that the Appointments Committee be tasked with selecting a suitable replacement.

On the behalf of the Authority, the Chair thanked Peter Hurford for his dedication and hard work during the past eight years, and noted that his independent opinion has proved valuable to the Authority during a period when difficult financial decisions have to be made. This was supported by the Chair of the Finance and Resources Committee, other members of the Authority and officers of the Service.

**RESOLVED**

- (1) that the option to directly employ an individual in the role of Treasurer to the Fire Authority, as set out within 2.5.2. of the report, is approved;**
- (2) for the Appointments Committee to be tasked with the responsibility of conducting a selection process and making recommendations of appointment to a future meeting of the Fire and Rescue Authority.**





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

Nottinghamshire and City of Nottingham  
Fire and Rescue Authority

# PROVISIONAL OUT-TURN FOR 2014/2015

Joint Report of the Treasurer and Chief Fire Officer

**Date:** 26 June 2015

**Purpose of Report:**

To report to Members on the latest estimate of the financial performance of the Service in the year 2014/15, analysing significant variances against the original budget. The Statement of Accounts for 2014/15 will show the final position and will be reported to Members in September 2015.

## CONTACT OFFICER

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## **1. BACKGROUND**

- 1.1. The Authority's Statement of Accounts is produced annually and is a comprehensive statement of the Authority's financial position and financial transactions in the reported year. The un-audited Statement of Accounts for the financial year 2014/15 is required to be completed and then authorised for issue to the external auditor before 30 June 2015 by the Treasurer to the Fire Authority.
- 1.2. The audit of the Statement of Accounts is due to be completed by early July 2015, and the audited Statement of Accounts and the external auditor's Annual Governance Report will be presented to Members of the Fire Authority on 25 September 2015.
- 1.3. The purpose of this report is to give Members an overview of the Authority's financial performance in 2014/15 prior to the full report in September. At the time of writing this report, detailed work on the closure of accounts was still in progress so the figures reported herein are estimated but unlikely to significantly change.

## **2. REPORT**

### **EXECUTIVE SUMMARY**

- 2.1 The 2014/15 year was another challenging one financially, with the amount of grant funding from Central Government reduced, and further grant reductions expected in future years. A number of planned savings were implemented during the year with the aim of reducing costs going forwards and preserving the Authority's strong, underlying financial position.
- 2.2 The approved Revenue Budget for 2014/15 was £42.892m. The predicted actual spend against this budget is £42.693m, which is an underspend of £198k – a variance of just under 0.5%.
- 2.3 Given the underspend reported, General Reserves are expected to have increased to £6.540m at 31 March 2015. This leaves the Authority in a sound position in terms of being able to use further General Reserves to cushion the transition towards a revenue budget which is expected to be significantly lower over the next few years, whilst still maintaining at least the minimum level of reserves (£4.6m) identified in the most recent risk assessment reported to Members in February 2015.

### **REVENUE BUDGET**

- 2.4 The total revenue budget for 2014/15 was £42.892m. The provisional outturn is £42.693m which is an underspend of £198k, however within this overall variance are a few significant over and underspends which are explained in the report below.

- 2.5 During the year there were several periods of industrial action by the Fire Brigades Union. Cover for these periods has cost an additional £431k and this has been reported to Members of the Finance and Resources Committee throughout the 2014/15 financial year. The reported outturn underspend is the position after taking account of industrial action costs.
- 2.6 A summary of variances is shown in the following table with detailed explanations in the following paragraphs for the most significant variances. Where the provisional variance shown in the table is not fully explained by the words which follow, the difference is largely the cost of industrial action in the year.

	<b>Annual Budget 2014/15</b>	<b>Provisional Actual 2014/15</b>	<b>Provisional Variance 2014/15</b>
	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>
Employees	34,337	33,691	(646)
Premises	2,529	2,451	(78)
Transport	1,940	1,910	(30)
Supplies & Services	3,782	3,674	(108)
Third Party Payments	125	181	56
Support Services	199	305	106
Income	(2,361)	(1,722)	639
Capital Financing	2,341	2,203	(138)
<b>Total</b>	<b>42,892</b>	<b>42,694</b>	<b>(198)</b>

## Employees

- 2.7 Wholetime Operational Pay: (annual budget £23,131k). The provisional outturn underspend is £338k, excluding the impact of industrial action. Some of this is due to the number of employees on development rates of pay being higher than assumed in the budget, and some is due to the number of employees in a pension scheme being lower than budgeted. These assumptions have been addressed for the 2015/16 budget. In addition a temporary virement of £147k has transferred budget from Wholetime pay to Building maintenance to fund backlog maintenance as approved by the Finance and Resources Committee in January 2014. Although by the end of the financial year the number of Wholetime employees was largely in line with the total establishment number, this was not the case earlier in the year and this has accounted for the rest of the underspend.
- 2.8 Administrative and Support Staff Pay: (annual budget £5,917k). The provisional outturn underspend is £341k. There were a number of vacancies arising during the year, which created an underspend against the budget, as well as a few instances of employees working fewer hours than their established FTE's. Posts have been held as vacancies where possible in preparation for the requirement to reduce the overall budget as grant funding reduces in the future.
- 2.9 Retained Pay: (annual budget £2,647k). The provisional outturn underspend is £383k, excluding the impact of industrial action. An underspend was forecast against this budget throughout the year, partly because a "buffer"

had been left in place with which to implement the Enhanced Crewing model. Incident numbers have continued to fall this year, which directly impacts on the Retained pay budget causing a further underspend. Retained mobilisations totalled 2,525 in 2014/15, compared to 2,866 in 2013/14.

