

report

meeting	NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY	
date	10 December 2004	agenda item number

REPORT OF THE CHIEF FIRE OFFICER

REGIONAL MANAGEMENT BOARD

1. PURPOSE OF THE REPORT

To provide Members with an update of the work of the East Midlands Regional Management Board (EMRMB).

2. BACKGROUND

The Regional Management Board was created as a consequence of the publication of the White Paper "Our Fire and Rescue Service". Its purpose, aims and objectives are clearly laid out in the National Framework Document. Two elected Members from each of the five constituent fire and rescue authorities make up the Board.

3. REPORT

The last meeting of the EMRMB was held on 28 October 2004. EMRMB meetings are open to the public. The minutes of that meeting are attached as Appendix A to this report.

4. RISK MANAGEMENT IMPLICATIONS

There are no risk management implications arising directly from this report. Members are already aware that the Office of the Deputy Prime Minister has set clear expectations against which success or failure of RMBs will be assessed.

5. FINANCIAL IMPLICATIONS

There are no financial implications arising from this report. Members will be aware that there are financial implications arising from the levels of financial support required to underwrite regional projects. This is currently contained within existing budgets, however there is potential for further funding support being required for regional work. The extent of this funding is being assessed and will be presented to the Authority.

6. PERSONNEL IMPLICATIONS

There are no direct personnel implications arising from this report.

7. EQUAL OPPORTUNITIES IMPLICATIONS

There are no equal opportunities implications arising from this report.

8. RECOMMENDATIONS

That Members note the contents of this report.

9. BACKGROUND PAPERS FOR INSPECTION

None.

Paul Woods
CHIEF FIRE OFFICER

DRAFT

**Minutes of the Meeting of the
EAST MIDLANDS REGIONAL MANAGEMENT BOARD**

Held: Thursday 28 October 2004 at 2.00 pm

P R E S E N T :

**Derbyshire Fire Authority
Councillor Richard Gerrard**

**Leicester, Leicestershire and Rutland Combined Fire Authority
Mr Peter Roffey, CC**

**Lincolnshire County Council
Councillor Colin Helstrip**

**Northamptonshire County Council
Councillor James Ashton (Chairman)**

**Nottinghamshire and City of Nottingham Fire Authority
Councillor Graham Jackson
Councillor Brent Charlesworth**

Officers in Attendance

**Mr David Archer, CFO, Northamptonshire Fire Authority
Mr Bernie Cahill, CFO, Derbyshire Fire Authority
Mr Alan Riddett, CFO, Lincolnshire County Council
Mr Martin Emberson, DCFO, Nottinghamshire and City of Nottingham Fire Authority
Mr D Webb, CFO, Leicestershire Fire and Rescue Service
Mr Neil Timms, Notts County Council (for Treasurer)**

**Ms Jo Beresford, Regional Programme Manager
Mrs Helen Cooper, Leicestershire Fire and Rescue Service
Mr Guy Goodman, Clerk to the Board, Leicester City Council
Ms Frances Wake, Committee Administrator, Leicester City Council**

50. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Dunn, Johnson, Patterson and Perkins and CFO Woods. Deputy Chief Fire Officer Martin Emberson was attending in place of CFO Woods. Neil Timms was attending in place of Trevor Peel.

51. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 2 September were submitted for confirmation as a correct record. The following matters of accuracy were raised:-

- a) Councillor Les Patterson had submitted his apologies**

- b) **Minute 45, ' RESOLVED' was misspelt**
- c) **Resolution 3 of Minute 45 should refer to the 'management' board not the 'project' board**

RESOLVED:

that, subject to the above amendments, the minutes of 2 September 2004, be approved as a correct record and signed by the Chairman.

52. DECLARATIONS OF INTEREST

There were no declarations of interest.

