

## report

meeting	<b>NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE &amp; RESCUE AUTHORITY</b>	
date	<b>24 February 2005</b>	agenda item number

### REPORT OF THE CHIEF FIRE OFFICER

#### REGIONAL MANAGEMENT BOARD

##### 1. PURPOSE OF 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, Chair and Vice Chair, from each of the five constituent fire and rescue authorities make up the Board.

##### 3. REPORT

3.1 Most recent meetings of the EMRMB have been held on 8 December 2005 and 26 January 2006. EMRMB meetings are open to the public. The minutes of the meeting of 8 December 2005 are attached as Appendix A to this report. This report is divided into two sections, highlighted items from the attached minutes and details of the most recent meeting for which there are no minutes published to date.

3.2 At its meeting on 8 December the Board was asked to consider and approve the creation of and appointment too, on a two-year fixed term basis, a regional Employee Relations post (Item 51.3). The Board recognised the role of the post-holder in supporting and developing the industrial relations environment created by the introduction of the Joint Partnership Forum.

3.3 The Board agreed, at that same meeting, a paper presented by CFO Woods from Nottinghamshire (Item 51.6), outlining strategic issues for the Board with a view to establishing priorities on which to base business planning and budget proposals. The recommendations in that report were accepted. Those priorities are :

- 1) The introduction of the Regional Control Centre (RCC) ;
- 2) The assessment of proposals for the development / implementation of services and infrastructure to support the RCC and to interface with each fire and rescue service ;
- 3) A review of the integrated common and specialist services within the regional with a view to present options to the Board for their future delivery.

3.4 From the EMRMB meeting on 26 January, Members are asked to note the resolution passed by the Board on the 2006/07 budget and the implications for this Authority. Members will recall that the EMRMB has delegated authority to agree and set a budget for its business and to re-charge costs to each of the five constituent Authorities in equal measure. Earlier predictions for the likely cost to this Authority exceed the final outcome agreed by the EMRMB. Following a number of adjustments to development and implementation plans for 2006/07, the cost per Authority is £115,822, an increase of £41,000 over 2005/06. However, the Authority will receive a contribution of approximately £20,000 for the regional share of the employee relations post. There is potential for a share of a limited underspend from 2005/06 to be returned to the Authority and a saving in 2006/07 resulting from a bid to the Capital Building Fund for a procurement project currently contained within the EMRMB budget.

3.5 The Board agreed to continue with the proposal for a review of integrated common and specialist services by way of a bid to the Capital Building Fund. The review is to be completed in 2006/07 with options for delivery considered as part of the 2007/08 business year. This option was one of three presented to the Board and was agreed on the basis that there would be no cost to the Board and therefore constituent authorities in 2006/07.

#### **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**

The financial implications are as outlined in the body of the report.

#### **6. PERSONNEL IMPLICATIONS**

There are no direct personnel implications arising from this report.

#### **7. EQUALITY IMPACT ASSESSMENT**

An initial impact assessment has revealed there are no specific issues of equality arising from this report.

#### **8. RECOMMENDATIONS**

That Members note the report and minutes.

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

None.

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

Held: Thursday 8 December 2005 at 2.00 pm at Leicestershire Fire and Rescue Headquarters, Leicester Road, Glenfield, Leicester LE3 8HD



**P R E S E N T:**

Derbyshire Fire Authority  
Councillor Richard Gerrard  
Councillor Paul Smith

Leicester, Leicestershire and Rutland Combined Fire Authority  
Councillor Peter Roffey  
Councillor Graham Perkins

Northamptonshire County Council  
Councillor Mrs Liz Tavener

Nottinghamshire and City of Nottingham Fire Authority  
Councillor Darrell Pulk

**Officers in Attendance**

**Chief Fire Officers**

Mr Bernie Cahill, Former CFO, Derbyshire Fire Authority  
Mr Brian Tregunna, CFO Derbyshire Fire Authority  
Mr Chris Smith, Project Manager, Derbyshire Fire Authority  
Mr Dave Webb, CFO, Leicester, Leicestershire and Rutland CFA  
Mr John Oliver, Assistant Director, Service Resources, Lincolnshire Fire Authority  
Mr David Archer, CFO, Northamptonshire Fire Authority  
Mr Paul Woods, CFO, Nottinghamshire and City of Nottingham Fire Authority

**Board Officers**

Mr Guy Goodman, Clerk to the Board, Leicester City Council  
Ms Jane Doubleday, Business Support Team, Leicester City Council  
Ms Emma Cathrall, Business Support Team, Leicester City Council  
Ms Johanne Robbins, Business Support Team, Leicester City Council  
Mr Trevor Peel, EMRMB Treasurer, Leicester, Leicestershire and Rutland CFA  
Mrs Jo Beresford, Regional Programme Manager, Lincolnshire Fire Authority  
Ms Marie Ensor, Press Officer, Nottinghamshire County Council

