



**NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM  
FIRE AND RESCUE AUTHORITY**

**MINUTES**

of the meeting of the Authority held on **3 JUNE 2005** at County Hall,  
West Bridgford, Nottingham from 10.30 am to 11.48 am.

**Membership**

- Councillor Butler
- Councillor Charlesworth
- Councillor Cottee
- Councillor Davidson
- Councillor Fielding
- Councillor Griggs
- Councillor Grocock
- ^ Councillor Hempsall
- Councillor Henshaw
- Councillor Knight
- Councillor Lally
- Councillor O’Riordan
- Councillor Pettengell
- Councillor Pulk
- ^ Councillor Rigby
- Councillor Spencer
- Councillor Stephenson (attended from 11.45am)
- Councillor Wood

Members absent are marked ^

**1 APPOINTMENT OF CHAIR**

**RESOLVED that Councillor Pulk be appointed Chair for the municipal year 2005/06.**

**2 APPOINTMENT OF VICE-CHAIR**

**RESOLVED that Councillor Charlesworth be appointed as Vice-Chair for the municipal year 2005/06.**

### **3 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Hemsall and Rigby.

### **4 MINUTES**

**RESOLVED** that the minutes of the last meeting held on 15 April 2005, copies of which had been circulated, be confirmed and signed by the Chair.

### **5 DECLARATIONS OF INTEREST**

Mr F Swann, Acting Assistant Chief Fire Officer, declared a personal and prejudicial interest in item 18 on the agenda, New Appointments: Assistant Chief Fire Officers.

### **6 CHAIR'S ANNOUNCEMENTS**

The Chair requested that the Authority's thanks be recorded to non-returning members for their dedication and that these members be invited to the next meeting of the Authority for a formal presentation.

The Chair reminded members that the Regional Management Board was to meet on 16 June and, although only the Chair and Vice-Chair of the Authority were eligible to vote, other members of the Authority were able to attend.

### **7 MEMBERSHIP OF THE AUTHORITY, APPOINTMENTS TO COMMITTEES AND DATES OF MEETINGS**

Consideration was given to a report of the Acting Clerk, copies of which had been circulated.

### **RESOLVED**

- (1) that the appointment of the following County Council and City Council representatives to the Fire Authority be noted:-

#### **Nottinghamshire County Council**

**Councillor Butler  
Councillor Cottee  
Councillor Davidson  
Councillor Fielding  
Councillor Hemsall  
Councillor Henshaw  
Councillor Knight  
Councillor Lally  
Councillor O'Riordan  
Councillor Pettengell  
Councillor Pulk  
Councillor Rigby**

**Nottingham City Council**

**Councillor Charlesworth  
Councillor Griggs  
Councillor Grocock  
Councillor Spencer  
Councillor Stephenson  
Councillor Wood**

**(2) that appointments to committees etc be made as follows:-**

**Personnel Committee**

**Councillor Charlesworth  
Councillor Davidson  
Councillor Fielding  
Councillor Grocock  
Councillor Pettengel  
Councillor Stephenson**

**Standards Committee**

**Councillor Griggs  
Councillor Cottee  
Councillor Stephenson  
Mr Richard Best (Independent Member)**

**Improvement and Development Board**

**Councillor Charlesworth  
Councillor Cottee  
Councillor Grocock  
Councillor Knight  
Councillor Hemsall  
Councillor O’Riordan**

**Ad Hoc Members Group on Equalities**

**Councillor Griggs  
Councillor Lally  
Councillor Pulk  
Councillor Spencer**

(3) that dates of meetings be approved as set out below:-

**Nottinghamshire and City of Nottingham  
Fire and Rescue Authority\***

10.30 am

**2005**

29 July	Council House, Old Market Square
9 September	County Hall, West Bridgford
28 October	Council House, Old Market Square
16 December	County Hall, West Bridgford

**2006**

24 February	Council House, Old Market Square
24 March	County Hall, West Bridgford
28 April	Council House, Old Market Square

\* Labour Group and Conservative Group meetings to be held at 9.45 am prior to these meetings.

**Improvement and Development Board**

10 am Conference Room, Fire Service HQ, Bestwood.

**2005**

14 July  
25 August  
6 October  
17 November  
22 December

**2006**

2 February  
9 March  
13 April

**Ad Hoc Equalities**

10 am in the Conference Room, Fire Service HQ, Bestwood

**2005**

5 July  
6 September  
18 October  
6 December

**2006**

17 January  
28 February  
11 April  
23 May

**Personnel Committee**

Meetings as required at the rising of Combined Fire and Rescue Authority meetings.

**Standards Committee**

Meetings as required

## **8 GOVERNANCE**

Consideration was given to a report of the Chief Fire Officer which outlined the need for the Authority to continue to develop and review the constitutional structure, copies of which had been circulated.

It was noted that recommendation 8.2 should refer to paragraph 3.34 and not to 13 (i).

### **RESOLVED**

- (1) that the Chief Fire Officer, Monitoring Officer and Governance Working Group develop a detailed governance model and revised constitution to be submitted to a future meeting of the Authority;**
- (2) that the following members be appointed to the Governance Working Group:-**
  - Councillor Charlesworth**
  - Councillor Fielding**
  - Councillor Griggs**
  - Councillor Pettengell**
  - Councillor Pulk**
- (3) that an independent panel be appointed to assess Member's remuneration;**
- (4) that a review of the composition of the Standards Committee be included for revision by the Governance Working Group;**
- (5) that the Chief Fire Officer submit an interim report to the next meeting.**

## **9 BEST VALUE PERFORMANCE PLAN (2005/6)**

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

**RESOLVED that the Best Value Performance Plan 2005/06 and publication process as detailed in the report be approved.**

## **10 BEST VALUE PERFORMANCE PLAN TARGET SETTING**

Consideration was given to a report of the Chief Fire Officer which detailed the proposed targets for Corporate Health and Community Safety, copies of which had been circulated.

