



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

**MINUTES**

of the meeting of the Authority held on **29 JULY 2005** at the Council House, Old Market Square, Nottingham from 10.30 am to 12.23 pm.

**Membership**

	Councillor Pulk	(Chair)
	Councillor Charlesworth	(Vice-Chair)
	Councillor Butler	
	Councillor Cottee	
^	Councillor Davidson	
	Councillor Fielding	
	Councillor Griggs	
	Councillor Grocock	
	Councillor Hemsall	
	Councillor Henshaw	
	Councillor Knight	
	Councillor Lally	
^	Councillor O’Riordan	
^	Councillor Pettengell	
^	Councillor Rigby	
	Councillor Spencer	
	Councillor Stephenson	(minutes 29 – 41 inclusive)
	Councillor Wood	

Members absent are marked ^

**22 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors O’Riordan and Pettengell (on County Council business) and from Councillors Davidson and Rigby.

**23 MINUTES**

**RESOLVED** that the minutes of the last meeting held on 3 June 2005, copies of which had been circulated, be confirmed and signed by the Chair.

## **24 DECLARATIONS OF INTEREST**

Mr M Townroe, Acting Clerk, declared a personal and prejudicial interest in item 5, Appointment of Clerk and Monitoring Officer.

## **25 CHAIR'S ANNOUNCEMENTS**

The Chair reported that he had visited Ollerton Fire Station and that Councillor Fielding had visited Retford Fire Station to welcome new recruits, a gesture which was much appreciated by the crews.

The Chair had also attended Mansfield Fire Station Open Day and VE Day Anniversary Celebration which were well attended community events.

## **26 APPOINTMENT OF CLERK AND MONITORING OFFICER**

Mr Townroe, who had earlier declared an interest in this item, left the room for the duration of the item.

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

### **RESOLVED**

- (1) that Mr Townroe be appointed Clerk and Monitoring Officer to the Authority;**
- (2) that Mr Austin be thanked for his service to the Authority and wished a long and happy retirement.**

## **27 ADJUSTMENTS TO THE 2003/04 FINAL ACCOUNTS**

Consideration was given to a joint report of the Chief Fire Officer and Treasurer, copies of which had been circulated, regarding a technical error in the accounts for 2003/04 which indicated that there were net assets when there were net liabilities. The error did not affect the financial performance or stability of the Authority.

### **RESOLVED**

- (1) that the report and letter from PriceWaterhouseCoopers, auditors to the Authority during 2003/04, be noted;**
- (2) that the accounts for 2003/04 be corrected.**

## **28 FINAL ACCOUNTS 2004/05**

Consideration was given to a report of the Treasurer, together with the Treasurer's Foreword, Statement of Responsibilities, Statement on Internal Control, the Auditor's report and balance sheet as at 31 March 2005, copies of which had been circulated.

### **RESOLVED**

- (1) that the Statement of Accounts for 2004/05 be approved;**

- (2) that £1,266,000 of under spend be transferred to General Reserves.**

**29 INTERNAL AUDIT 2004/05 ANNUAL REPORT**

Consideration was given to a report of the Treasurer, copies of which had been circulated, providing an analysis of progress made against the 2004/05 audit plan and proposing an audit plan for 2005/06.

**RESOLVED**

- (1) that the 2004/05 annual audit report be noted;**  
**(2) that the audit plan for 2005/06 be approved.**

**30 OUTCOMES OF THE COMPREHENSIVE PERFORMANCE ASSESSMENT (CPA)**

Consideration was given to a report of the Chief Fire Officer and the Fire and Rescue CPA for this Authority, copies of which were placed around the table. The CPA awarded the Authority an overall score of 'fair' and detailed areas for improvement.

**RESOLVED**

- (1) that the contents of the report and assessment be noted;**  
**(2) that the Chief Fire Officer submit an action plan to tackle the areas for improvement identified by the CPA to a subsequent meeting.**

**31 GOVERNANCE**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, detailing proposals for a revision of governance arrangements.

**RESOLVED**

- (1) that the proposed governance arrangements be approved in principle;**  
**(2) that the Chief Fire Officer and the Monitoring Officer submit a detailed governance model and revised constitution to the next meeting;**  
**(3) that the option to appoint an independent panel to assess remuneration be adopted;**  
**(4) that the Chief Fire Officer submit a report to the next meeting on the financial, staffing and delivery implications of revised governance;**  
**(5) that any new governance arrangements be subject to a 12 month review.**

Councillor Spencer requested that his abstention from voting be recorded.