- 2.10 Training: (annual budget £470k). The provisional outturn underspend is £81k, excluding the impact of industrial action. This has occurred mainly because there has not been a requirement to train Station Managers at the Fire Service College in the year. Also with reducing staff numbers there have been less specialist courses. This budget has been reviewed for 2015/16 to reflect the changed requirement.
- 2.11 Pensions and Redundancy: (annual budget £1,112k). During the year, overspends in this area were reported to the Finance and Resources Committee. They arose from redundancy payments which were unbudgeted as well as a higher than budgeted number of ill health retirements in the year. The redundancies related to phase 2 of the voluntary redundancy programme as well as the closure of Mansfield Retained section. At the end of the year, the earmarked reserves for Organisation Transition and for Pensions / Ill Health were used to offset these overspends. In addition, the value of historic pension errors was confirmed by the previous pension administrator just before the accounts were due to be closed. The Firefighter Pension Fund has been adjusted in 2014/15 in anticipation of the correction of the errors, and this has impacted upon the revenue budget to the value of £258k. This issue will be the subject of a more detailed report to Policy and Strategy Committee in due course.
- 2.12 Industrial Action: The net cost of industrial action within the Employees category of expenditure was £266k.

## **Premises**

- 2.13 Business Rates: (annual budget £711k). The provisional outturn underspend of £41k has arisen partly due to the correction of retrospective rates charges in the year, but also due to the on-going challenge of rates charges for the Service's properties, which has helped to reduce bills in some cases.
- 2.14 Industrial Action: The net cost of industrial action within the Premises category of expenditure was £27k

## **Transport**

- 2.15 Fuel: (annual budget £438k). The provisional outturn underspend is £140k. This has been caused by two factors: firstly a fall of around 9% in price over the course of the year, and secondly a reduction in the amount of fuel used in 2014/15 compared with the previous year of around 10%, which is probably related to reducing incident numbers. Some of the surplus budget has been removed for 2015/16, but the scale of the underspend this year means that this will need to be closely monitored during 2015/16.
- 2.16 Finance Lease Extensions: (annual budget £18k). The provisional outturn overspend of £65k is due to the extension of leases for fire appliances

pending the completion of new fire appliances within the capital programme. This overspend is offset by the underspend on capital financing charges (see paragraph 2.30)

- 2.17 Industrial Action: The net cost of industrial action within the Transport category of expenditure was £69k.

#### Supplies and Services

- 2.18 Uniform & Protective Clothing: (annual budget £240k). The provisional outturn underspend is £90k. This budget has been reduced over recent years, and still continues to underspend as the numbers of employees and incidents reduce. It will be re-examined in the forthcoming budget process with a view to taking further savings.
- 2.19 Insurance: (annual budget £517k). The provisional outturn overspend is £60k. Part of this overspend is due to increased premiums following the insurance tender earlier in the year. The remainder is due to an increased provision being made for the current number of outstanding insurance claims as assessed at the end of the financial year.
- 2.20 ICT Maintenance Contracts: (annual budget £682k). The provisional outturn overspend is £55k. Around £41k of this overspend relates to maintenance costs for hardware infrastructure already in place for the Tri-Service mobilising system, which have been built into the budget for 2015/16.
- 2.21 FireLink Contract Charges: (annual budget £359k). The provisional outturn overspend is £72k. The charges from Central Government have increased this year by index linked inflation backdated to an earlier year. The notification of this increase was received after the budget had been finalised, which has caused an overspend. Only part of the charge is met by government grant.
- 2.22 Phones: (annual budget £185k). The provisional outturn underspend of £46k is made up savings in both landline and mobile phone charges. The most significant of these savings has arisen due to the renegotiation of the mobile phone contract to provide a more cost effective solution to the Service's requirements.
- 2.23 Risk Contingency: (annual budget £50k). The provisional outturn underspend is £46k. This contingency budget has only been used to fund one minor item and the remaining £46k was not required in the year. This budget has been eliminated for 2015/16.
- 2.24 Industrial Action: The net cost of industrial action within the Supplies and Services category of expenditure was £69k

#### Third Party Payments and Support Services

- 2.25 Legal Services: (annual budget £102k). The provisional outturn overspend is £57k. This overspend is due to one Fire Protection enforcement legal case, in

which the Authority was successful. The legal fees associated with this enforcement action amounted to £134k in 2014/15 (the total cost of the case to the Service over two years was £172k, although £78k has been awarded as costs by the court – see paragraph 2.29). In other areas of the legal services budget there were underspends which helped to partially offset this cost.

- 2.26 Compensation Payments: The provisional outturn overspend is £105k and is due to the final payment in relation to the legal case regarding the sale of Dunkirk Fire Station which, due to an error, was not included in the 2014/15 budget.

#### Income

- 2.27 Contributions to Earmarked Reserves: (no budget). At the end of the financial year, a number of contributions were made to either set up new earmarked reserves or to augment existing reserves. Members of the Finance and Resources Committee will be aware that a reserve has been created to help meet one-off expenses arising from the Control Collaboration project and this has been funded by the closure of several earmarked reserves which were no longer required – the total value of this reserve is now £220k. Members of the Finance and Resources Committee will also be aware that a new earmarked reserve for future communications developments was created in the year (£200k) and that the Pensions / Ill Health reserve required an additional contribution to help meet the on-going costs of the ill health retirements in 2014/15 (£130k). The earmarked reserve for Organisation Transition was used in the year to pay for some redundancy and pension strain costs (£214k) and has therefore been augmented with £200k to maintain a balance of £520k to meet future one-off costs of this nature. Finally, an additional £100k was set aside to fund backlog building maintenance costs as the previous reserve was fully utilised in 2014/15. Along with some minor contributions to reserves, this brings the total variance for contributions to earmarked reserves to £780k. The use of earmarked reserves to fund expenditure in 2014/15 was at a similar level, so the value of earmarked reserves as at 31<sup>st</sup> March 2015 is £3.8m, which is the same as at the start of the year.
- 2.28 Prince's Trust: (annual budget -£378k). Income from colleges to support the Prince's Trust activity showed a shortfall of £119k by the year end. Overall, the deficit for the activity was £152k, which is higher than the budgeted deficit of £92k approved by Members of Policy and Strategy Committee in April 2014. During the year, it was reported that although retention rates had been high within the teams, recruitment numbers had been lower than budgeted throughout the year for almost every team. In addition there was a one-off redundancy cost in the year which was unbudgeted, and these two factors account for almost all of the deficit. This budget will continue to be monitored closely throughout 2015/16.
- 2.29 Recovery of Costs: (annual budget £5k). The provisional outturn surplus is £78k and relates to the successful fire protection enforcement case referred to in paragraph 2.25. Costs of £78k have been awarded in favour of the

