



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

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood Lodge, Arnold  
Nottingham NG5 8PD on 20 July 2018 from 10.30 am - 10.58 am**

**Membership**

Present

Councillor Brian Grocock (Chair)  
Councillor Michael Payne (Vice Chair)  
Councillor Andrew Brown  
Councillor Eunice Campbell-Clark  
Councillor John Clarke  
Councillor Sybil Fielding  
Councillor John Handley  
Councillor Patience Uloma Ifediora  
Councillor John Longdon  
Councillor Jackie Morris  
Councillor Francis Purdue-Horan  
Councillor Jonathan Wheeler  
Councillor Malcolm Wood  
Councillor Jason Zadrozny

Absent

Councillor Vaughan Hopewell  
Councillor Mike Quigley MBE  
Councillor Mohammed Saghir  
Councillor Parry Tsimbiridis

Also in attendance

Paddy Tipping, Nottinghamshire Police and Crime Commissioner

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

John Buckley - Chief Fire Officer  
Wayne Bowcock - Deputy Chief Fire Officer  
Becky Smeathers - Head of Finance  
Malcolm Townroe - Clerk and Monitoring Officer  
Andy Cardoza - KPMG Auditor  
Kate Morris - Governance Officer

**1 APOLOGIES FOR ABSENCE**

Councillor Vaughan Hopewell  
Councillor Mike Quigley MBE  
Councillor Mohammed Saghir

Charlotte Radford – Treasurer to the Authority

## **2 MEMBERSHIP**

### **RESOLVED:**

- (1) to note that Councillor Sybil Fielding has been appointed to the Authority by Nottinghamshire County Council in place of Councillor Nicki Brooks; and**
- (2) to confirm the appointment of Councillor Sybil Fielding to the Policy and Strategy Committee and the Local Firefighter Pension Board as a Fire Authority Member representative.**

## **3 DECLARATIONS OF INTERESTS**

None.

## **4 MINUTES**

The minutes of the meeting held on 8 June 2018 were confirmed as a true record and signed by the Chair.

## **5 CHAIRS' ANNOUNCEMENTS**

The Chair informed the Authority that the Government have confirmed that following consultation they will use a Statutory Instrument to provide a legal basis for Police and Crime Commissioners to have voting rights on Combined Fire Authorities. This rectifies an omission within the Policing and Crime Act 2017. The Authority will be formally notified by officers when more information is made available.

The Chair and the Chief Fire Officer attended the LGA annual conference in Birmingham where there were a number of speakers, including the Secretary of State for Housing and Local Government.

The Chief Fire Officer and Councillor Malcolm Wood attended the CIPFA annual Conference recently. It was a high quality conference with a number of speakers and sessions. There was a clear indication given that local government finances are facing continual pressure.

The Authority has given permission to use the service badge in the production of a Poppy pin badge. The company who provide them donate £1 from each sold to the Royal British Legion. They will be on sale for £7.50 and any profits over cost price will also be donated to the British Legion. They will be available from September and anyone who would like one should contact Lea-Anne Abbiss.

## **6 ANNUAL GOVERNANCE STATEMENT 2017/18**

Becky Smeathers, Head of Finance, presented the report seeking approval of Members to the signing of the Annual Governance Statement by the Chair of the Authority and the Chief Fire Officer.

The following points were highlighted:

- (a) following a full review of the Local Code of Corporate Governance updates to the Statement include details around ICT security, GDPR, access and control of data, and gifts and hospitality registers;
- (b) assurance from both internal and external auditors has confirmed that the level of internal control is satisfactory;
- (c) moving forward, there are still a number of challenges facing the Authority: HMI Inspection, budget restraints and the revised Fire and Rescue National Framework which came into place in June 2018.

The Authority agreed that the report was easy to read and gave assurance where it is required. Councillor Malcolm Wood and Councillor Andrew Brown asked that their thanks be passed on to the Finance Team and other officers responsible for pulling the report together.

The Chair asked that his thanks and that of the Authority were recorded to Andy Cardoza of KPMG for the work put in to the Authority this year, and previous years.

**RESOLVED to approve the Annual Governance Statement 2017/18.**

## **7 FINAL ACCOUNTS 2017/18**

Becky Smeathers, Head of Finance, presented the report containing the 2017/18 final accounts of the Nottinghamshire Fire and Rescue Authority.

The following points were highlighted and response provided to the Authority's questions:

- (a) the statement of accounts has been prepared in accordance with international accounting standards;
- (b) the Finance and Resources Committee received a provisional outturn report on 29 June 2018 which stated an estimated £142,000 underspend. The final outturn for 2017/18 is a revenue budget underspend of £142,000. There were no final adjustments after completion of the audit;
- (c) the Transition Earmarked Fund is used to cover one off costs of organisational transformation. On 29 June 2018 the Finance and Resources Committee recommended the transfer for £500,000 to the Transition Earmarked fund to cover forthcoming opportunities for collaborative working;
- (d) Nottingham and Nottinghamshire Fire and Rescue Authority hold less than the average amount of reserves held by other Authorities. This level has also reduced in the last year;

**RESOLVED**

- (1) to approve the Statement of Accounts for 2017/18;**
- (2) to approve the recommendation of the Finance and Resources Committee to transfer £500k from the General Fund Reserve to the Transitional Earmarked Reserve to help fund one off costs arising from organisational change; and**

- (3) **to note the financial results for the 2017/18 year for Nottinghamshire Fire Safety Limited.**

**8 EXTERNAL AUDITORS' REPORT TO THOSE CHARGED WITH GOVERNANCE 2017/18**

Andrew Cardoza, KPMG Auditor, presented the External Auditors ISA 260 report to members, seeking approval of the management representation letter to the External Auditors.

He confirmed that the Audit had made no adjustments nor found any unadjusted audit issues. There were no control deficiencies, no matters to report or significant issues.

He advised the Authority that there were a small number of outstanding issues, one being the annual governance statement which had been discussed at this meeting within minutes 6 and 7.

Andrew expressed his thanks to all involved in the audit process for timely and thorough responses.

The Authority asked that their thanks be recorded to Andrew Cardoza and his team for all the work done on the Audit process over the years.

**RESOLVED**

- (1) **to note the contents of the External Auditors ISA 260 report;**  
(2) **to approve the management representation letter to the External Auditors.**

**9 PAY POLICY**

John Buckley, Chief Fire Officer, presented the Pay Policy statement for approval by the Fire Authority in line with requirements of the Localism Act 2011.

He advised the Authority that there had been no changes to structure or chief officer pay, and that there had been policy changes as per legislation, such as the gender pay gap report. There have been no changes in decision making or how the pay policy is applied.

**RESOLVED to approve the statement of Pay Policy.**

**10 COLLABORATION WITH DERBYSHIRE FIRE AND RESCUE SERVICE**

John Buckley, Chief Fire Officer, presented the report seeking approval from members for a Strategic Collaboration Board with Derbyshire Fire and Rescue Service.

He advised the Authority that following a successful meeting, officers have been tasked with putting in place a collaboration agreement which would need the oversight of a strategic collaboration board. All work would be referred back to the appropriate committees for due governance.

**RESOLVED:**

- (1) to approved the establishment of a Strategic Collaboration Board with Derbyshire Fire and Rescue Service.**
- (2) along with the Chair, to appoint Councillor Michael Payne and Councillor Andrew Brown to represent the Authority on the Strategic Collaboration Board.**

**11 EXCLUSION OF THE PUBLIC**

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

**12 EXEMPT MINUTES**

The exempt minutes of the meeting held on 8 June 2018 were confirmed as a true record and were signed by the Chair.