

**NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM
FIRE AUTHORITY**

MINUTES

of the meeting of the Authority held on 1 AUGUST 2003 at the Council House,
Old Market Square, Nottingham from 10.30 am to 12.20 pm

Membership

	Councillor Jackson	(Chairman)
^	Councillor Palmer	(Vice-Chairman)
	Councillor Bennett	
	Councillor Bosnjak	
^	Councillor Cottee	
	Councillor Davison	
	Councillor Freeman	
	Councillor Griggs	
	Councillor Grocock	
^	Councillor Hemsall	
	Councillor O'Toole	
	Councillor Pepper	
	Councillor Pulk	
	Councillor Smith	
	Councillor Spencer	
	Councillor Stephenson	
	Councillor Tsimbiridis	
	Councillor Wood	

Members absent are marked ^

20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors, Cottee, Hemsall (on County Council business) and Palmer.

21 MINUTES

RESOLVED that the minutes of the last meeting held on 30 May 2003, copies of which had been circulated, be confirmed and signed by the Chairman.

22 DECLARATIONS OF INTERESTS

No declarations of interests were made.

23 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Councillor Tom Stephenson who joined the committee in place of Councillor Markin whom the Committee thanked for his contribution while serving on the Committee.

He also reported that Central Government had awarded £50,000 to the Authority for the implementation of Electronic Government.

24 FINAL ACCOUNTS 2002/03

Consideration was given to the report of the Treasurer, copies of which had been circulated.

RESOLVED that approval be given to the following: -

- (1) 2002/03 Statement of Accounts;**
- (2) the carry forward of £215,000 to 2003/04.**

25 EXTERNAL AUDIT SERVICE PLAN 2002-2004

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, and the presentation of Tracey Adams and Mark Jones of PricewaterhouseCoopers LLP, the Authority's external auditors.

RESOLVED that the external audit plan for 2002/04 be approved.

26 GOVERNMENT WHITE PAPER - 'OUR FIRE AND RESCUE SERVICE'

Consideration was given to a joint report of the Chairman and the Chief Fire Officer on the White Paper, copies of which had been circulated. The Chief Fire Officer made a presentation and copies of the White Paper were placed around the table.

RESOLVED

- (1) that the White Paper be welcomed;**
- (2) that the Chief Fire Officer produce a detailed report on the White Paper and other major issues;**
- (3) that a seminar on the White Paper be arranged for late September / early October 2003.**

27 HUMAN RESOURCE STRATEGY

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, reflecting the functional Human Resources areas including Personnel Services, Occupational Health, Training and Development and Equalities.

RESOLVED

- (1) that the Human Resources Strategy be adopted;**
- (2) that any proposed changes would be subject to consultation with the relevant trade unions.**

28 CONTRACT FOR VEHICLE AND (LIMITED) EQUIPMENT MAINTANANCE SERVICES

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, detailing the intention to enter into a two year maintenance contract.

RESOLVED

- (1) that the Fire Authority enter into a vehicle maintenance contract with Nottinghamshire County Council, providing that an implementation plan could be agreed;**
- (2) that pending successful agreement of suitable milestones, contract pricing and contract management issues, the contract be extended by another three years at any time.**

29 DATA CO-ORDINATOR - TRANSPORT DEPARTMENT - NEW POST

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated.

RESOLVED

- (1) that the post of data co-ordinator be established for the Transport Department on scale 4/5, (subject to evaluation);**
- (2) that it be noted that the cost would be met from savings to be achieved in the Transport Maintenance budget.**

30 TRAINEE ACCOUNTANT - NEW POST

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated.

RESOLVED

- (1) that the post of Trainee Accountant be established on scale 4/SO1;**

- (2) that it be noted that the cost would be met from the savings from the reduction in hours of two full-time posts to two part-time posts.

31 BEST VALUE PERFORMANCE PLAN

RESOLVED that the report of the Chief Fire Officer, copies of which had been circulated, regarding the latest position on the Authority's Best Value Performance Plan, be noted.

