



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

MINUTES

of the Annual General Meeting of the Authority held on **1 JUNE 2007** at The Council House, Old Market Square, Nottingham from 10.35 am to 11.55 am and as amended by the Authority at the meeting held on 29 June 2007.

Membership

- Councillor B Cooper
- Councillor J Cottee
- Councillor S Fielding
- ^ Councillor A Foster
- Councillor P Griggs
- Councillor B Grocock
- ^ Councillor J Hemsall
- Councillor P Henshaw
- Councillor H Holt
- Councillor H James
- Councillor J Knight
- Councillor P Lally
- Councillor P Owen
- Councillor T Pettengell
- Councillor D Pulk
- Councillor K Rigby
- Councillor T Spencer
- ^ Councillor M Wood

Members absent are marked ^

1 APPOINTMENT OF CHAIR

RESOLVED that Councillor Pulk be appointed Chair of the Authority for the municipal year 2007/08.

2 APPOINTMENT OF VICE-CHAIR

RESOLVED that Councillor Griggs be appointed Vice-Chair of the Authority for the municipal year 2007/08.

3 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Foster and Hemsall and from Councillor Wood (on City Council Business).

4 DECLARATIONS OF INTERESTS

No declarations of interests were made.

5 MINUTES

RESOLVED that the minutes of the last meeting held on 23 February 2007, copies of which had been circulated, be confirmed and signed by the Chair.

6 CHAIR'S ANNOUNCEMENTS

The Chair welcomed all new members to the Authority and requested that letters of thanks be sent to last years members who had not been re-elected or appointed to the Authority this year, in recognition of their past contribution.

The Chair reported that he had received a letter from Westdale Junior School which commended and congratulated Carlton based Green Watch on their recent community safety visit to the school. The visit was reported to be informative and engaging for pupils. The letter was to be forwarded to the Carlton Station.

The Chair, Councillor Cottee and Councillor Griggs had attended the Fire and Rescue 2007 Conference and a report on this was to be submitted to the next meeting of the Authority.

It was announced that the Chair of this Fire and Rescue Authority was to sign the lease for the East Midlands Regional Control Centre.

It was requested that the Authority note that, contrary to the listing in the Service Bulletin of Councillor Cooper as a Labour Group member, he was in fact a Conservative Group member.

RESOLVED that a letter of thanks, in recognition of the contribution made during their appointment, be sent to members who had not been re-elected or re-appointed to the Authority.

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

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

RESOLVED

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

City Council appointments

Councillor A Foster	
Councillor P Griggs	(Lead Member)
Councillor B Grocock	

**Councillor H James
Councillor T Spencer
Councillor M Wood**

County Council appointments

**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**

(2) that meetings be held as follows:-

Nottinghamshire 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

Policy and Strategy Committee (10.00 am)

3 August 2007)	
9 November 2007)	venue to be confirmed
8 February 2008)	

Performance Monitoring Committee (10.00 am)

27 July 2007)	
26 October 2007)	venue to be confirmed
25 January 2008)	
18 April 2008)	

Human Resources Committee (10.00 am)

6 July 2007)	
5 October 2007)	venue to be confirmed
4 January 2008)	
28 March 2008)	

Community Safety Committee (10.00 am)

20 July 2007)
19 October 2007) venue to be confirmed
18 January 2008)
11 April 2008)

Finance and Resources Committee (10.00 am)

13 July 2007)
12 October 2007) venue to be confirmed
14 or 21 December 2007)
4 April 2008)

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

(3) that the following Chairs be appointed:-

Policy and Strategy Committee - Councillor Pulk
(as Chair of the Authority)
Performance Monitoring Committee - Councillor Wood
Human Resources Committee - Councillor Lally
Community Safety Committee - Councillor Fielding
Finance and Resources Committee - Councillor Griggs

(4) that membership of the Committees be notified to the Clerk following the meeting and circulated with the minutes;

(5) that further to minute 70 dated 23 February 2007, the following amendments be made to terms of reference:-

- (a) the requirement for the Vice-Chair of the Authority to be a member of the Human Resources Committee be deleted;
- (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;

8 MEDIUM TERM FINANCIAL STRATEGY 2007/08 TO 2009/10

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

RESOLVED that the Medium Term Financial Strategy 2007/08 to 2009/10 included within the report of the Chief Fire Officer, copies of which had been circulated, be adopted.

9 EXTERNAL AUDIT AND INSPECTION PLAN 2007/08

Consideration was given to a report of the Treasurer, copies of which had been circulated, which proposed the schedule of work to be undertaken by the External Auditors in respect of the 2007/08 financial accounts of the Authority.

RESOLVED that the External Auditors draft Audit Plan for 2007/08 be approved.

10 FUTURE ARRANGEMENTS FOR LOCAL AREA AGREEMENTS (LAA)

Further to minute 93, dated 24 February 2006, consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, updating members on the future arrangements for the revised Local Area Agreements which were scheduled to be introduced in April 2008.

RESOLVED that the report and importance of the Services involvement within the revised LAA be noted.

11 COMMUNITY SAFETY PLAN AMENDMENT: ROAD TRAFFIC COLLISION RESPONSE STRATEGY UPDATE

Further to minute 64 dated 23 February 2007, consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, which included the results of a Best Value Review regarding Road Traffic Collision Provision.

