



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

MINUTES

of the Annual meeting of the Authority held on **9 JUNE 2006** at County Hall, West Bridgford, Nottingham from 10.30 am to 12.03 pm.

Membership

- Councillor B Charlesworth
- ^ Councillor J Cottee
- Councillor S Fielding
- Councillor P Griggs
- Councillor B Grocock
- ^ Councillor J Hemsall
- Councillor P Henshaw
- Councillor J Knight
- Councillor P Lally
- Councillor J O'Riordan
- ^ Councillor T Pettengell
- Councillor D Pulk
- ^ Councillor K Rigby
- Councillor N Smedley
- Councillor M Spencer
- Councillor T Spencer
- ^ Councillor T Stephenson
- ^ Councillor M Wood

Members absent are marked ^

1 APPOINTMENT OF CHAIR

RESOLVED that Councillor Pulk be appointed Chair for the municipal year 2006/07.

2 APPOINTMENT OF VICE-CHAIR

RESOLVED that Councillor Charlesworth be appointed Vice-Chair.

3 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Wood (on City Council business) and from Councillors Cottee, Hempzell, Pettengell, Rigby and Stephenson.

4 MINUTES

RESOLVED that the minutes of the last meeting held on 28 April 2006, copies of which had been circulated, be confirmed and signed by the Chair.

5 DECLARATIONS OF INTERESTS

Councillor Griggs declared a personal interest, in agenda item 18 (minute 18) Chartered Institute of Public Finance and Accountancy (CIPFA) Conference 2006 - insofar as she was to be nominated to attend the Conference, which did not preclude her from speaking or voting.

Councillors Pulk and Charlesworth both declared a personal interest, in agenda item 19 (minute 19) - Fire 2006 Conference - insofar as they were to be nominated to attend the Conference, which did not preclude them from speaking or voting.

Councillor Fielding declared a personal interest, in agenda item 20 (minute 19) - United Kingdom National Extrication Conference (27 July 2006) and Challenge Event (27-29 July 2006) - insofar as she was to be nominated to attend the Conference, which did not preclude her from speaking or voting.

6 CHAIR'S ANNOUNCEMENTS

The Chair announced that Councillor Fielding, Deputy Fire Officer Martyn Emberson and he, had attended an event in Avon regarding the new Community Safety arrangements.

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

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

RESOLVED

(1) that the membership of the Authority be noted as follows:-

City Council appointments

Councillor B Charlesworth (Lead Member)
Councillor P Griggs
Councillor B Grocock
Councillor T Spencer
Councillor T Stephenson
Councillor M Wood

County Council appointments

Councillor J Cottee
Councillor S Fielding
Councillor J Hemsall
Councillor P Henshaw
Councillor J Knight
Councillor P Lally
Councillor J O’Riordan
Councillor T Pettengell
Councillor D Pulk (Lead Member)
Councillor K Rigby
Councillor N Smedley
Councillor M Spencer

- (2) that, following the replacement of Councillor Davidson by Councillor Smedley, the membership of Committees be as follows:-

POLICY AND STRATEGY COMMITTEE

Councillor D Pulk	(as Chair of Fire & Rescue Authority)
when appointed	(Chair of Human Resources Committee)
when appointed	(Chair of Finance & Resources Committee)
when appointed	(Chair of Community Safety Committee)
Councillor J Cottee	(as Conservative spokesman)
Councillor K Rigby	(as Liberal Democrat spokesperson)

COMMUNITY SAFETY COMMITTEE

Councillor S Fielding
Councillor B Grocock
Councillor J Hemsall
Councillor P Henshaw
Councillor M Spencer

FINANCE & RESOURCES COMMITTEE

Councillor J Cottee
Councillor P Griggs
Councillor J O’Riordan
Councillor T Pettengell
Councillor N Smedley

HUMAN RESOURCES COMMITTEE

Councillor B Charlesworth
Councillor B Grocock
Councillor J Knight
Councillor T Pettengell
Councillor T Spencer

AD-HOC EQUALITIES GROUP

**Councillor J Cottee
Councillor P Henshaw
Councillor P Lally
Councillor D Pulk**

PERSONNEL COMMITTEE

**Councillor B Grocock
Councillor J Knight
Councillor N Smedley
Councillor M Spencer
Councillor T Stephenson
Councillor M Wood**