**ODPM**

Mr Jeremy Lodge, Business Change Manager

The Chairman introduced Brian Tregunna, the new CFO for Derbyshire and offered his thanks to Bernie Cahill, ex-CFO for Derbyshire who was attending the meeting to present his revised report for the Workforce Development Workstream on the Regional Fire Investigation Model as requested at the Board meeting on 27 October 2005. The Chairman thanked Bernie for the work he had done for the Board and wished him well in the future on behalf of the Board:

"I first met Bernie in 2000 when I attended my first Chiefs and Chairs meeting. I recall that at that time he was leading a project the outcome of which, but for the intervention of the ODPM's national scheme, would have meant that the five authorities of the East Midlands would now have a fully operational and unified radio communication system in use. Bernie has played a national role in the ODPM's replacement radio scheme and he has undoubtedly played a key role in its development. Bernie has worked hard to ensure that the final outcome will provide the service we want.

Bernie has been a key player in other aspects of regional collaboration. He has led on the RMB's workforce development programme on IPDS and training and also on Fire Investigation his expertise and experience has been of great benefit to the RMB on all of these issues.

Bernie is highly regarded by his professional peers. He has in the past chaired the regional CFOA group and, I am told, has been a guiding professional influence for the region. Since I first met Bernie, I have respected his professionalism and admired his frank and honest approach. Not always easy when dealing with politicians. I have come to look upon Bernie as a friend as well as a colleague in the fire and rescue arena. I have valued his support.

I know that you would wish to join me in thanking Bernie, on behalf of the Board, for the contribution that he has made to the region and wish him continued success in his retirement from active service."

## **16. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Bill Parker (Northamptonshire), Councillor Peter Robinson (Lincolnshire), Councillor Mrs Jean Johnson (Lincolnshire), Councillor Brent Charlesworth (Nottinghamshire).

## **17. MINUTES OF THE PREVIOUS MEETING OF THE BOARD**

RESOLVED :

that the minutes of the meeting held on 27 November 2005 be approved as a correct record and signed by the Chairman.

## **18. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **19. CORRESPONDENCE RECEIVED BY THE BOARD**

### **a) East Midlands LGA Corporate Membership**

John Leach, Principal Policy Adviser, East Midlands LGA gave a presentation to the Board detailing the scope and services that membership of the EMRLGA could offer. The Chairman requested information of the cost of membership but Mr Leach was unable to supply at the meeting. There was no equivalent to the EMRMB currently but a package could be put together for the Board to consider at the next meeting.

RESOLVED :

that further information regarding membership charges would be provided by EMRLGA and put to the next meeting for consideration by the Clerk.

### **b) Letter from Leicestershire concerning training of members**

A letter had been received by CFO Webb from Opinion Research Services and The Fire Service Consultation Association offering a 'Members' Seminar on Responsible Members Engaging with the Issues'. This offer had been put to all Authorities individually. The Chairman suggested that if this consultancy was to be used it could be arranged on a regional basis to cut costs. The Board was asked to consider this option and feed back to the Clerk.

RESOLVED:

that any views on regional training for members to be sent to the Clerk

## **20. OTHER BUSINESS OF THE CHAIR**

There was no other business of the Chair.

## **21. BUSINESS REMAINING FROM THE LAST MEETING**

There was no business remaining from the last meeting.

## **22. QUESTIONS RECEIVED UNDER STANDING ORDER 8.1**

There were no questions received.

## **23. MINUTES AND REPORTS OF SUB-COMMITTEES AND PANELS**

There were no minutes and reports of Sub-Committees and Panels to receive.

## **50. REPORTS OF THE CLERK**

### **50.1 GOVERNANCE REVIEW**

The Clerk presented a report giving the outcomes of an audit of the Board's compliance with 'The Good Governance Standard for Public Services'. This standard was adopted by the Board at the meeting of 16 June 2005 and it was agreed that the Clerk should audit the Board against this standard present his findings to the meeting on 8 December 2005.

It was agreed that Members would meet with CFOs prior to the next meeting on 26 January 2006 to review the priorities, aims and objectives of the Board. The Clerk and the Programme Manager would present this as a discussion paper before the Board meeting in April so that a report may be presented to the AGM. Members agreed that they should meet prior to the Board meetings in January and April to discuss the priorities.

It was also agreed that the report template be amended to include sections on performance and benchmarking information.