Authority and are due to be received in 2015/16, but have been accrued for in 2014/15.

- 2.30 Secondments: (no budget). Two new secondments started during the year, which were not budgeted for and this resulted in an overall underspend of £30k.
- 2.31 Non Domestic Rates Growth: (no budget). During the year the billing authorities declared NDR growth income of £34k for the Authority, which was unbudgeted.
- 2.32 Contribution to General Reserves: For 2014/15 a budget of £117k was created as a contribution to General Reserves. This recognised that late in the budget process the surplus on the collection fund and other NDR income streams declared by the billing authorities created a small budget surplus which would be transferred into General Reserves once the financial year had completed. As reported above, the provisional budget surplus is £514k, which is almost £400k higher than budgeted albeit still a small variance as a proportion of the whole budget.

#### Capital Financing

- 2.33 Capital Financing: (annual budget £2,341k). The provisional outturn underspend is £115k, which is due to an underspend on loan interest of £115k. This variance has arisen because budget assumptions about capital expenditure and loans were different to actuals. The capital programme underspent in 2013/14 and was almost all financed by grants and revenue contributions. In addition, the capital programme underspent in 2014/15 and new borrowing has not been required, which has reduced interest charges in comparison to the budget.

#### RESERVES

- 2.34 At 31 March 2014, General Reserves stood at £6.342m and earmarked reserves totalled £3.805m. The provisional revenue outturn underspend of £393k will increase General Reserves and give a new total of £6.540m as at 31 March 2015.
- 2.35 During the year, net changes were made to earmarked reserves of £26k, giving a provisional balance as at 31 March 2015 of £3.831m

#### CAPITAL BUDGET

- 2.36 The approved capital programme for 2014/15 totalled £5.455m. Slippage brought forward from 2013/14 totalled £5.542m giving a total capital programme of £10.997m for the year. The provisional outturn is £4.466m, which is an underspend of £6.531m against the total programme.
- 2.37 A capital grant of £1.088m was received from DCLG during the year and this has been used to partially finance the capital programme. A further £499k of a separate capital grant from DCLG has been used to finance expenditure on

the Tri-Service system project. Capital receipts totalling £2.180m from both 2014/15 and the year before have also been used to partially finance the capital programme. The remaining capital expenditure of £0.699m can be financed from a loan which was taken in a previous financial year and not fully utilised at the time.

- 2.38 No new borrowing has been taken in the year and the decision has been made not to lease any of the transport assets purchased in the year because all of these will be financed by capital receipts, with no on-going revenue impact.
- 2.39 Capital receipts totalling £0.044m were received in the year from the sale of various vehicles. The capital receipts brought forward of £2.136m were for the sale of Dunkirk Fire Station (£2.000m) as well as for the sale of vehicles in previous years (£0.136m). All capital receipts have now been used to finance capital expenditure.
- 2.40 A summary of variances is shown in the following table with detailed explanations in the following paragraphs.

	<b>Total Capital Programme 2014/15</b>	<b>Provisional Actual 2014/15</b>	<b>Provisional Variance 2014/15</b>
	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>
Transport	2,691	1,490	(1,201)
Equipment	250	0	(250)
Property	5,577	1,944	(3,633)
IT & Communications	2,479	1,033	(1,446)
<b>Total</b>	<b>10,997</b>	<b>4,467</b>	<b>(6,530)</b>

## Transport

- 2.41 Three rescue pump appliances scheduled to be built in 2014/15 are in progress and due to be completed soon. Some payments for these will not occur until 2015/16, resulting in an underspend of £349k which will be slipped forward to next year.
- 2.42 Special appliances and light vehicles have been delayed somewhat due to reviews taking place to meet the need to balance the budget in future years, which may impact on future vehicle requirements. Only a minimum of essential procurement on vehicles has taken place this year and the sum of £502k (for Special appliances) and the sum of £394k (for light vehicles) will be slipped forward to next year. Once reviews are complete and the Authority has approved the future shape of the Service these budgets can be re-examined to see whether or not they are still required.

## Equipment

- 2.43 A project to replace radios used on the incident ground was undertaken during the year, and new radios were purchased at a cost of £204k, which was a saving of £46k against the capital programme budget. The radios have been put into Stores ready to be issued in 2015/16 – when this takes place,



the budget will be charged, so a budget of £204k will be slipped forward to next year.

## **Property**

- 2.44 One major property project was completed in the year and this was the rebuilding of Retford Fire Station which opened in December 2014. A budget of £70k will be slipped forward to next year to fund retention payments for this and other projects and to de-commission the temporary fire station.
- 2.45 The site upon which to rebuild a replacement for Central Fire Station (the new London Road Fire Station) was acquired in April 2015. Most of the capital programme budget remaining for this project will be slipped forward, totalling £3,114k for the project.
- 2.46 No feasibility studies were carried out this year due to the delays in the London Road Fire Station project, and this budget is not required.

