



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.

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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.