

## report

|         |   |                    |
|---------|---|--------------------|
| meeting | <b>NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM<br/>FIRE AND RESCUE AUTHORITY</b> |                    |
| date    | <b>1 June 2007</b>  | agenda item number |

### REPORT OF CLERK

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

##### 1 PURPOSE OF REPORT

This report notifies membership of the Authority following the Annual Meetings of the County and City Councils, requests nominations to committees and boards and seeks confirmation of their terms of reference and dates of meetings. It also seeks to appoint Chairs of committees from those appointed to serve on them.

##### 2 BACKGROUND

2.1 Following the implementation of the new governance arrangements the Authority has continued to deliver its wider community safety agenda through the newly established committee structure. At the Annual General Meeting the Authority are required to resolve what committees shall be appointed, their terms of reference and the number of voting members. It is also suggested that the chairs of committees should be appointed by the Authority at its Annual General Meeting in order to ensure continuity of business.

2.2 The terms of reference for each of the committees have previously been agreed by the Authority. Save for the following proposed changes to those terms of reference it is recommended that those previously agreed be approved:-

- (a) to delete the requirement for the Vice Chair of the Authority to be a member of the Human Resources Committee;
- (b) to provide for the Vice Chair of the Authority to be a member of the Finance and Resources Committee;
- (c) to increase the membership of the Personnel Committee from 6 to 7.

2.3 The City Council appointed the following members at its Annual Meeting on 18 May 2007:-

Councillor A Foster  
Councillor P Griggs (Lead Member)  
Councillor B Grocock  
Councillor H James  
Councillor T Spencer  
Councillor M Wood

2.4 The following County Council members were nominated in May 2007:-

Councillor B Cooper  
 Councillor J Cottee  
 Councillor S Fielding  
 Councillor J Hemsall  
 Councillor P Henshaw  
 Councillor H Holt  
 Councillor J Knight  
 Councillor P Lally  
 Councillor P Owen  
 Councillor T Pettengell  
 Councillor D Pulk (Lead Member)  
 Councillor K Rigby

### 3 REPORT

#### 3.1 Committee Membership

3.1.1 The Authority is asked to appoint members to the following Committees and from those appointments to appoint the Chair of each Committee. In the case of the Standards Committee it is recommended that the independent member be appointed Chair.

| <b>Committee (total places)</b>  | <b>Labour Group places</b> | <b>Conservative Group places</b> | <b>Liberal Democrat Group places</b> |
|--|----------------------------|----------------------------------|--------------------------------------|
| <u>Policy and Strategy Committee</u> (6) – to include Chairs of the Fire and Rescue Authority, Human Resources, Finance and Resources, and Community Safety Committees | 4                          | 1                                | 1                                    |
| <u>Performance Monitoring Committee</u> (5)  | 3                          | 2                                | 0                                    |
| <u>Human Resources Committee</u> (5)   | 3                          | 2                                | 0                                    |
| <u>Community Safety Committee</u> (5)  | 3                          | 2                                | 0                                    |
| <u>Finance and Resources Committee</u> (5)   | 3                          | 2                                | 0                                    |
| <u>Personnel Committee</u> (7) – to include 1 member from the HR Committee.  | 4                          | 2                                | 1                                    |
| <u>Appointments Committee</u> (6) - to include Chair and Vice Chair of the Authority   | 4                          | 1                                | 1                                    |
| <u>Standards Committee</u> (3 plus 1 independent)  | 1                          | 1                                | 1                                    |

3.1.2 In addition, the Authority is asked to appoint members to the Ad Hoc Equalities Group on the basis of 3 Labour Group places and 1 Conservative Group place and to confirm the membership of the Best Value Review Board as Chair and Vice Chair of the Fire and Rescue Authority with other members appointed by invitation depending on the Best Value Review being undertaken.

## **3.2 Dates of Future Meetings**

The proposed schedule for full Fire and Rescue Authority and Committee meetings is as follows:-

### **3.2.1 Nottingham and City of Nottingham Fire and Rescue Authority (10.30 am)**

|                  |  |
|------------------|--|
| 29 June 2007     | County Hall, West Bridgford, Nottingham      |
| 7 September 2007 | Council House, Old Market Square, Nottingham |
| 7 December 2007  | County Hall, West Bridgford, Nottingham      |
| 22 February 2008 | Council House, Old Market Square, Nottingham |

There will be Labour Group and Conservative Group meetings at 9.45am prior to full Authority meetings.

### **3.2.2 Policy and Strategy Committee (10.00 am)**

3 August 2007  
9 November 2007  
8 February 2008

### **3.2.3 Performance Monitoring Committee (10.00 am)**

27 July 2007  
26 October 2007  
25 January 2008  
18 April 2008

### **3.2.4 Human Resources Committee (10.00 am)**

6 July 2007  
5 October 2007  
4 January 2008  
28 March 2008

### **3.2.5 Community Safety Committee (10.00 am)**

20 July 2007  
19 October 2007  
18 January 2008  
11 April 2008

### **3.2.6 Finance and Resources Committee (10.00 am)**

13 July 2007  
12 October 2007  
11 January 2008  
4 April 2008

3.2.7 The Personnel Committee is to meet at the rising of the Fire and Rescue Authority meetings or as required.

3.2.8 The Standards and Appointments Committees will meet as required.

3.2.9 The Best Value Review Board and Ad-Hoc Equalities Group will meet as required.

#### **4 FINANCIAL IMPLICATIONS**

4.1 The City Council provides the Clerk and Monitoring Officer for all meetings of the Fire and Rescue Authority, Policy and Strategy Committee, Standards Committee and Personnel Committee. Nottingham City Council makes provision for a Committee Administrator to be present for all committee meetings identified in 3.1.1 above, for which agendas and minutes will be circulated by the Clerk. For 2007/08 the cost to Nottinghamshire and City of Nottingham Fire and Rescue Authority for these services will be £30,000. Any additional services will be recharged separately.

4.2 An independent remuneration committee established the allowances to be paid to Fire and Rescue Authority Members and this also provided for these to be up rated annually in accordance with Local Government pay awards.

#### **6 PERSONNEL IMPLICATIONS**

There are no personnel implications arising from this report.

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

There are no specific equality issues arising from this report.

#### **8 RISK MANAGEMENT IMPLICATIONS**

Failure to agree committee Membership and to set dates and times for meetings may lead to a failure of the governance arrangements.

#### **9 RECOMMENDATIONS**

It is recommended that:-

9.1 appointments to the Fire and Rescue Authority be noted;

9.2 appointments to committees and appointments of committee chairs be made and dates of meetings be approved;

9.3 the amendments to the terms of reference be agreed.

#### **10 BACKGROUND PAPERS (other than published documents)**

None

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