

# Report

|         |                                                                |                    |
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| Meeting | <b>NOTTINGHAMSHIRE &amp; CITY OF NOTTINGHAM FIRE AUTHORITY</b> |                    |
| date    | <b>11<sup>th</sup> June 2004</b>                               | agenda item number |

## **REPORT OF THE CHIEF FIRE OFFICER**

### **IMPROVEMENT & DEVELOPMENT BOARD - TERMS OF REFERENCE**

#### **1. PURPOSE OF REPORT**

The purpose of this report is to present Members with the minutes of the Improvement and Development Board (IDB) of 13<sup>th</sup> May 2004 and to ratify the future Terms of Reference for this Board.

#### **2. BACKGROUND**

The draft Terms of Reference for the Improvement Development Board were submitted to Fire Authority Members at the IDB meeting held on 15<sup>th</sup> April 2004. Comments on the draft were to be forwarded to the Head of Information Services by 13<sup>th</sup> May 2004. The Chairman requested that the Draft Terms of Reference should be brought to this Fire Authority for approval.

#### **3. REPORT**

- 3.1 Minutes of the IDB meeting held on 13<sup>th</sup> May 2004 are attached at Appendix A.
- 3.2 The draft terms of reference for the IDB, which have been amended following consultation, are attached at Appendix B.

#### **4. FINANCIAL IMPLICATIONS**

There are no direct Financial Implications arising from this report.

#### **5. PERSONNEL IMPLICATIONS**

There are no direct personnel implications arising from this report.

#### **6. EQUAL OPPORTUNITY IMPLICATIONS**

There are no direct Equal Opportunity Implications arising from this report.

#### **7. RISK MANAGEMENT IMPLICATIONS**

There are no direct Risk Management Implications arising from this report.

**8. RECOMMENDATIONS**

8.1 Members note the contents of the report.

8.2 That the Terms of Reference for the Improvement and Development Board are approved.

**9. BACKGROUND PAPERS FOR INSPECTION**

None

Paul Woods  
**CHIEF FIRE OFFICER**



**NOTTINGHAMSHIRE FIRE & RESCUE SERVICE**  
**Minutes of Improvement & Development Board**  
 held on  
**Thursday 13 May 2004**  
 at 1000 hours  
 in the Training Room

|                 |                                                                                                                                                 |                                                                                                                                                                                                                                         |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Present:</b> | Councillor Graham Jackson<br>Councillor John Cottee<br>Martyn Emberson<br>Neil Timms<br>Rod Oldroyd<br>Neil Colton<br>George Ware<br>Dawn White | Elected Member – Chair<br>Elected Member<br>Deputy Chief Fire Officer<br>Head of Resources & Finance<br>Divisional Officer – Information Services<br>Assistant Chief Fire Officer – Safety Services<br>Unison Representative<br>Minutes |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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|----------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Absent:</b> | Councillor Andrew Freeman<br>Councillor Tom Stevenson<br>Ian Taylor<br>Mark Healy<br>Steve Jenkins<br>Steve Ainley<br>Dave Johnson | Elected Member<br>Elected Member<br>Divisional Officer – Information Services<br>Industrial Relations Officer<br>ADO – IRMP Practitioner<br>FBU Representative<br>Assistant Chief Fire Officer |
|----------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Agenda Item | Minute Item                                                                                                                                                    | <u>Action By</u> |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1.          | <b>APOLOGIES FOR ABSENCE</b>                                                                                                                                   |                  |
| 1.1         | Paul Woods, Chief Fire Officer<br>ACFO Swann, Assistant Chief Fire Officer – Information Services<br>Councillor John Hemsall, Elected Member<br>Bob Finch, FBU |                  |
| 2.          | <b>MINUTES OF LAST MEETING: 15 APRIL 2004</b>                                                                                                                  |                  |
| 2.1         | Councillor Sue Palmer has stood down. A new member will be taking up position after the next meeting.                                                          |                  |
| 2.2         | The minutes of the last Improvement and Development Board meeting were accepted as a true and accurate record.                                                 |                  |
| 3.          | <b>MATTERS ARISING</b>                                                                                                                                         |                  |
| 3.1         | 3.5 <b>VMDS</b>                                                                                                                                                |                  |
|             | Thanks were extended to Trevor Tarlton-Weatherall for the presentation to CFA which was well put together, concise and useful.                                 |                  |
| 3.2         | 3.2 <b>Members' Visit to Community Fire Station – Handsworth</b>                                                                                               |                  |