RESOLVED:

- 1) that the report be noted
- 2) that the recommendations contained in the audit be approved for further action
- 3) that a statement regarding the Board's compliance with the Standard be included in the Annual Report and Business Plan
- 4) that the Clerk should conduct an annual audit of compliance with the Standard and report the findings to the December meeting of the Board

## **51. REPORTS OF THE CHIEF FIRE OFFICERS OF CONSTITUENT AUTHORITIES**

### **51.1 COMMAND & CONTROL WORKSTREAM - REGIONAL CONTROL CENTRE**

CFO Webb submitted a report to the Board updating the position regarding the Regional Control Centre. There were no major issues to report on. The preferred regional cutover order had been established and this had been provided to ODPM. However ODPM would possibly make changes to this order. CFO Webb expressed some concern over the coordination of the FiReControl and Firelink Projects as there appeared to be no clear demonstration that they were working as one project.

Staffing numbers for the RCC had still not been released therefore at this stage no communication could be sent to all staff regarding this information.

RESOLVED :

that the report be noted

### **51.2 RESILIENCE WORKSTREAM**

CFO Archer submitted a report outlining the funding requirements of the New Dimensions Project and Resilience Agenda.

CFO Archer wished to alert the Board to the fact that there was an imminent reduction in support although the workload was still high and there was ongoing work for the forthcoming year. It was suggested that ODPM be lobbied to provide continued support for the project and if no funding was provided then the Board would need to look at alternative methods of funding. Members discussed the possibility of sending a strong letter to The Minister, Jim Fitzpatrick MP, outlining the huge success of the project and the full support of the Board. The letter should also stress the very great difficulty, if not impossibility, of the Board funding the project by any other means.

RESOLVED:

- 1) that the Treasurer provide an indicative budget for the Board meeting on 26 January 2006
- 2) that the Board would support CFO Archer and the Director of the Regional Resilience Team in the Government Office for the East Midlands in lobbying for continued funding from ODPM, and in promoting the region's approach to the management of Resilience
- 3) that the Chairman would write a strong letter to the Minister Jim Fitzpatrick MP, concerning the withdrawal of funding and copy this to all East Midlands region MPs, CFOA and GOEM

### **51.3 INTEGRATED COMMON SERVICES WORKSTREAM - PROPOSAL TO ESTABLISH THE ROLE OF A REGIONAL EMPLOYEE RELATIONS OFFICER**

CFO Woods submitted a report endorsing the implementation of the post of Regional Employee Relations Officer. This post had already been agreed in principle at the Board meeting of 27 October 2005. This further report outlined anticipated workload and detailed costings for the post.

The Board would benefit from the role in the light of increased employment issues from the modernisation programme especially the RCC programme. Fifty percent of the post would be funded by Nottinghamshire, as there is already a funded post of Employee Relations Officer within Nottinghamshire Fire & Rescue Service and the remaining 50% to be shared between the other four FRAs.

RESOLVED:

- 1) that the Board endorse the creation of the post for two years on the financial basis outlined in the report. A review of the funding arrangements for the post to be carried out in 12 months

#### **51.4 WORKFORCE DEVELOPMENT WORKSTREAM - REGIONAL FIRE INVESTIGATION MODEL**

Former CFO Cahill presented a further report to the Board as requested at the Board meeting on 27 October 2005. This supplemental report addressed some of the concerns of the Board regarding the cost of providing this model.

To reduce costs in-house training would be provided to the required level. The Senior Fire Investigation Coordinator would be a non-uniformed post. The inclusion of a second dog unit provoked further discussion amongst members. Although members agreed that one dog unit could not cope with the volume of work throughout the five FRAs it would be difficult to justify the additional expense of a second unit. The Chairman stressed the importance of arson reduction as a justification for the increased cost and that good fire investigation was vital in the fight against arson. Members and Officers discussed the importance of providing the right service and looking at new ways of working. However the main issue was not with the project itself but with finance at a difficult time for the Board when other projects were also in need of additional funds.

In discussion on the recall there was general agreement that the model was to be revised to make it clear that the first approach, should a level 2 investigator not be available in any service area, would be to call on officers from other regional services and only after that to go for a recall to duty.

It was also to be revised to show that the dog handlers could be either uniformed operational posts or non-uniformed support posts.

RESOLVED:

- 1) that the report be noted.
- 2) that the revised model for regional fire investigation in East Midlands was approved subject to the recall and status of the dog handler points agreed in discussion above
- 3) that the model be implemented from April 2006 subject to finance for a 2<sup>nd</sup> dog handler being available. This would be confirmed at the Board meeting on 26 January 2006
- 4) that the Regional Management Board further consider the governance arrangements for shared common services in the five Fire and Rescue Authorities and agree that, in the meantime, the Chief Fire Officer for Derbyshire 'leads' for the Regional Management Board.

#### **51.5 REVIEW OF FIRE & RESCUE SERVICE**

CFO Woods submitted a report outlining the key issues that would form the basis of the submission from the Board to ODPM. Although it was unlikely that the Board would be called to give evidence as the inquiry was only to last one day it was important to agree delegation in case of this eventuality. The wording at 3.2.9 in the report needed to be 'softened'. It was decided that CFO Woods would compile a letter for the Chairman and Vice-Chairman to agree.