### **32 PROTOCOL FOR QUESTIONS TO THE AUTHORITY**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, proposing a formal process for tabling questions at Authority meetings.

**RESOLVED that, subject to the following amendments, the protocol be approved and included in the Standing Orders of the Authority:-**

- (a) that agenda items be electronically circulated to stake-holders;**
- (b) that questions relating to the published agenda be received in writing by the proper officer no less than 3 working days prior to the meeting to which the question relates;**
- (c) that a time limit of 4 minutes be allowed if the question was asked verbally;**
- (d) that the Chief Fire Officer consider a revision of the agenda publication schedule to allow papers to be available to members and the public sooner than the current schedules allow;**
- (e) that the protocol for questions to the Authority be reviewed in 12 months.**

### **33 DRAFT NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AND RESCUE AUTHORITY COMMUNITY SAFETY PLAN (L(I)RMP) PROPOSALS 2006/07 – 2008/09**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, outlining proposals for the Community Safety Plan under the headings of education, prevention, response, location and accommodation, human resources, regional issues and strategic direction.

**RESOLVED that the outline proposals be formulated by the Chief Fire Officer into a consultation draft document and be submitted to the next meeting.**

### **34 CORPORATE RISK PROFILE**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, informing members how the Risk Profile was used to influence the priorities for future success.

**RESOLVED**

- (1) that the report and goals identified be noted;**
- (2) that the continued use of the Risk Management Profile as part of the Service's planning framework be endorsed.**

### **35 SERVICE PERFORMANCE REPORTING (INCLUDING FIRST QUARTER RESULTS APRIL-JUNE 2005)**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, which detailed the principles used to ensure an effective performance measurement system.

**RESOLVED**

- (1) that the establishment of a process to improve performance management be noted;**
- (2) that the performance of the Service against Best Value Performance Indicators and the measures in place to address shortfalls be noted.**

**36 PRINCE'S TRUST TEAM PROGRAMME – ESTABLISHMENT OF ADDITIONAL TEAM LEADER POSTS**

Consideration was given to a report of the Chief Fire Officer, job description and financial forecast of the Prince's Trust business case, copies of which had been circulated, about the need to establish additional posts to continue the valuable and increasing volume of work with young people across the County.

**RESOLVED that two additional Team Leader posts be established at Grade 6 for the Prince's Trust Team Programme with immediate effect and the cost be met from the Community Safety Budget.**

**37 ANTI-FRAUD POLICY**

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

**RESOLVED**

- (1) that the draft anti-fraud policy be supported;**
- (2) that the draft policy be scrutinised by the Standards Committee and an amended version be submitted to the next meeting of the Authority for formal adoption and inclusion as an appendix of the Member's Handbook.**

**38 RACE EQUALITY SCHEME**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, which highlighted the main aims of the Race Equality Scheme following the Race Relations Amendment Act 2000. Also attached were the following appendices; the Race Equality Scheme 2005-2008 document and summary, Race Equality Action Plan, Achievements of the 2002/2005 scheme, Race Relations monitoring, targeting and performance indicators reports, Procurement Equalities Questionnaire and Initial Equality Impact Assessment.

**RESOLVED that consultation in line with the requirements of the Race Equality Scheme be approved.**

**39 PRESENTATION TO OUT-GOING MEMBERS OF THE FIRE AND RESCUE AUTHORITY**

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

**RESOLVED that a presentation to out-going members of the Authority be made in recognition of their commitment, hard work, support and encouragement to the Service.**

**40 REGIONAL MANAGEMENT BOARD (RMB)**

Consideration was given to a report of the Chief Fire Officer, minutes of the meeting of the Regional Management Board held on 16 June (not April as stated) 2005 and the RMB Programme Highlight Report – April 2005, copies of which had been circulated.

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

**41 AD-HOC MEMBERS GROUP ON EQUALITIES**

Consideration was given to a report of the Chief Fire Officer and minutes of the meeting held on 5 July 2005, copies of which had been circulated.

**RESOLVED**

- (1) that the report and attached minutes be noted;**
- (2) that two members from the majority group and one member from the minority group represent the Authority at the Islamic Cultural Awareness event to be held on 26 September 2005 at Bobbers Mill Community Centre, 512-514 Berridge Road West, Nottingham.**