53. RECEIPT OF ANY COMMUNICATION LAID BEFORE THE BOARD BY THE CHAIRMAN

a) It was noted that a request had been received from the Leicester, Leicestershire and Rutland Combined Fire Authority to lobby the ODPM regarding the financial burden arising from the establishment of a regional control centre. The Treasurer to the Board had responded.

b) Mr Peter Roffey CC and the Chair had spoken to the Business change manager and raised the matter of the Board's engagement with other bodies and asked him to take this up with the Chief Executive of the Regional Assembly.

c) A letter had been received from ODPM asking if they could address the next meeting on the subject of 'resilience'. It was agreed that an informal meeting of the Board be held for this presentation on 16 December at 12.30 pm followed by the formal meeting at 2 pm.

d) The Chair referred to a circular from the ODPM regarding transitional funding. It was proposed that a response be sent from the Board as well as individual authorities. It was also suggested that the Chairs of individual fire authorities should also respond. The Board agreed to this

54. URGENT BUSINESS

This item was dealt with at the end of the agenda.

55. QUESTIONS RECEIVED UNDER STANDING ORDER 8.1

There were no questions received under Standing Order 8.1

56. REPORT OF THE CLERK

The Clerk to the Board reported on the matter raised at the last meeting with regard to proposed increased delegation to the Board. It was noted that any increase in delegation had to be agreed by all the constituent authorities. So far, 2 responses had been received (Northants and Leics). It was noted that Derbyshire and Notts had agreed the proposal and a letter was on its way. The proposal was to be submitted to the Council meeting at Lincs on 2 December. The results would be reported to the next meeting.

57. REPORTS OF THE TREASURER

There were no reports but the Board requested that for the next meeting, a paper be submitted detailing what budget was held by the Board and how much had been spent/committed.

58. REGIONAL RESILIENCE

CFO David Archer submitted a report which included addendum papers that had been circulated separately. The first report incorporated a business case document and was separated into two parts; resilience and new dimensions. It was noted that most of the work would be funded by the ODPM. The second paper was a new piece of work emanating from the Civil Contingencies Bill and was a Project Initiation Document. It was noted that until Royal Assent was received, it was not certain what the full impact would be but Phase 1 proposed that a full analysis be reported back to the Board after 31 March 2005.

RESOLVED:

- (1) that the regional resilience Business Plan be approved; and**
- (2) that Phase 1 of the Project Initiation Document arising from the Civil Contingencies Bill be approved, that the Board be advised of progress and receive a full report to its first meeting after 31 March 2005 and at that stage consider Phase 2.**

59. WORKFORCE DEVELOPMENT STRATEGY

CFO Cahill submitted a report which incorporated a project initiation document for the above

It was noted that as there were 9 different regions, he had made representations to the ODPM to try and ensure that all 9 regions weren't duplicating work. The Board was fully supportive of the suggestions of national co-operation on this and other projects in order to avoid duplication and to achieve best use of resources. However, this was not to be a cause of unnecessary delay

RESOLVED:

- (1) that the Project Initiation Document for the 'Workforce Development' Strategy be approved and the Board commit itself to support the project; and**
- (2) that the Board's support be stated for national co-operation on this and other projects, in order to avoid duplication and to achieve the best use of resources; however this not be the cause of unnecessary delay.**

60. NATIONAL PROCUREMENT STRATEGY

CFO Riddett submitted a report regarding the draft National Procurement Strategy for the Fire and Rescue Service in England and Wales published by the ODPM on 30 September 2004. The report included some comments on the draft strategy and proposed responses to specific questions.

Councillor Jackson particularly opposed the principle of 'top slicing'.

In response to a query from the Chair, it was noted that the target of joint procurement was April 2005. The Chair, however, wished for some items to be brought forward, to be submitted to the next meeting. CFO Riddett agreed that he would submit a report to the next meeting, including a timeline for the development and adoption of a regional strategy and showing what had been achieved to date.

