

## report

meeting	<b>NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE &amp; RESCUE AUTHORITY</b>	
date	<b>16 December 2005</b>	agenda item number

### **JOINT REPORT OF THE CHAIR AND THE CHIEF FIRE OFFICER**

#### **FIRE AUTHORITY COMMITTEE ALLOCATIONS (GOVERNANCE)**

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

The purpose of this report is to present to Members the Committee Allocations following the adoption of the new Committee Structure.

##### **2. BACKGROUND**

2.1 In previous publications Her Majesty's Government has presented clear objectives and expectations in terms of leadership and priorities associated with elected Members and their role in public services.

2.2 The Fire & Rescue Service is assessed within the context of Leadership and Governance through the Comprehensive Performance Assessment (CPA) process. The CPA of Nottinghamshire and City of Nottingham Fire & Rescue Authority resulted in the Authority taking steps to improve its Governance arrangements through a fundamental review of its Committee Structures and process.

##### **3. REPORT**

3.1 Following a report on 3 June 2005 regarding the Governance of Nottinghamshire and City of Nottingham Fire & Rescue Authority, a working group was convened to establish a new committee framework which would revise the existing structure and better prepare the Authority for further scrutiny, not least through the CPA process.

3.2 Following a series of meetings and reports to subsequent Fire Authority meetings a revised Governance Structure was approved at the meeting of 21 October 2005.

3.3 This structure agreed committees, committee relationships, proportionality and terms of reference for each of the Committees. It also identified the relationship with Officers and presented an outline meeting schedule.

3.4 Following the formal adoption of this structure the next step was to agree and endorse which Fire & Rescue Authority Members would sit on which committee.

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

The next part of the revised Governance arrangements is to convene the independent panel to review Members' Allowances, in light of the revised Committee structures. The outcomes of this will be presented to Members at the next meeting of the Fire & Rescue Authority.

## **5. PERSONNEL IMPLICATIONS**

As identified in previous reports relating to the revised Governance arrangements, additional administrative support will be required. Recruitment of the post will be subject to the usual protocols ensuring fairness and equality.

## **6. EQUALITY IMPACT ASSESSMENT**

An initial impact assessment has not been completed at this stage. A full impact assessment will be completed prior to implementation.

## **7. RISK MANAGEMENT IMPLICATIONS**

Failure to have in place a robust and effective Governance Framework leaves the Fire & Rescue Authority vulnerable in respect of the objectives it has set and with regard to future CPA scrutiny. This could ultimately result in ministerial intervention.

## **8. RECOMMENDATIONS**

That the Fire & Rescue Authority, having given approval to the revised Governance Structure, allocate Members to committees in anticipation of the commencement of the new Governance Framework.

## **9. BACKGROUND PAPERS FOR INSPECTION**

- Fire Authority reports on Governance, June, July, September, October 2005 ;
- Audit Commission – CPA Report ;
- ODPM publication – “Local Leadership, Local Choice” ;
- ODPM publication – “A Share of the Action” ;
- ODPM publication – “Political Leadership under the new Political Management Structures” ;
- ODPM publication – “The Future of Local Government Developing a 10-year Vision” ;
- ODPM publication – White Paper “Our Fire & Rescue Service” ;
- Fire & Rescue Services Circular 13/2005 ;
- Fire & Rescue Services Act 2004 ;
- Fire & Rescue Services National Framework 2004/2005 ;
- Fire & Rescue Services National Framework 2005/2006 ;
- CPA for Fire & Rescue Services – Audit Commission.

Councillor Darrell Pulk  
**CHAIR OF FIRE & RESCUE AUTHORITY**

Paul Woods  
**CHIEF FIRE OFFICER**

**“Creating Safer Communities”**

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

**Proposed  
Committee Structures  
for  
Fire Authority Members  
2005 onwards**



[www.notts-fire.gov.uk](http://www.notts-fire.gov.uk)

# FIRE AUTHORITY

Councillor Darrell Pulk                      CHAIR

Councillor Brent Charlesworth      VICE CHAIR

Councillor John Cottee

Councillor Ken Rigby

Councillor John Knight

Councillor James O’Riordan

Councillor Yvonne Davidson

Councillor John Hempsall

Councillor Pat Lally

Councillor Tom Pettengell

Councillor Tom Stephenson

Councillor Mark Spencer

Councillor Sybil Fielding

Councillor Penny Griggs

Councillor Tim Spencer

Councillor Malcolm Wood

Councillor Brian Grocock

Councillor Paul Henshaw

# POLICY AND STRATEGY COMMITTEE

Councillor Darrell Pulk	(as Chair of Fire & Rescue Authority)
Councillor	(as Chair of Human Resources Committee)
Councillor	(as Chair of Finance & Resources Committee)
Councillor	(as Chair of Community Safety Committee)
Councillor John Cottee	(as Conservative spokesman)
Councillor Ken Rigby	(as Liberal Democrat spokesperson)