## **Information and Communications Technology**

- 2.47 The on-going ICT replacement programme was largely completed in the year, with £9k slipped forward to next year. The major project to replace the Storage Area Network was completed in the year and the one to replace the telephony system was well underway by the end of the year and due to complete in the first half of 2015/16. A total of £109k will be slipped forward for this project.
- 2.48 The HR system replacement project continued in its second phase this year, with a Learning and Development module implemented. Further modules are in development and payments for these will be due in 2015/16. The full total underspend of £176k will be slipped into next year and once the project has completed, an outturn underspend will be reported to Members.
- 2.49 The Business Process Automation capital budget is used for a variety of initiatives which are designed to improve processes across the Service. £51k of this budget has been spent in the year and the remaining £288k will be slipped forward, with further improvement projects already being planned for 2015/16. The projects to implement CFRMIS Online Services and a new payroll system are still in the early stages, so the full remaining budgets will be slipped forward to next year (£47k for CFRMIS and £30k for Payroll).
- 2.50 The Tri-Service Control Mobilising system project has suffered delays and the new system was not in place as at the end of the year. Capital expenditure of £499k was accounted for in the year, leaving £592k of the original budget for the system to be slipped forward. The final outturn is likely to be just over £100k higher than the original budget due to the local enabling works for the project being funded by each of the Services – once the project has been completed, this additional expenditure will be funded from earmarked reserves.

## **DEBTS WRITTEN OFF IN 2014/15**

2.51 During the 2014/2015 financial year, six debts were written off. The debtor in all six cases was Her Majesty's Revenue and Customs (HMRC) and the debts all related to income tax refunds claimed by the Service on behalf of Retained employees involved in insurance claims against third parties. HMRC has now determined that tax refund claims will only be considered when an error has been made and will not pay these invoices. The Service has therefore written off the six debtor invoices raised, the total value being £3,747.36.

### **3. FINANCIAL IMPLICATIONS**

The financial implications are set out within the main body of the report.

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

There are no human resources implications

### **5. EQUALITIES IMPLICATIONS**

An Equality Impact Assessment has not been undertaken because this report summarises only the financial impact of activities undertaken in 2014/15. Equality impacts arising from new policies implemented in the year will have been identified in other reports.

### **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 Risk Management Implications that arise specifically from this report however the regular receipt of financial reports is key to managing one of the most significant risks to the organisation, that of financial risk. Throughout the year, finance department staff work collaboratively with budget holders towards keeping expenditure within budget and improving financial performance and reporting to Finance and Resources Committee at regular intervals.

## **9. RECOMMENDATIONS**

It is recommended that Members:

9.1 Note the contents of this report.

9.2 Approve the total capital slippage of £5.884m to be carried forward.

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

None

Peter Hurford  
**TREASURER TO THE FIRE AUTHORITY**

John Buckley  
**CHIEF FIRE OFFICER**

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

Nottinghamshire and City of Nottingham  
Fire and Rescue Authority

# COMMITTEE OUTCOMES

Report of the Chief Fire Officer

**Date:** 26 June 2015

**Purpose of Report:**

To report to Members the business and actions of the Fire Authority committee meetings which took place between March and June 2015.

## CONTACT OFFICER

**Name :** John Buckley  
Chief Fire Officer

**Tel :** (0115) 967 0880

**Email :** john.buckley@notts-fire.gov.uk

**Media Enquiries Contact :** Bridget Aherne  
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## **1. BACKGROUND**

As part of the revised governance arrangements the Authority has delegated key responsibilities to specific committees of the Authority. As part of those delegated responsibilities, the chairs of committees and the management leads report to the Authority on the business and actions as agreed at Fire and Rescue Authority meeting on 1 June 2007.

## **2. REPORT**

The minutes of the following meetings are attached at Appendix A for the information of all Fire Authority members:

Policy and Strategy Committee	13 March 2015
Community Safety Committee	27 March 2015
Finance and Resources Committee	17 April 2015
Policy and Strategy Committee	17 April 2015
Human Resources Committee	12 June 2015

## **3. FINANCIAL IMPLICATIONS**

All financial implications were considered as part of the original reports submitted to the committees.

## **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 committees.

## **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 the committee structure 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.

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

None.

John Buckley  
**CHIEF FIRE OFFICER**



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

### **POLICY & STRATEGY COMMITTEE**

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood Lodge,  
Arnold Nottingham NG5 8PD on 13 March 2015 from 10.00am to – 10.56 am**

#### **Membership**

##### Present

Councillor Darrell Pulk (Chair)Councillor  
Brian Grocock

##### Absent

Councillor Jon Collins  
Councillor Chris Barnfather  
Councillor Gordon Wheeler  
Councillor John Wilmott

Councillor Roger Jackson (from minute 27) (Substitute for Councillor Chris Barnfather)  
Councillor Liz Yates (Substitute for Councillor Gordon Wheeler)  
Councillor John Allin (Substitute for Councillor John Wilmott)  
Councillor Malcolm Wood (Substitute for Councillor Jon Collins)

#### **Colleagues, partners and others in attendance:**

John Buckley - Chief Fire Officer  
Malcolm Townroe - Clerk to the Authority  
Peter Hurford - Treasurer to the Authority  
Catherine Ziane-Pryor - Governance Officer

### **23 APOLOGIES FOR ABSENCE**

Apologies were received as follows :

Councillor Chris Barnfather (County Council Business) Councillor Roger Jackson substituting;  
Councillor Gordon Wheeler (County Council Business) Councillor Liz Yates substituting;  
Councillor Jon Collins (City Council Business) Councillor Malcolm Wood substituting;  
Councillor John Wilmott (personal) Councillor John Allin substituting.