**RESOLVED that the Best Value Performance Plan 2005/06 targets be approved.**

## **11 FUTURE LOCAL (INTEGRATED) RISK MANAGEMENT PLAN DIRECTION**

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

**RESOLVED**

(1) that the change of terminology from the Local (Integrated) Risk Management Plan to the Nottinghamshire and City of Nottingham Fire and Rescue Authority Community Safety Plan be approved;

(2) that the following schedule for consultation and publication be approved:-

July 2005	-Outline proposals
September 2005	-Consultation document approval
September - December 2005	-Consultation
January 2006	-Consultation report
March 2006	-Community Safety Plan approval

(3) that the principle of engaging Opinion Research Services to conduct the consultation be approved.

**12 FUTURE SERVICE DELIVERY**

Consideration was given to a report of the Chief Fire Officer, which identified the Authority's vision as 'a safer Nottinghamshire by putting safety at the heart of the community', the aims of the Service as 'to deliver a quality public service' and 'to provide efficient and effective support mechanisms' and the goals as 'responding to the needs of our community', 'supporting all our employees' and 'managing the Service on a sound business foundation', copies of which had been circulated.

**RESOLVED** the arrangements , as detailed in the report, for managing the delivery of Services required to meet the Fire Authority's vision, aims and goals be approved.

**13 REVIEW OF INTERNAL CONTROL**

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

**RESOLVED** that the Statement of Internal Control 2004/05 and Implementation Plan for 2005/06 be approved.

**14 PROPOSED PARTNERSHIP AGREEMENT FOR THE PROVISION OF COMMERCIAL TRAINING**

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

**RESOLVED**

(1) that the management team be authorised to negotiate the setting up of a partnership arrangement with Nationwide Fire Safety Ltd for the purpose of providing Commercial Training and for the joint promotion of on-line Fire Safety training as set out in the report;

- (2) **that subject to the legal issues identified in the report being satisfactorily resolved, approval for the final partnership agreement be sought from the Authority at a future meeting.**

**15 IMPROVEMENT AND DEVELOPMENT BOARD**

Consideration was given to a report of the Chief Fire Officer and minutes of the Improvement and Development Board meeting held on 21 April 2005, copies of which had been circulated.

**RESOLVED that the report and minutes be noted.**

**16 SHIFT CHANGE NEGOTIATIONS**

Consideration was given to a report of the Chief Fire Officer which informed members of the progress to date on the implementation of the 2004/5 Integrated Risk Management Plan objective to achieve twenty-four hour working for station based personnel, copies of which had been circulated.

**RESOLVED that the report be noted.**

**17 VEHICLE MOUNTED DATA SYSTEM (VMDS)**

Consideration was given to a report of the Chief Fire Officer which detailed the successful implementation of phase 1 of the VMDS system and requested approval for phase 2 to be implemented, which would register the exact position of appliances and allow increased efficiency of deployment to incidents, copies of which had been circulated.

**RESOLVED that phase 2 of the VMDS, including Automatic Vehicle Location Systems, be implemented and the cost of £19,000 be met from existing contingencies in the IT budget.**

**18 NEW APPOINTMENTS: ASSISTANT CHIEF FIRE OFFICERS**

Mr F Swann who had earlier declared a personal and prejudicial interest in this item, left the room for the duration of the item.

Consideration was given to a report of the Chief Fire Officer which sought confirmation of the Selection Panel's choices for the above posts, copies of which had been circulated.

**RESOLVED that Frank Swann and David Horton be confirmed in the posts of Assistant Chief Fire Officers with effect from 1 May 2005.**

**19 FUNDRAISING UNIT AND MARKETING UNIT**

Consideration was given to a report of the Chief Fire Officer which proposed that the existing Fundraising and Marketing Unit be permanently established as a Nottinghamshire based unit financially independent of Leicestershire and Lincolnshire Fire and Rescue Authorities, copies of which had been circulated.

**RESOLVED**

- (1) **that the status of the existing Fundraising and Marketing Unit be converted from fixed term to a permanent stand alone unit for Nottinghamshire;**

- (2) that the estimated running costs for 2005/06 of £56,000 be approved;**
- (3) that the fundraising performance target for 2005/06 be set at £174,000.**

**20 COMPREHENSIVE PERFORMANCE ASSESSMENT FOR THE FIRE SERVICE - ONE DAY SEMINAR**

Consideration was given to a report of the Chief Fire Officer which informed members of the opportunity to attend a one day seminar on 29 June 2005 at the University of Birmingham, copies of which had been circulated.

**RESOLVED**

- (1) that two members from the majority group and one member from the minority group be nominated to attend the one day seminar on the Comprehensive Performance Assessment for the Fire Service;**
- (2) that the cost per delegate of £295 be met from the Member's Conference Expenses budget.**

**21 CHANGE OF MINISTERIAL RESPONSIBILITIES**

**RESOLVED that a report of the Chief Fire Officer, copies of which had been circulated, be noted.**