|     |        |                                                                                                                                                                                                                                                                                                                                                                                      |                  |
|-----|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
|     |        | Visit is not yet confirmed. This needs to be progressed.                                                                                                                                                                                                                                                                                                                             |                  |
| 3.3 | 4.1    | It was suggested that the Performance Management Reports are to be managed by PMG. Reports will then be submitted to IDB.                                                                                                                                                                                                                                                            | <b>Action By</b> |
| 4.  |        | <b>DRAFT TERMS OF REFERENCE</b>                                                                                                                                                                                                                                                                                                                                                      |                  |
| 4.1 |        | These are now ready for adoption by the Fire Authority. All responses have been taken into account. It was agreed that this item is now ready for presentation to the Fire Authority at the next meeting on 11 June 2004.                                                                                                                                                            |                  |
| 5.  |        | <b>PERFORMANCE THEMES FOR MEMBER CONSIDERATION AND ENQUIRY</b>                                                                                                                                                                                                                                                                                                                       |                  |
| 5.1 |        | A selection of themes have been listed, it was agreed that others should be added as necessary. Some items need to be broken down (ie Local Strategic Partnerships). A discussion on ways of carrying out initiatives and getting onto LSPs took place.                                                                                                                              |                  |
| 5.2 |        | Local Strategic Partnerships are to be an item on the next IDB agenda.                                                                                                                                                                                                                                                                                                               |                  |
| 5.3 |        | Projects & initiatives – it would be useful for members to visit projects such as Riskwatch, Princes Trust etc.                                                                                                                                                                                                                                                                      |                  |
| 5.4 |        | Performance Reviews are currently being carried out on a district basis, these include, retained stations and local partners. Useful feedback has been received. Rod Oldroyd suggested it would be useful for local Elected Members to sit in on the final review. It was felt that we should also look at including District Councils. This is to be discussed at the next meeting. |                  |
| 5.5 | Action | Councillor Jackson is to sit in on the West Bridgford Performance Review.                                                                                                                                                                                                                                                                                                            | Graham Jackson   |
| 5.6 |        | Neil Timms expressed the view that Members should be given the full picture, and that they should be fully appraised of the solutions.                                                                                                                                                                                                                                               |                  |
| 5.7 |        | It was decided to also use area/member forums to circulate information.                                                                                                                                                                                                                                                                                                              |                  |
| 5.8 | Action | Neil Colton is to draft a letter regarding the items it would be useful to be presented to members.                                                                                                                                                                                                                                                                                  | Neil Colton      |
| 5.9 |        | The Princes Trust is high profile and currently expanding. George Ware raised concern that there was a salary discrepancy between our team leader and that of a neighbouring Brigade. Councillor Jackson stated that this was not an issue for this meeting. It was decided that it should be dealt with by job evaluation.                                                          |                  |

6. **ANY OTHER BUSINESS**

- 6.1 It was noted that the next Fire Authority meeting is on 11 June and not 24 June as previously minuted. Terms of Reference will be presented at this meeting.

7. **DATE OF NEXT MEETING**

Thursday 24 June, 1000 hours, Training Room, Nottinghamshire Fire & Rescue Service HQ, Arnold

**DRAFT TERMS OF REFERENCE FOR THE**  
**IMPROVEMENT AND DEVELOPMENT BOARD**  
**OF NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AUTHORITY**

**Introduction**

The Improvement and Development Board (IDB) is an ad hoc panel comprising six members of the Nottinghamshire and City of Nottingham Fire Authority and as such will have Elected Members appointed to it from the Fire Authority on the basis that the Fire Authority shall determine. A quorum will be two elected members.

In addition there will be representation from officers and representative bodies.

The IDB will be chaired by the chair of the Fire Authority or another member as required.

The IDB will meet at least four times per annum on a programme designed to integrate with the set meeting dates of the Fire Authority. The meeting dates will be approved by the Fire Authority in its annual meeting publication list, but this will not stop the elected members adding, deleting or changing dates.

The role of IDB is a discussion/advisory forum not a decision making forum therefore any outcomes from Improvement and Development Board will go to Fire Authority for approval.

***Role of The Improvement and Development Board***

The ethos behind Improvement and Development Board is to aid the service to develop in the future by learning from the past, assisting with the present, and looking forward to providing direction for the future. The purpose of this is to assist in the development of a learning organisation that links together the political, employee and managerial perspectives.

IDB is not an addition or substitute for the approved negotiating, grievance or discipline processes of the Authority or Organisation. At no time will it engage in these areas of activity.

The Role of IDB will be to look at three distinct areas of service performance. These briefly being:

**Past Performance** – where it will continue with it's previous role relating to Best Value.

**Current Performance** – Where Elected Members will be able to enquire into current activity so as to assist in development.

**Future Vision** – the purpose is to enable the Service to link and engage with the Political priorities of the Authority via its Business Planning process.

IDB will act as the link between the Fire Authority and the Fire and Rescue Service Performance Management Group. As such IDB will receive the minutes of the Performance Management Group.

In addition IDB will regularly be presented with up to date Performance Indicators so that the organisations progress can be assessed.

## ***Specific references***

### Past Performance

Review current performance in comparison with previous performance using a range of agreed performance indicators.

Ensure that appropriate action plans are put in place to address areas where targets have not been met. Review and evaluate external consultation processes.

Over see and direct Best Value reviews as required by legislation.

### Current Performance

Monitor and enquire into selected aspects of the Fire and Rescue Services current performance.

Monitor and enquire into the business planning process with emphasis on the integration of team plans, section plans, departmental plans and the service plan, so as to aid the linkage between plans and the Authority's priorities.

Monitor and enquire into the content of the business plans described above.

Undertake sample audit trails following specific elements of the Business Plans from the bottom to top of the organisation.

Encourage the Performance Management Group in its ownership of performance and planning, and request appropriate feedback through the performance review process.

Encourage the engagement of Fire Authority Members in the day to day activities of the Fire and Rescue Service, so as to aid the Service to achieve its objectives.

Ensure that there is clear direction from the Fire Authority that is reflected in the Fire and Rescue Services aims, objectives and aspirations.

Aid with current internal and external communication processes.

### Future Vision

Ensure that an annual Integrated Risk Management Plan is produced.

Ensure that the methodology used to produce the Integrated Risk Management Plan is robust, valid and appropriate.

Ensure that Framework Document issues are incorporated into IRMP and the wider planning process.

Ensure that the future direction, development and improvement of the Fire and Rescue Service are influenced by the findings of the annual Integrated Risk Management Plan.

Ensure that, within the business planning for the Fire and Rescue Service, regard is given to the regional strategic objectives set by the Regional Management Board.

Assist with the establishment of future performance indicators that meet the changing needs of the Authority and the Service.

Establish areas of future improvement that have not previously been highlighted by the performance management structure.

Assist with the design of future communication structures.