### **24 DECLARATIONS OF INTERESTS**

None.



**25 MINUTES**

The Committee confirmed the minutes of the meeting held on 6 February 2015 as a correct record and they were signed by the Chair.

**26 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 by virtue of Paragraphs 1 and 3 of Part 1 of Schedule 12 of the Act.

**27 STRATEGIC MANAGEMENT TEAM RE-STRUCTURE**

Chief Fire Officer, John Buckley, presented the report which proposed a restructure to the Strategic Management Team.

**RESOLVED for a more detailed report to be submitted to an additional meeting of the Policy and Strategy Committee to be held on 17 April 2015 at 11am.**



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

**COMMUNITY SAFETY COMMITTEE**

**MINUTES of the meeting held at Fire and Rescue Service Headquarters, Bestwood Lodge, Arnold, Nottingham, NG5 8PD on 27 March 2015 from 10.00am - 11.32am**

**Membership**

Present

Councillor David Smith (Chair)  
Councillor Brian Grocock  
Councillor John Wilmott  
Councillor Roger Jackson

Absent

Councillor Ken Rigby

**Colleagues, partners and others in attendance:**

Wayne Bowcock - Deputy Chief Fire Officer  
Keith Jones - Area Manager Service Delivery  
Catherine Ziane-Pryor - Governance Officer

**18 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Ken Rigby who was on other County Council Business.

**19 DECLARATIONS OF INTERESTS**

None.

**20 MINUTES**

The Committee confirmed the minutes of the meeting held on 9 January 2015 as a true record and they were signed by the Chair.

**21 SERVICE DELIVERY PERFORMANCE**

Keith Jones, Area Manager Service Delivery, presented the report updating the Committee on the Service Delivery Performance assessment process following the reorganisation of Service Delivery during the past year.

The report briefly outlines:

- the Integrated Risk Management Plan (IRMP);
- Structure and reporting mechanisms;
- Expectations Audit;
- Gathering and Reporting Performance.

The following points were highlighted at the meeting:

- a) the Service Delivery Plan is plotted for a 3 Year rolling period, is reviewed annually and reconfigured where necessary;
- b) although there are increasing budgetary restraints, the best possible service must be delivered, potentially with different approaches, within the budgets;
- c) the External Communications Team is focusing on ensuring that citizens are aware that although there have been budgetary cuts and reorganisations within the Service, a high quality service is still being delivered;
- d) the External Communications Team ensure that performance information and public interest issues are presented to citizens via the following:
  - (i) reports to the Authority, followed by press releases;
  - (ii) the Annual Statement of Assurance;
  - (iii) social media, including facebook and twitter;
- e) Engagement Officers in the Risk Reduction, Fire Protection and Community Safety Teams speak or have access to several languages and work with citizens and businesses to ensure fire safety issues are understood and addressed. The Service employs a dedicated BME Engagement Officer to ensure that fire safety and prevention messages can be targeted to the best effect. Appreciating cultural differences is important and information is shared between the teams;
- f) the Service has arranged a Fire Prevention and Safety pilot event which is to be held in June 2015 in the Arboretum area aimed at engaging with business owners and managers from emerging communities. The Police and other partner agencies will also be attending;
- g) self assessment of staff against the 'Expectations Document' which specifies the standards expected of staff by the service, is undertaken quarterly and examined by the Service Delivery Team. Where issues are identified, they are discussed with Group Managers at formal monthly meetings;
- h) new personnel are initially guided, supported and monitored to achieve the standards of the Expectation Document and also to ensure competence.

Members requested that further information be circulated regarding the Fire Prevention and Safety pilot event which is to be held in the City during June 2015.

**RESOLVED to note the report.**

## **22 COMMUNITY SAFETY PERFORMANCE FRAMEWORK**

Keith Jones, Area Manager Service Delivery, presented the report which updates the Committee on the Community Safety Framework following its review during the past six months.

The report highlighted the following areas:

- Research, Information and Analysis;
- Problem Solving;
- Evaluation;
- Performance Reporting;
- Reporting to Statutory and Local Partnerships;
- External Reporting;
- Internal Performance Meetings.

Internal and external information, including from partners, is gathered to identify existing and potential issues which may compromise Community Safety, including risk areas and profiles for road safety. These issues are then addressed and the outcomes evaluated.

The diagram within the report illustrates the current formal partnership reporting and communication routes although cross agency information is regularly shared on a more informal basis. Included within the appendices to the report are illustrations of the 2015/16 Performance Cycle, including:

- Strategic Assessments;
- Aligning Performance Information with Strategic Assessments;
- The Internal Performance Management Framework.

Councillors' questions were responded to as follows:

- (a) the Service is fully integrated with partners and provides and receives quality information;
- (b) there has recently been a review and assessment of partner meetings to which Service representatives are invited or have asked to attend. Careful matching has resulted in a more refined approach to assessing when and whether representation is needed and most effective. This ensures that officers are not spread too thinly, that their attendance adds value to the meetings and that their time is well spent;
- (c) with regard to performance reporting, the Committee has previously only been presented with the highlights of partner engagement but comprehensive information on engagement activities can be made available to members if they wish.

**RESOLVED to endorse the proposed Performance and Management Framework.**

## **23 FIRE PROTECTION AND FIRE INVESTIGATION ACTIVITY**

Wayne Bowcock, Deputy Chief Fire Officer, presented the report on the activity of the Fire Investigation Team's activity and how it links with the Integrated Risk Management Plan (IRMP).

Every Fire and Rescue Service has a statutory duty to enforce the provisions of the Regulatory Reform (Fire Safety) Order 2005 and in doing so, protect the public from unsafe premises.