32 PERFORMANCE INDICATOR ACTION PLANS

RESOLVED that the report of the Chief Fire Officer, copies of which had been circulated, regarding the link between performance indicators and improvement action plans, be noted.

33 BEST VALUE PERFORMANCE INDICATORS

RESOLVED that the report of the Chief Fire Officer, copies of which had been circulated, setting out progress during April - June 2003, be noted.

34 IMPROVEMENT AND DEVELOPMENT BOARD MEETINGS

RESOLVED

- (1) that the report of the Chief Fire Officer, copies of which had been previously circulated, informing members of the outcome of meetings of the Improvement and Development Board held on 5 June and 24 July 2003, be noted;
- (2) that the Chief Fire Officer arrange a seminar on Integrated Risk Management Plans;
- (3) that Councillor Stephenson be appointed to the Improvement and Development Board.

35 AD-HOC MEMBERS GROUP ON EQUALITIES

RESOLVED that the report of the Chief Fire Officer, copies of which had been previously circulated, updating members on the continued work regarding Fairness and Equality, be noted.

36 ADMINISTRATION MANAGER - NEW POST

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated.

The Chairman read out a letter from Unison, expressing concerns that an existing post was to be deleted, and read out his letter of response.

RESOLVED

- (1) that, with effect from August 2003, the post of Administration Manager be established on scale SO2;

- (2) that the cost be met from savings arising from the deletion of an administrative post at Central Fire Station of scale 3/4, and the balance from the former Best Value post which was vacant.

37 FIRE 2003 CONFERENCE

Consideration was given to the report of the Chief Fire Officer informing members of the Fire 2003 Conference and Exhibition, copies of which had been circulated.

RESOLVED that two members from the majority group and one from the minority group represent the Authority at the Conference and the anticipated cost of £700 per delegate, be funded from the budget provision for Member Conference Expenses.

38 LOCAL GOVERNMENT ASSOCIATION COMBINED FIRE AUTHORITIES SEMINAR

Consideration was given to the report of the Chief Fire Officer informing members of the LGA Combined Fire Authorities Seminar to be held on 23 and 24 October at Alton Conference Centre, Staffordshire, copies of which had been circulated.

RESOLVED

- (1) that four members from the majority group and one from the two minority groups represent the Authority at the Seminar and the conference fee of £215 per delegate be met from the budget provision for Member's Expenses;
- (2) that the Fire Authority meeting scheduled for 24 October, be re-arranged for Friday 31 October (Pre-agenda 20 October).

39 FREEDOM OF INFORMATION PUBLICATION SCHEME - UPDATE

RESOLVED that the report of the Chief Fire Officer regarding the Freedom of Information publication scheme, copies of which had previously been circulated, be noted.

40 DRAFT CIVIL CONTINGENCIES BILL

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated, regarding proposals for a clear and consistent set of expectations and responsibilities in relation to civil protection, to ensure consistency of activity and to deliver improvements in performance and communication.

RESOLVED that the report and consultative process be noted and the Chief Fire Officer draft a response.

41 VEHICLE MOUNTED DATA SYSTEM PROJECT - UPDATE

RESOLVED that the report of the Chief Fire Officer, regarding the progress on the Vehicle Mounted Data System project, copies of which had been circulated, be noted.

42 EXCLUSION OF THE PUBLIC

RESOLVED that, pursuant to Section 100a(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the remaining items as they involved the likely disclosure of exempt information as defined in paragraphs 1 of part 1 of schedule 12A to the Act.

43 CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR -UPDATE

RESOLVED that the verbal report of the Chief Fire Officer, be noted.

44 UNPAID LEAVE OF ABSENCE

The Chairman of the meeting was of the opinion that this item, although not included on the agenda, should be considered in view of the need for a decision on a request for unpaid leave before the next meeting of the Authority.

Consideration was given to the report of the Chief Fire Officer, copies of which were placed around the table.

RESOLVED that the unpaid leave of absence be granted for no longer than six months.