RESOLVED:

- 1) that a response would be sent to ODPM on behalf of the Board and this response would be circulated to the Board.

## **51.6 ESTABLISHING REGIONAL PRIORITIES**

CFO Woods submitted a report providing information with which members could consider strategic priorities in advance of the budget and business planning process. CFO Woods suggested that meetings could be held with members and CFOs to put together a short report creating high-level priorities and the reasons for these. The Regional Control Centre could be used as a benchmark for these priorities. It was important to identify the objectives of the Board and discuss these before the planning cycle. It was also felt that publication of these objectives would assist in putting the Board's case to ODPM.

RESOLVED :

- 1) that the Board agrees the strategic priorities outlined in the report
- 2) that the Board agrees the commissioning of an external report as per 3.12 of report
- 3) that the Board tasks Officers to identify strategic priorities within other Board workstreams and to produce reports for the Members' seminar on 26 January 2006
- 4) that Officers consider the implications of the draft Framework document on Board objectives and priorities and report to the Members' Seminar on 26 January 2006
- 5) that the outcomes of the recommendations above form the basis of detailed Member consideration in advance of the 2006/07 Business Plan formulation

## **51.7 JOINT PARTNERSHIP FORUM**

CFO Woods presented the draft minutes of the most recent meeting of the Joint Partnership Forum held on 17 November 2005. CFO Woods pointed out that the Terms of Reference were the only item of note on the minutes.

RESOLVED :

that the draft minutes be noted

## **51.8 NATIONAL FRAMEWORK DOCUMENT**

CFO Woods submitted a report providing members with information relating to the latest National Framework Document published by ODPM and highlighting areas with a regional perspective. There were six key areas of work of which only two were 'must' requirements from the Board the remaining four were 'should'. Officers would need to assess the impact of the National Framework Document on the workstream areas and report back to the 26 January 2006 Board meeting.

RESOLVED:

- 1) that Officers assess the full impact of the draft National Framework Document on regional collaboration and workstreams
- 2) that the implications for RMB priorities, including resources and capacity are evaluated and reported to the next meeting. Those implications need to be assessed in conjunction with priorities identified in a separate paper to the RMB (Strategic Objectives).
- 3) that a regional response to the Framework be produced for the Board and agreed at the meeting on 26 January 2006

## **51.9 REGIONAL PROGRAMME UPDATE**

Jo Beresford, Regional Programme Manager, submitted a Progress/Exception Report to the Board. An additional highlights report on Fire Safety Enforcement was circulated at the meeting.

The Programme Manager informed the Board of the problems with the HR Project. There was an inability to agree and implement policies which was causing problems achieving the National



Framework's objectives. CFO Woods agreed to effect a resolution of all outstanding problems at the Regional HR Team meeting on 12 December 2005.

The Regional Control Centre project still did not have a plan. CFO Webb confirmed that there was no national plan so this was not a failing on the part of the region.

RESOLVED :

that the report be noted

#### **51.10 THE ROLE OF THE BUSINESS CHANGE MANAGER (FIRE SERVICE IMPROVEMENT TEAM)**

Jeremy Lodge, Business Change Manager presented a report highlighting his role and its relationship to the Board. An addendum to his report was circulated at the meeting in the light of ODPM's internal organisation changes. These changes which will take place quite soon would not directly impact on the work of the Board.

RESOLVED:

that the report be noted.

#### **52. REPORTS OF THE TREASURER**

##### **52.1 FINANCIAL COMMITMENTS OF EMRMB**

The Treasurer submitted a report to the Board detailing a draft budget for the following financial year. This was a requirement of the Agreement establishing the Board and should be submitted by 31 October each year. This draft budget should be finalised and approved by the Board in December of each year. However as this was not possible consent was required by the Board to delay this process until the Board meeting on 26 January 2006. In addition Appendix A of this report was circulated at the meeting.

The Board was still waiting for funding announcements from ODPM although these were imminent. New Dimensions funding required clarification and dates for this should be sought from ODPM.

Two of the ongoing projects, Regional Procurement and Regional ADC, were only in the pilot phase and therefore costs could only be estimated for them. Reports would be brought to the Board meeting on 26 January 2006 regarding these.

The contingency fund was agreed at 5%.

The Treasurer also informed the Board that as from April 2006 the Board would have its own separate bank account. This would facilitate the work of the external auditors to find all the information they required in one place.

RESOLVED :

- 1) that the budget position for 2005/06 be noted
- 2) that the proposed budget for 2006/07 be agreed at the Board meeting on 26 January 2006

#### **53. CONSIDERATION OF MOTIONS TABLED BY MEMBERS**

There were no motions tabled by members.

#### **54. CLOSE OF MEETING**

The Chairman declared the meeting closed at 4.4!