## Officer Support:-

CFO Paul Woods  
DCFO Martyn Emberson  
ACFO David Horton  
ACFO Frank Swann  
Head of HR – Gina Turner  
Head of Finance & Resources– Neil Timms  
Clerk and Monitoring Officer – Malcolm R Townroe

## **COMMUNITY SAFETY COMMITTEE**

Councillor  
Councillor  
Councillor  
Councillor  
Councillor

CHAIR  
VICE CHAIR

Officer Support:-

Head of Safety Services

## **FINANCE & RESOURCES COMMITTEE**

Councillor  
Councillor  
Councillor  
Councillor  
Councillor

CHAIR  
VICE CHAIR

Officer Support:-

Head of Finance & Resources

# HUMAN RESOURCES COMMITTEE

Councillor CHAIR  
Councillor VICE CHAIR  
Councillor  
Councillor  
Councillor  
Officer Support:-

Head of Human Resources

## AD-HOC EQUALITIES GROUP

Councillor Darrell Pulk CHAIR  
Councillor Pat Lally VICE CHAIR  
Councillor Penny Griggs  
Councillor Tim Spencer

Officer Support:-

CFO  
Equalities Officer

# PERSONNEL COMMITTEE

Councillor  
Councillor  
Councillor  
Councillor  
Councillor  
Councillor

CHAIR  
VICE CHAIR

Officer Support:-

Head of Human Resources



# APPOINTMENTS COMMITTEE

Councillor Darrell Pulk  
Councillor Brent Charlesworth  
Councillor  
Councillor  
Councillor

CHAIR  
VICE CHAIR

Officer Support:-

CFO  
Head of Human Resources

# STANDARDS COMMITTEE

Mr R. Best (Independent Member)  
Councillor  
Councillor  
Councillor  
Monitoring Officer

CHAIR  
VICE CHAIR

Officer Support:-

Head of Human Resources

# PERFORMANCE MONITORING COMMITTEE

Councillor  
Councillor  
Councillor  
Councillor  
Councillor

CHAIR  
VICE CHAIR

Officer Support:-

Head of Information Services

## BEST VALUE REVIEW BOARD

Councillor Darrell Pulk  
Councillor Brent Charlesworth  
Members appointed by invite  
depending on Best value Review being undertaken.

CHAIR  
VICE CHAIR

Officer Support:-

CFO  
Head of Information Services

## **SUMMARY OF MEMBER RESPONSIBILITIES**

### **Councillor Darrell Pulk**

Fire Authority (Chair), Policy & Strategy Committee (Chair), Ad-Hoc Appointments Committee (Chair), Ad-Hoc Equalities Group (Chair), Best Value Review Board (Chair).

### **Councillor Brent Charlesworth**

Fire Authority (Vice Chair), Ad-Hoc Appointments Committee (Vice Chair), Personnel Committee, Best Value Review Board (Vice Chair).

### **Councillor John Cottee**

Fire Authority (Conservative Spokesman), Policy & Strategy Committee (Conservative Spokesperson).

### **Councillor Ken Rigby**

Fire Authority (Liberal Democrat Spokesperson), Policy & Strategy Committee (Liberal Democrat Spokesperson).

### **Councillor John Knight**

Fire Authority

### **Councillor James O'Riordan**

Fire Authority

### **Councillor Yvonne Davidson**

Fire Authority

### **Councillor John Hemsall**

Fire Authority

### **Councillor Pat Lally**

Fire Authority, Ad-hoc Equalities Committee.

### **Councillor Tom Pettengell**

Fire Authority

### **Councillor Tom Stephenson**

Fire Authority

### **Councillor Mark Spencer**

Fire Authority

**Councillor Sybil Fielding**

Fire Authority

**Councillor Penny Griggs**

Fire Authority, Ad-hoc Equalities Committee

**Councillor Tim Spencer**

Fire Authority, Ad-Hoc Equalities Committee

**Councillor Malcolm Wood**

Fire Authority

**Councillor Brian Grocock**

Fire Authority

**Councillor Paul Henshaw**

Fire Authority