RESOLVED

- (1) that the Community Safety Plan be amended in regard to the Road Traffic Collision Response Strategy, in that initially three Ultra Heavy Rescue (UHR) vehicles were to be created and all appliances be upgraded;**
- (2) that progress reports on the Community Safety Plan be submitted to the Community Safety Committee.**

12 EAST MIDLANDS REGIONAL CONTROL CENTRE AND FIRELINK - UPDATE

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

RESOLVED that the report of the Chief Fire Officer, copies of which had been circulated, including a letter about FiRe Control Transitional Governance from Angela Smith MP, Parliamentary Under Secretary of State, be noted.

13 CHARTERED INSTITUTE OF PUBLIC FINANCE AND ACCOUNTANCY (CIPFA) CONFERENCE 2007

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 2007, to be held in Bournemouth on 13 and 14 June 2007.

RESOLVED

- (1) that Councillor Griggs be authorised to attend the Chartered Institute of Public Finance and Accountancy Conference 2007 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.**

14 COMMUNITY SAFETY COMMITTEE OUTCOMES

Consideration was given to the report of the Chair of the Community Safety Committee, copies of which had been circulated, and appended minutes of meetings held during the last municipal year.

Members expressed concern that they had not been informed of all Fire and Rescue Service led Community Safety Events within their allocated Champion areas.

RESOLVED

- (1) that the progress made in moving forward the Authority's Community Safety agenda be noted and that all staff concerned be commended for their achievements;**
- (2) that in future, the minutes of all meetings of the Committee be submitted to the Fire and Rescue Authority to ensure Members were informed of key decisions made.**

15 FINANCE AND RESOURCES COMMITTEE OUTCOMES

Consideration was given to the report of the Chair of the Finance and Resources Committee, copies of which had been circulated, and appended minutes of meetings held during the last municipal year.

RESOLVED

- (1) that in relation to the Fire Service Mutual Insurance Company:-**
 - (a) the potential benefits to be gained from participating in the Company be noted;**
 - (b) the Head of Finance and Resources be authorised to join, withdraw or participate as appropriate in the Company, at the most appropriate time, having regard to the available facts and professional advice;**

- (c) when appropriate, the nomination of the Head of Finance and Resources as a candidate for membership of the board of the Company be endorsed;**
- (2) that in future the minutes of all meetings of the Committee be submitted to the Fire and Rescue Authority to ensure members were informed of key decisions made.**

16 HUMAN RESOURCES COMMITTEE OUTCOMES

Consideration was given to the report of the Chair of the Human Resources Committee, copies of which had been circulated, and appended minutes of meetings held during the last municipal year.

Members were informed that an appointment could be announced by the end of the month to the currently vacant post of Equality and Diversity Officer.

RESOLVED

- (1) that the report be noted;**
- (2) that the Authority's thanks to Mr Short be recorded for his work to date as Interim Head of Human Resources;**
- (3) that in future the minutes of all meetings of the Committee be submitted to the Fire and Rescue Authority to ensure members were informed of key decisions made;**
- (4) that it be noted that the Authority formally recognised the positive work undertaken by Julie Dennis in the role of Equality and Diversity Officer during her time with the Service.**

17 SHIFT CHANGE IMPLEMENTATION

Further to minute 53 dated 8 December 2006, consideration was given to the joint report of the Chief Fire Officer and Chair of the Shift Change Implementation Task and Finish Group, copies of which had been circulated, and appended minutes of meetings held since November 2006.

RESOLVED

- (1) that the report be noted;**
- (2) that the Authority's thanks to Members, Officers and Union representatives involved in the Shift Change Implementation Task and Finish Group be recorded.**

**NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AND RESCUE
AUTHORITY MEMBERSHIP 2007/08**

Policy and Strategy Committee

Councillor D Pulk	(Chair as Chair of the Authority)
Councillor S Fielding	(Chair of Community Safety Committee)
Councillor P Griggs	(Chair of Finance and Resources Committee)
Councillor P Lally	(Chair of Human Resources Committee)
Councillor J Cottee	
Councillor K Rigby	

Performance Monitoring Committee

Councillor M Wood	(Chair)
Councillor J Hemsall	
Councillor P Henshaw	
Councillor H Holt	
Councillor T Spencer	

Human Resources Committee

Councillor P Lally	(Chair)
Councillor H James	
Councillor J Knight	
Councillor T Pettengell	
Councillor T Spencer	

Community Safety Committee

Councillor S Fielding	(Chair)
Councillor J Hemsall	
Councillor P Henshaw	
Councillor B Grocock	
Councillor P Owen	

Finance and Resources Committee

Councillor P Griggs	(Chair)
Councillor B Cooper	
Councillor P Lally	
Councillor T Pettengell	
Councillor M Wood	

Personnel Committee

Councillor J Cottee
Councillor S Fielding
Councillor A Foster
Councillor B Grocock
Councillor H Holt
Councillor J Knight
Councillor P Owen

Standards Committee

Councillor A Foster
Councillor J Knight
Councillor B Cooper
Mr R Best – Independent Member and Chair

Appointments Committee

Councillor D Pulk
Councillor J Cottee
Councillor P Griggs
Councillor S Fielding
Councillor P Lally
Councillor K Rigby

Ad-Hoc Equalities Committee

Councillor J Cottee
Councillor P Griggs
Councillor H James
Councillor D Pulk

Best Value Review Board

Councillor D Pulk (Chair as Chair of the Authority)
Councillor P Griggs (as Vice-Chair of the Authority)
such other members by invitation, depending on the Best Value Review being undertaken