RESOLVED:

- (1) to note that the draft National Procurement Strategy for the Fire and Rescue Service in England had been released for consultation;
- (2) that the Board provide a response to the consultation;
- (3) that the first draft response included in the report, be noted and Members provide any further suggestions to the Lead officer for Procurement (CFO Riddett) by 15 November 2004;
- (4) that the Lead Officer be authorised to prepare a final response based on this first draft and further comments, in consultation with the lead Member Councillor Mrs Johnson and the Chairman of the Board; and
- (5) that the final response be submitted to the ODPM by 3 December 2004.

61. REGIONAL HUMAN RESOURCE PROJECT

Deputy Chief Fire Officer Emberson submitted a Project Initiation Document for the above. CFO Webb queried the accuracy in the report that referred to the risk associated with lack of commitment. He did not feel that there was lack of commitment but that in some cases it was not possible to deliver. DCFO Emberson agreed to take the document back and request an amendment.

The Board went on to discuss resources and the need to know likely financial commitments for the purposes of planning next year's budget. Neil Timms reported that firm figures would not be available but that indicative figures would be provided for inclusion in the draft budget and business plan before the next meeting.

RESOLVED:

- (1) that the Regional Human Resource Project Initiation Document be approved.

62. CONSULTATION WITH REPRESENTATIVE BODIES

CFO Woods submitted a report informing the Board of the current situation relating to consultation with representative bodies. The Board were keen that this issue be expedited and that a target timescale be submitted to the next meeting.

RESOLVED:

- (1) that priority be given to an agreement between the employers and representative bodies for a constitution for a regional consultation and negotiation body and that the Board reaffirms its commitment that workstream lead officers should engage in

consultation with regional representative bodies at the earliest practicable opportunity; and

(2) that a further report be submitted to the next meeting.

63. FIRE INVESTIGATION

CFO Woods submitted a Project Initiation Document for the above.

RESOLVED:

that the Regional Fire Investigation Project Initiation Document be approved.

64. FIRE CONTROL PROJECT

CFO Webb submitted a report updating the Board on the regional implementation of the national FiRe Control project. Further to the report, it was noted that it was now estimated that the likely slippage on the target date of August 2005 was 8 months or more; that the Fire Finance Working Group report had still not been received; and that the Finance officers had responded to the regional case and this would be submitted to the next Board meeting. It was also noted that an assessment of the new financial burdens had also been requested and a submission had been made which would be submitted to the next meeting.

RESOLVED:

that the report be noted.

65. COMMUNICATIONS STRATEGY

DCFO Emberson proposed to obtain the services of the Notts County Council's public relations department to prepare a communications strategy for the Board. The cost would be approximately £500.

RESOLVED:

that Nottinghamshire County Council's public relations department be commissioned to produce a communications strategy for the Board at a cost of approximately £500, for submission to the next meeting, the cost to be shared between the constituent authorities.

66. FINANCE PROJECT

Neil Timms reported that a draft Project Initiation document would be submitted to the next meeting although there was a resourcing issue as finance officers were now heavily involved in budget preparations.

RESOLVED:

that the report be noted.

67. DATE OF NEXT MEETING

Informal meeting – 22 November at 12.30 with David Lawrence and David Harper of the ODPM

Formal meeting – 16 December at 2pm preceded by 'resilience' meeting at 12.30 pm.

68. URGENT BUSINESS

- a) The Chair had received a letter consulting on financial burdens and asked that the Clerk prepare a protocol for how the Regional Management Board dealt with consultation requests.
- b) The Chair clarified that the Business Plan was the responsibility of the constituent Fire Authorities through the Regional Management Board.
- c) With regard to the leads on projects, the Chair suggested that they should be referred to as 'senior responsible owners'
- d) The Chair asked for some written advice from the Clerk on issues regarding the continuity of administration of the Board and who was the main contact officer for the Board's administration.
- e) The Clerk suggested that as the draft budget and workplan was not going to be submitted in accordance with the joint agreement, constituent authorities should be notified.

69. CLOSE OF MEETING

The Chair declared the meeting closed 4. 40 pm.