



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

Nottinghamshire and City of Nottingham  
Fire and Rescue Authority

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

Report of the Clerk and Monitoring Officer

**Date:** 23 May 2014

**Purpose of Report:**

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

## **CONTACT OFFICER**

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## 1. BACKGROUND

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

## 2. REPORT

2.1 The City Council has appointed the following members:-

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

2.2 The County Council has appointed the following members:-

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

### 2.3 Committee Structure

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

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

## 2.4 Committee Membership

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

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

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

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

## **2.5 Dates of Future Meetings**

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

### **2.5.1**

#### **Nottinghamshire and City of Nottingham**

##### **Fire and Rescue Authority (10.30 am)**

27 June 2014

26 September 2014

19 December 2014

27 February 2015

22 May 2015 AGM

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

### **2.5.2**

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

18 July 2014

17 October 2014

6 February 2015

24 April 2015

### **2.5.3**

#### **Human Resources Committee (10.00 am unless otherwise stated)**

11 July 2014 (13.30 pm)

10 October 2014 (13.30 pm)

30 January 2015

24 April 2015

### **2.5.4**

#### **Community Safety Committee (10.00 am)**

4 July 2014

3 October 2014

9 January 2015

27 March 2015

## 2.5.5

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

11 July 2014

10 October 2014

16 January 2015

17 April 2015

2.5.6 The Personnel Committee will meet as required.

2.5.7 The Appointments Committee will meet as required.

2.5.8 The Strategic Equalities Board will meet quarterly.

## **3. FINANCIAL IMPLICATIONS**

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

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

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

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

## **5. EQUALITY IMPACT ASSESSMENT**

There are no specific equality issues arising from this report.

## **6. CRIME AND DISORDER IMPLICATIONS**

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

## **7. RISK MANAGEMENT IMPLICATIONS**

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

## **8. RECOMMENDATIONS**

It is recommended that:

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

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

None.

**Malcolm R Townroe**  
**CLERK AND MONITORING OFFICER TO THE AUTHORITY**