An inspection programme is informed by referrals from partner agencies, citizen reporting and intelligence gathered from operational crew, results in approximately 2,000 visits to premises each year.

The report identifies the activity overall and by the South and North Fire Protection Teams, including audits, Enforcement Notices, Action Plans, Prohibition Notices and prosecutions. The projects being undertaken by each team are also outlined within the report.

The report also outlines:

- Interoperability and Collaborative Working;
- Development;
- Fire Protection Investigation Team;
- Fire Protection Support Team and Business Education Advocate (BEA);
- Fire Investigation Projects and Initiatives.

The Committee were informed that there is a new Government initiative to be launched and although the details are yet to be issued, it appears so far that funding will be made available to Fire and Rescue Services to provide private landlords with smoke and carbon monoxide alarms.

Members welcomed the Government initiative and suggested that the Service liaise with Local Authorities to help identify private landlords.

Members commented that although a targeted fire safety campaign had been well received in Retford following two separate fatalities of tenants of Houses in Multiple Occupation, a wider reaching fire prevention campaign would be beneficial.

**RESOLVED to note the report.**

## **24 FUTURE MEETING DATES**

**RESOLVED to note the following proposed meeting dates for the Community Safety Committee:**

**3 July 2015,  
2 October 2015,  
8 January 2016,  
8 April 2016.**



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

**FINANCE AND RESOURCES COMMITTEE**

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood Lodge,  
Arnold Nottingham NG5 8PD on 17 April 2015 from 10.01am to 10.45am**

**Membership**

Present

Councillor Malcolm Wood (Chair)  
Councillor John Allin  
Councillor Chris Barnfather  
Councillor John Clarke  
Councillor Gordon Wheeler

Absent

**Colleagues, partners and others in attendance:**

Councillor Brian Grocock	- Observing
Councillor Darrell Pulk	- Observing
Neil Timms	- Strategic Director of Finance and Resources
Craig Parkin	- Assistant Chief Fire Officer
Peter Hurford	- Treasurer to the Authority
Sue Maycock	- Head of Finance
Catherine Ziane-Pryor	- Governance Officer

**31 APOLOGIES FOR ABSENCE**

None.

**32 DECLARATIONS OF INTERESTS**

None.

**33 MINUTES**

The Committee confirmed the minutes of the meeting held on 16 January 2015 as a true record and they were signed by the Chair.

## **34 REVENUE AND CAPITAL MONITORING REPORT TO FEBRUARY 2015**

Neil Timms, Strategic Director of Finance and Resources, presented the report which informs members of the financial performance of the Service for the year 2014/15 up to the end of February 2015. The report focuses on key areas where variances against the predicted outturn may occur.

While the total revenue budget is £42.9 million, there is a predicted underspend of £556,000 which equates to a variance of 1%.

The report outlines estimated outturn within the following areas which present very little change from the information previously provided, with only minor fluctuations:

- Wholetime Pay;
- Retained Pay;
- Administrative and Support Staff Pay;
- Training
- Pension Strain;
- Prince's Trust;
- Fleet Maintenance;
- Premises;
- Insurance;
- Supplies and Services
- Support Services;
- Earmarked Reserves;
- Depreciation and Impairments.

It is noted that the total financial impact of the strike cannot be determined yet but will be reported to a future meeting.

Member's questions were responded to as follows:

- (a) as the retirement age is extended and staff are expected to work longer, the impact on the Service of age related health issues will be monitored and appropriate provision made available;
- (b) attracting candidates for the Prince's Trust Scheme via Colleges has proved less successful than predicted. However, once engaged with the Service's scheme, the majority of young people do successfully complete the course. Courses are not currently running at full capacity but an overview of the situation is being monitored. While the scheme is unlikely to operate at a surplus in the near future, the deficit of £94,000 does include a group of one-off termination payments totalling approximately £52,000 so the deficit is not as significant as it initially appears.

Members acknowledged the value of the Prince's Trust Scheme and requested further information on the scheme as, through case work, Councillors may come across young people who are eligible and would benefit from the Scheme.

With regard to the Capital Budget, variances in the following areas were outlined:

- Transport;
- Equipment;
- Estates;
- ICT;
- Human Resources;
- Tri-Service Control;
- Finance.

In updating the report, it is noted that since February:

- the Retford Fire Station has opened and is operational;
- contracts have been exchanged for the sale of the former Central Fire Station site to Nottingham City Council;
- the purchase of land on London Road Nottingham has been completed;
- the new 'Bronto' appliance performed very well at the Players Street fire when it was used constantly for 10 days.

## **RESOLVED**

- (1) to note the report;**
- (2) to approve an additional capital budget of £90,000 within the 2015/16 Capital Programme for the provision of an Incident Command Training Facility at Service Headquarters, to be financed from the Capital Earmarked Reserve;**
- (3) for members of the Authority to receive a briefing note outlining the opportunities available through the Service's provision of Prince's Trust Scheme, including the process for referring eligible young people.**

## **35 PRUDENTIAL CODE MONITORING REPORT TO 31 MARCH 2015**

Peter Hurford, Treasurer to the Authority, presented the report which informs members of the performance of prudential indicators for capital accounting and treasury management for the final quarter of the 2014/15 financial year.

It is noted that the performance against some of the prudential indicators cannot be effectively measured at this stage so will be reported within the Treasury Management Annual Report.

The report contains an overview of the Treasury Management Indicators and/or Prudential limits, including:

- Interest earned;
- Interest rate exposure;
- cash management;
- loan maturity;
- cash balances;
- total debt compared with Prudential Limits.

**RESOLVED to note the report.**



**36 EXTERNAL AUDIT PLAN 2014/2015**

Andy Cardoza, KPMG External Auditor, presented the KPMG External Audit Plan for examining the 2014/15 accounts.