APPOINTMENTS COMMITTEE

**Councillor J Cottee
Councillor B Charlesworth
Councillor S Fielding
Councillor D Pulk
Councillor K Rigby**

STANDARDS COMMITTEE

**Mr R Best – independent member
Councillor P Henshaw
Councillor T Spencer
Councillor T Stephenson**

PERFORMANCE MONITORING COMMITTEE

**Councillor J Hempsall
Councillor P Lally
Councillor J O’Riordan
Councillor T Spencer
Councillor M Wood**

BEST VALUE REVIEW BOARD

**Councillor D Pulk
Councillor B Charlesworth
Members appointed by invitation depending on the Best Value Review being undertaken.**

(3) that meetings be held as follows:-

Nottingham and City of Nottingham Fire and Rescue Authority (10.30 am)

13 September 2006*) Council House, Old Market Square, Nottingham
8 December 2006)
23 February 2007) County Hall, West Bridgford, Nottingham
18 May 2007) Council House, Old Market Square, Nottingham

- Standards Committee will meet at the rising of the Fire and Rescue Authority on 13 September 2006.

Policy and Strategy Committee

4 August 2006)
17 November 2006) Training Room, Fire and Rescue Service
30 March 2007) Headquarters
25 May 2007)

Performance Monitoring Committee

28 July 2006)
27 October 2006) Training Room, Fire and Rescue Service
26 January 2007) Headquarters
27 April 2007)

Human Resources Committee

7 July 2006)
6 October 2006) Training Room, Fire and Rescue Service
5 January 2007) Headquarters
5 April 2007)

Community Safety Committee

21 July 2006)
20 October 2006) Training Room, Fire and Rescue Service
19 January 2007) Headquarters
20 April 2007)

Finance and Resources Committee (11.00 am)

- 6 July 2006)
13 October 2006) Training Room, Fire and Rescue Service
12 January 2007) Headquarters
13 April 2007)

Personnel Committee - to meet at the rising of the Fire and Rescue Authority meetings and as required.

- Standards Committee**)
Appointments Committees) to meet as required.
Best Value Review Board)
Ad-Hoc Equalities Group)

8 GOVERNANCE ARRANGEMENTS - AMENDMENT

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

RESOLVED

- (1) that reference to 'Ad-Hoc Equalities' in the term of reference number 12 of the Human Resources Committee be deleted;
- (2) that the following be added to the terms of reference of the Policy and Strategy Committee:-

to take the strategic lead in the development of equality across the Authority and to act upon outcomes referred to it from the Ad-Hoc Equalities Group.

9 GOVERNANCE – TERMS OF REFERENCE FOR POLICY AND STRATEGY COMMITTEE

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated. The achievement of value for money within the service had been identified as the responsibility of all Fire and Rescue Committees but would be best be administered by one committee taking a strategic lead.

RESOLVED the following be added to the terms of reference of the Policy and Strategy Committee:-

to take the strategic lead on ensuring delivery of a Value for Money Service.

10 INTERNAL AUDIT 2005/06 ANNUAL REPORT REVIEW OF INTERNAL AUDIT

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

RESOLVED

- (1) that the Auditors annual report be noted;**
- (2) that the Audit Plan for 2006/07 be approved;**
- (3) that the Review of Internal Audit statement be included within the final accounts;**
- (4) that the Auditors annual report and Audit Plan be referred to the Finance and Resources Committee for consideration.**

11 FINAL ACCOUNTS 2005/06

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

Representatives of the Fire Brigades Union asked questions of the Chair regarding this item, to which verbal responses were given.

RESOLVED

- (1) (unanimously) that the Statement of Accounts for 2005/06, as detailed in appendix 1 to the report, be approved;**
- (2) that £650,000 be transferred to balances and £160,000 to the general reserve;**
- (3) that Councillor Griggs, as nominated Chair of the Finance and Resources Committee, be tasked with collating questions raised by members regarding the Final Accounts and requesting written responses from the Treasurer, which were then to be circulated to all members.**

12 EXTERNAL AUDIT PLAN 2006/07

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

RESOLVED that the External Auditor's draft audit plan for 2006/07 be approved.

13 INTERNAL CONTROL - REVIEW

Consideration was given to a joint report of the Chief Fire Officer and Treasurer, copies of which had been circulated and included the Statement on Internal Control for inclusion in the Statement of Accounts 2005/06.

