



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

MINUTES

of the Annual General meeting of the Authority held on **23 MAY 2008** at Fire and Rescue Service Headquarters, Bestwood Lodge, Nottingham from 10.31 am to 11.40 am

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 James
- Councillor J Knight
- Councillor P Lally
- Councillor J O'Riordan
- 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 2008/09.

2 APPOINTMENT OF VICE-CHAIR

RESOLVED that Councillor Griggs be appointed Vice-Chair of the Authority for the municipal year 2008/09.

3 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Foster, Councillor Grocock (City Council business), Councillor Rigby and Councillor Wood (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 22 February 2008, copies of which had been circulated, be confirmed and signed by the Chair.

6 CHAIR'S ANNOUNCEMENTS

The Chair congratulated Councillor Grocock on his appointment as the Sheriff of Nottingham and Councillor Cooper on his appointment as the Mayor of Rushcliffe.

The Chair had met with firefighters at various open days and events held at Fire Stations. He encouraged members to attend events at their local station to build on relationships already established.

Meetings had been held regarding the transfer of staff to the Local Area Control Centre and letters were being sent to affected staff to address uncertainty.

The Chair and Chief Fire Officer were cycling between all of the full time fire stations in one day, which was approximately 100 miles, to raise money for The Firefighters Charity on 26 September 2008. Staff and members were welcome to join in for individual legs.

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, requesting nominations to committees and boards, including Chairs, and seeking confirmation of dates of meetings.

RESOLVED

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

City Council appointments

**Councillor A Foster
Councillor P Griggs
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 J Knight
Councillor P Lally
Councillor J O’Riordan
Councillor P Owen
Councillor T Pettengell
Councillor D Pulk
Councillor K Rigby

- (2) that the following Committees and Boards be appointed with the Chairs and membership as indicated:-

Performance Monitoring Committee

Councillor M Wood (Chair)
Councillor H Hemsall
Councillor P Henshaw
Councillor K Rigby
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

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)
Councillor P Lally (Chair of Human Resources Committee)
Councillor J Cottee (Conservative spokesperson)
Councillor K Rigby (Liberal Democrat spokesperson)

Personnel Committee

Councillor J Cottee
Councillor S Fielding
Councillor A Foster
Councillor B Grocock
Councillor J Knight
Councillor P Owen
Councillor K Rigby

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;

(3) that meetings be held as follows:-

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

27 June 2008
5 September 2008
19 December 2008
20 February 2009
29 May 2009 (Annual General Meeting)

Policy and Strategy Committee (10.00 am)

1 August 2008
14 November 2008
30 January 2009
24 April 2009

Performance Monitoring Committee (10.00 am)

18 July 2008
7 November 2008
23 January 2009
17 April 2009

Human Resources Committee (10.30 am)

4 July 2008
17 October 2008
9 January 2009
20 March 2009

Community Safety Committee (10.00 am)

11 July 2008
31 October 2008
16 January 2009
3 April 2009

Finance and Resources Committee (10.00 am)

25 July 2008
19 September 2008
24 October 2008
12 December 2008
27 March 2009

Personnel Committee

To meet as required

Standards Committee

To meet at least once a year and then as required

Appointments Committee

To meet as required

Best Value Review Board

To meet as required

Equalities Board

To meet quarterly

- (4) that all meetings, with the exception of the Personnel Committee, be held at Fire and Rescue Service Headquarters, Bestwood Lodge, Nottingham.**

8 PERSONAL PROTECTIVE EQUIPMENT (FIRE KIT) DEMONSTRATION

Members were shown the new Personal Protective Equipment (PPE) that was to be introduced later in the year. They were informed that the PPE had performed well in physical tests as it was much lighter and more durable than the current equipment and was reported to be comfortable by those that had piloted it.

RESOLVED that Mr Trevor Tarlton-Weatherall and Ms Vicky Brown be thanked for demonstrating the new equipment.

9 STRATEGIC MANAGEMENT TEAM BUSINESS PLAN UPDATE

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, updating members on the progress made in achieving the business priorities contained within the 2007/08 SMT business plan and reporting the intended business priorities for 2008/09.

RESOLVED that the achievements of SMT during 2007/08 and the priorities identified for 2008/09 be noted.

10 CODE OF CORPORATE GOVERNANCE

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, presenting members with the draft Code of Corporate Governance.

RESOLVED that the Code of Corporate Governance be endorsed and formally adopted by the Authority.

11 EAST MIDLANDS REGIONAL MANAGEMENT BOARD

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, updating members on the outcomes of the meeting of the East Midlands Regional Management Board held on Thursday 3 April 2008.

RESOLVED that the contents of the report and the business of the Regional Management Board be noted.

12 FIRE AND RESCUE 2008 CONFERENCE

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, informing members of the Fire and Rescue 2008 Conference and Exhibition and seeking approval for the attendance of members.

RESOLVED that Councillor Pulk, Griggs and Owen be authorised to attend the conference as part of an ongoing programme of member training and development and the cost be met from the budget provision for Member Conference Expenses.

13 AUDIT PLAN 2008/09 AND UPDATED OPINION AUDIT PLAN 2007/08

Further to minute 9 dated 1 June 2007, consideration was given to a joint report of the Treasurer and Chief Fire Officer, copies of which had been circulated, informing members of the update to the planned work to be undertaken by the External Auditors in respect of the 2007/08 financial accounts and the work that they proposed for the 2008/09 accounts.

RESOLVED that the External Auditors update to the Opinion Audit Plan for 2007/08 and the proposed Audit Plan for 2008/09 be approved.

14 POLICY AND STRATEGY COMMITTEE OUTCOMES

Consideration was given to a report of the Chair of the Policy and Strategy Committee, copies of which had been circulated, reporting the business and actions of the Policy and Strategy Committee on 2 May 2008.

RESOLVED that the contents of the report and the business undertaken by the Policy and Strategy Committee be noted.

15 HUMAN RESOURCES COMMITTEE OUTCOMES

Consideration was given to a report of the Chair of the Human Resources Committee, copies of which had been circulated, reporting the business and actions of the Human Resources Committee meeting on 28 March 2008.

RESOLVED that the contents of the report and the business undertaken by the Human Resources Committee be noted.

16 PERFORMANCE MONITORING COMMITTEE OUTCOMES

Consideration was given to a report of the Chair of the Performance Monitoring Committee, copies of which had been circulated, reporting the business and actions of the Performance Monitoring Committee meeting on 18 April 2008.

RESOLVED that the contents of the report and the business undertaken by the Performance Monitoring Committee be noted.

17 FINANCE AND RESOURCES COMMITTEE OUTCOMES

Consideration was given to a report of the Chair of the Finance and Resources Committee, copies of which had been circulated, reporting the business and actions of the Finance and Resources Committee meeting on 4 April 2008.

RESOLVED that the contents of the report and the business undertaken by the Finance and Resources Committee be noted.

18 COMMUNITY SAFETY COMMITTEE OUTCOMES

Consideration was given to a report of the Chair of the Community Safety Committee, copies of which had been circulated, reporting the business and actions of the Community Safety Committee meeting on 11 April 2008.

RESOLVED that the content of the report and the business undertaken by the Community Safety Committee be noted.