It is noted that following an initial risk assessment for the financial statements, no specific significant risks have been identified other than 'management override of controls' and 'fraudulent revenue recognition', as outlined within the Plan.

**RESOLVED to note the report.**

**37 ROAD RISK GROUP ACTION PLAN**

Craig Parkin, Assistant Chief Fire Officer, presented the report which informs members of the Road Risk Group Action Plan which has been created to help minimise the number and extent of emergency and non-emergency responding vehicle incidents and therefore further reduce insurance premiums.

The Service is working with Nottingham Trent University and will analyse and learn from incidents with information shared with and between the Police and other Fire and Rescue Authorities.

The main areas for focus in the plan are:

- policies and reporting mechanisms;
- assessment of risk relating to the Service's driving activity;
- evaluation of the suitability of driver training;
- provision of driver information;
- ensuring appropriate supervision of at-work driving;
- approach of accident investigations.

A report on the progress against the Action Plan will be submitted to a future meeting.

**RESOLVED to note the Road Risk Group Action Plan.**



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

**POLICY & STRATEGY**

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood Lodge, Arnold Nottingham NG5 8PD on 17 April 2015 from 11.00am - 12.36pm**

**Membership**

Present

Councillor Darrell Pulk (Chair)  
Councillor Brian Grocock  
Councillor Chris Barnfather  
Councillor Gordon Wheeler

Absent

Councillor Jon Collins  
Councillor John Wilmott

Councillor Malcolm Wood (Substitute for Councillor Jon Collins)  
Councillor John Allin (Substitute for Councillor John Wilmott)

**Colleagues, partners and others in attendance:**

John Buckley	- Chief Fire Officer
Neil Timms	- Strategic Director for Finance and Resources
Peter Hurford	- Treasurer to the Authority
Catherine Ziane-Pryor	- Governance Officer

**28 APOLOGIES FOR ABSENCE**

Councillor Jon Collins (City Council business), Councillor Malcolm Wood substituting Councillor John Willmott (ill health), Councillor John Allin substituting

**29 DECLARATIONS OF INTERESTS**

Neil Timms, Strategic Director for Finance and Resources, declared a personal interest in agenda item 6, 'Strategic Management Team Re-Structure' and withdrew from the meeting prior to the Committee considering the item.

**30 MINUTES**

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

### **31 PENSIONS BOARD**

Neil Timms, Strategic Director for Finance and Resources, presented the report which is further to the report considered by the full Authority at its meeting on 27 March 2015 (minute 56, Pensions Board).

It had not been possible to establish a joint pensions board with neighbouring Fire and Rescue Authorities within the required time scale so interim arrangements for the operation of a pensions board is sought to fulfil the statutory requirement.

**RESOLVED to approve the creation of an interim local pensions board with the constitution provided as Appendix 1 to the report.**

### **32 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 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.**

### **33 STRATEGIC MANAGEMENT TEAM RE-STRUCTURE**

John Buckley, Chief Fire Officer, presented the report which is further to the report considered by the Committee at it's last meeting on 13 March 2015 and contains additional information requested by the Committee at that meeting.

The report proposes that the Strategic Management Team is restructured.

**RESOLVED to agree the recommendations set out in the report.**



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

**HUMAN RESOURCES**

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood Lodge,  
Arnold Nottingham NG5 8PD on 12 June 2015 from 10.00am - 11.52am**

**Membership**

Present

Councillor Eunice Campbell  
Councillor Neghat Nawaz Khan  
Councillor Mike Pringle

Absent

Councillor Michael Payne  
Councillor Gail Turner  
Councillor Liz Yates

Councillor Darrell Pulk (Substitute for Councillor Michael Payne)  
Councillor Chris Barnfather (Substitute for Councillor Liz Yates)

Councillor Brian Grocock in attendance as an observer.

**Colleagues, partners and others in attendance:**

Craig Parkin - Assistant Chief Fire Officer  
Tracy Crump - Head of Human Resources Services  
Gail Armitage - Occupational Health and Fitness Manager  
Bridget Aherne - Head of Corporate Communications  
Catherine Ziane-Pryor - Governance Officer

**1 APPOINTMENT OF CHAIR FOR THE MEETING**

In the absence of the Chair, Councillor Michael Payne, Councillor Darrell Pulk was appointed Chair for the meeting.

**2 APOLOGIES FOR ABSENCE**

Councillor Michael Payne (Other Council Business) Councillor Pulk substituting  
Councillor Liz Yates (Other Council Business), Councillor Chris Barnfather substituting,  
Councillor Gail Turner.

**3 DECLARATIONS OF INTERESTS**

No declarations of interests were declared during this item, however, during consideration of item 9, Reorganisation of the Hydrant Maintenance and Equipment

Sections (minute 9), Councillor Chris Barnfather declared a non-prejudicial interest insofar as he is a Director of the Trading Company 'Nottinghamshire Fire and Rescue Service (Trading) Ltd' which is referred to in the report. This did not preclude him from considering the item.

#### **4 MINUTES**

The minutes of the meeting held on 30 January 2015 were confirmed and signed by the presiding Chair.

#### **5 HUMAN RESOURCES UPDATE**

Craig Parkin, Assistant Chief Fire Officer, presented the report which updates members on the key human resources metrics for the period October 2014 to April 2015.