RESOLVED

- (1) that the Statement on Internal Control 2005/06 and the Implementation Plan for 2006/07 be approved;**
- (2) that the review of Internal Control be referred to the Policy and Strategy Committee to nominate an appropriate monitoring committee.**

14 BEST VALUE PERFORMANCE PLAN 2006-07 INCORPORATING ANNUAL REPORT 2005-06

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, to seek approval of the Best Value Performance Plan 2006-07, prior to the required publication date of 30 June 2006.

RESOLVED the draft Best Value Performance Plan 2006-07, Annual Report 2005-06 and the associated publication process be approved.

15 RISK RESOURCING AND THE 3 YEAR COMMUNITY SAFETY PLAN

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, detailing the need to establish 4 permanent posts and 1 temporary post, in line with the risk-resource issues identified by the Strategic Management Team resulting from developing the Community Safety Plan.

The report sought approval for the appointment of:-

- a Senior Personnel Officer;
- 2 Incident Command Trainers (Vector Command Training System)
- a Senior Accountant (Performance and Value for Money)
- a Change Management Officer (3 year appointment).

RESOLVED

- (1) that the appointments, and subsequent increase in the authorised establishment, as detailed in this report, be approved;**
- (2) that the cost of approximately £150,000 in a full year for the additional posts be met from the Service Modernisation budget.**

16 HUMAN RESOURCES ISSUES WITHIN THE CHANGE AGENDA

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, informing members of the increasing complexity and volume of work experienced within the Human Resources Section of the Service.

Representatives of the Fire Brigades Union asked questions of the Chair regarding this item, to which verbal responses were given.

RESOLVED

- (1) that an informal sub-group comprising the Chair, Vice-Chair, representatives of the Conservative and Liberal Democrat Groups, and the Chief Fire Officer, be established to formulate the terms of reference for a review of the Human Resources Section staffing level and structure to facilitate the advancing demands of a developing Service;**
- (2) that the Head of Finance and Resources and Assistant Chief Fire Officer (Information Services) identify consultants to undertake the review;**

- (3) that the sub-group confirm the appointment of consultants, present the terms of reference to them and receive their report;

17 COMPREHENSIVE PERFORMANCE ASSESSMENT PROCESS

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, informing members of the content of the forthcoming Comprehensive Performance Assessment (CPA).

RESOLVED

- (1) that the report be noted;
- (2) that the Performance Monitoring Committee be responsible for monitoring preparation for this round of the CPA;
- (3) that an update regarding the CPA process, and the Authority's approach to it, be presented at the Members' seminar to be held on 27 June 2006.

18 CHARTERED INSTITUTE OF PUBLIC FINANCE AND ACCOUNTANCY (CIPFA) CONFERENCE 2006

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, informing members of the schedule and content of the CIPFA conference 2006, to be held in Harrogate on 14 and 15 June 2006.

RESOLVED

- (1) that Councillor Griggs, as nominated Chair of the Finance and Resources Committee, be authorised to attend the Chartered Institute of Public Finance and Accountancy Conference 2006 as part of an on going programme of member training and development;
- (2) that the estimated cost of £800 to attend the two day conference, including two nights accommodation and expenses, be met from the budget provision for member conference expenses.

19 FIRE 2006 CONFERENCE

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, informing members of the two day conference to be held in Telford on 8 and 9 November 2006.

RESOLVED

- (1) that representation of the Authority be made at the Fire 2006 Conference on the basis of two members from the majority group and one from the lead opposition group;
- (2) that the estimated cost of £600 per delegate to attend the conference be met from the budget provision for member conference expenses.

20 UNITED KINGDOM NATIONAL EXTRICATION CONFERENCE AND CHALLENGE EVENT

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, informing members of the schedule and content of the United Kingdom National Extrication Conference (27 July 2006) and Challenge Event 2006 (27-29 July 2006).

RESOLVED

- (1) that Councillor Fielding, as nominated Chair of the Community Safety Committee, be authorised to attend the United Kingdom National Extrication Conference and Challenge Event 2006 as part of an on going programme of member training and development;**
- (2) that the estimated cost of £400 per delegate to attend the conference and Challenge Event, including two nights accommodation and expenses, be met from the budget provision for member conference expenses.**