The following points were highlighted from the report:

- (a) there was a slight increase by 73 days in respect of absence in Quarter 4, compared to Quarter 3;
- (b) the average absence target is set at 1.56 days per quarter but the average absence for the period was 2.2 days per employee;
- (c) the overall absence in 2014/15 was an average of 8.25 days per employee;
- (d) a small number of significant long-term medical conditions, which are covered by medical certificates, accounted for 78% of absences;
- (e) Nottinghamshire Fire and Rescue Service nationally ranks midpoint on sickness rates with other Fire and Rescue Authorities whilst also showing a similar general trend in absence due to musculo skeletal issues, along with mental health issues;
- (f) support is provided to employees during their sickness such as physiotherapy, the support of fitness advisers and rehabilitation programmes. In addition the Westfield Health Scheme provides access to specialist appointments and diagnostics;
- (g) Firefighting is a very physical job and, as with other physically demanding careers, results in wear and tear on the body. During 2015 the Service will introduce a six month pilot scheme which will screen employees to try and identify the early indicators of musculo skeletal conditions at an early stage and provide advice on how to prevent health issues developing;
- (h) the Occupational Health Team provide self-referral or managerial referral for support and treatment of mental health issues, including post incident support. A new pilot scheme providing peer support is being developed to enable staff to informally seek help and advice;
- (i) it must be recognised that not all mental health issues are directly the effect of or influenced by work, but that the service support recovery;

- (j) following a significant absence from work and assessment of the individual, modified duties can be arranged, including phased return and specific equipment, to help ease people back into the role;
- (k) longer term prevention issues are also being considered with regard to handling procedures and the weight of equipment;
- (l) the proportion of ill-health retirements has reduced in recent years since the changes to employment conditions;
- (m) the Occupational Health Team are trying to encourage staff to seek support at an early stage for any potential health issue, as many conditions can be successfully treated, or at least supported, if caught at an early stage;
- (n) work based physical training instructors are in place and will be asked to concentrate on developing the fitness and well-being of firefighters rather than purely strength.

Although disappointed that the sickness absence rate was above the target, members welcomed the clear and transparent report and acknowledged the proactive mechanisms being developed to not only tackle sickness absence but to prevent it.

**RESOLVED to note the report.**

## **6 OCCUPATIONAL HEALTH AND FITNESS WELLBEING STRATEGY**

Tracey Crump, Head of Human Resources Services, presented the report which informs members of activity and outlines the proposed delivery from 2015 of the Occupational Health and Fitness Strategy. Gail Armitage, Occupational Health and Fitness Manager, was also in attendance to respond to members questions.

The following points were highlighted from the report and during the meeting:

- (a) in addition to undertaking pre-employment checks, the Occupational Health Team provides regular medicals and supports and advises staff on keeping fit and maintaining well-being;
- (b) originally medicals were undertaken every three years, however, following asbestos legislation, firefighters were to undergo medicals every two years. Advice on asbestos screening/medicals has since changed to suggest three yearly medicals are sufficient, however, the Service has decided to continue with medicals every two years;
- (c) there have been several changes to the focus of medicals with less importance placed on strength testing, and more importance placed on fitness, particularly with an ageing workforce;
- (d) the Occupational Health Team have been working closely with Leicestershire Fire and Rescue Service on critical incident support. From September training will be rolled out to managers to enable them to recognise the problems that may occur following a critical incident and to help prevent them from developing;

- (e) a general health questionnaire will be issued to all staff who are encouraged to consider their own health and potential issues. It provides the opportunity for staff to raise informally what they may consider to be insignificant health issues, without a formal approach to the Occupational Health Team who can then offer advice and guidance and potentially help prevent minor health issues becoming a larger problem;
- (f) resilience workshops have been well received and will now be rolled out across the Service, including specific sessions for managers;
- (g) with regard to dust hazard, when attending a scene, firefighters will assess the risk and wherever possible take measures to neutralise those risks. Where dust is concerned, this may include damping down the surrounding area or using specialist breathing equipment. As with all personal safety equipment, if a standard face mask does not provide the required seal and therefore is unsuitable, bespoke equipment is provided.

**RESOLVED for members to support the Occupational Health activities and strategy identified within the report.**

## **7 FUTURE MEETING DATES**

**RESOLVED for the following future meeting dates to be noted:**

17 July 2015	22 January 2016
16 October 2015	22 April 2016

## **8 EXCLUSION OF THE PUBLIC**

**RESOLVED 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 exemptions outweighs the public interest in disclosing the information, as defined in paragraphs 1 & 3 of Part 1 of Schedule 12A to the Act.**

## **9 AMENDMENTS TO THE PERMANENT ESTABLISHMENT**

Craig Parkin, Assistant Chief Fire Officer, presented the report which seeks approval for the recommendations to amend the permanent establishment, to be forwarded to the full Fire Authority for final approval.

**RESOLVED that the recommendations within the report are approved.**

## **10 RE-ORGANISATION OF THE HYDRANT MAINTENANCE AND EQUIPMENT SECTIONS**

Craig Parkin, Assistant Chief Fire Officer, presented the report, which seeks approval for the recommendations for reorganisation of the Hydrant Maintenance and Equipment Sections to be forwarded to the full Fire Authority for final approval.

**RESOLVED that the recommendations within the report and added to at the meeting are approved.**

**11 ADMINISTRATION RESTRUCTURE**

Craig Parkin, Assistant Chief Fire Officer, presented the report which seeks approval for the recommendations of a restructure to Administration, to be forwarded to the full Fire Authority for final approval.

**RESOLVED that the recommendations within the report and added to at the meeting are approved.**

**12 STRATEGIC MANAGEMENT TEAM RE-STRUCTURE**

Following recommendations by the Policy and Strategy Committee at its meeting on 13 March 2015, Craig Parkin, Assistant Chief Fire Officer, presented the report which seeks approval for the recommendations to the restructure of the Strategic Management Team to be forwarded to the full Fire Authority for final approval.

**RESOLVED that the recommendations within the report are approved.**

DRAFT



By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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