



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

**MINUTES**

of meeting of the Authority held on **5 SEPTEMBER 2008** at Fire and Rescue Service Headquarters, Bestwood Lodge, Nottingham from 10.38 am to 12.40 pm

**Membership**

- Councillor D Pulk (Chair)
- ^ Councillor P Griggs (Vice-Chair)
- Councillor B Cooper
- ^ Councillor J Cottee
- Councillor S Fielding
- Councillor A Foster
- 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 K Rigby
- Councillor T Spencer
- Councillor M Wood

Members absent are marked ^

**30 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Cottee, Griggs and Pettengell.

**31 MINUTES**

**RESOLVED** that the minutes of the last meeting held on 27 June 2008, copies of which had been circulated, be confirmed and signed by the Chair.

### **32 DECLARATIONS OF INTERESTS**

Frank Swann, Chief Fire Officer, declared a personal and prejudicial interest in agenda item 23, Strategic Management Team Arrangements (minute 51), as the report affected his position, which precluded him from speaking and he left the room prior to consideration of this item.

Neil Timms, Head of Finance and Resources, declared a personal and prejudicial interest in agenda item 23, Strategic Management Team Arrangements (minute 51), as a member of the Strategic Management Team, which precluded him from speaking and he left the room prior to consideration of this item.

Andrew Beale, Assistant Chief Fire Officer, declared a personal and prejudicial interest in agenda item 23, Strategic Management Team Arrangements (minute 51), as the report affected his position, which precluded him from speaking and he left the room prior to consideration of this item.

Dave Horton, Deputy Chief Fire Officer, declared a personal and prejudicial interest in agenda item 23, Strategic Management Team Arrangements (minute 51), as the report affected his position, which precluded him from speaking and he left the room prior to consideration of this item.

John Buckley, Assistant Chief Fire Officer, declared a personal and prejudicial interest in agenda item 23, Strategic Management Team Arrangements (minute 51), as the report affected his position, which precluded him from speaking and he left the room prior to consideration of this item.

### **33 CHAIR'S ANNOUNCEMENTS**

Neil Timms informed members that a letter to the external auditors from the Treasurer would be circulated to members for information.

The Chair made the following announcements:-

- the Chair and Vice-Chair had attended the World Firefighters Games in Liverpool and a press release had been written detailing successes. The Chair congratulated those from Nottinghamshire that had taken part;
- the next annual Fire and Rescue Service awards ceremony was to be held on 6 November 2008;
- the Chair and Chief Fire Officer would be attending the annual remembrance service in London on 14 September 2008 to commemorate serving firefighters who had lost their lives;
- the Chair and Councillor Fielding had attended a community safety conference which was informative and at which the Fire and Rescue Service was recognised for its efficiency;
- there had been a two day extrication challenge during August in which Nottinghamshire had taken part, and this also included the Line Rescue and Trauma teams. The Chair congratulated all Nottinghamshire teams involved in the challenge;

- there were proposals to build a new £2 million state of the art fire station on the site of the existing Carlton fire station;
- the Chair and Chief Fire Officer were fundraising for the Fire Fighters Charity on 26 September 2008 by cycling between each fire station in one day (approximately 100 miles).

#### **34 MEDIUM TERM FINANCIAL STRATEGY 2008/09 TO 2010/11**

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

**RESOLVED that the Medium Term Financial Strategy 2008/09 to 2010/11 be approved.**

#### **35 BUDGET GUIDELINES 2009/10**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, informing members of the likely budget position for 2009/10 and requesting that general guidelines be set within which the Finance and Resources Committee would develop a detailed budget proposal for 2009/10 to 2011/12.

**RESOLVED that the guidelines, as set out in paragraph 2.22 of the report, be approved as a framework for the development of the Authority's budgets for 2009/10 to 2011/12.**

#### **36 TERMS OF REFERENCE – CHANGES TO FINANCE AND RESOURCES AND POLICY AND STRATEGY COMMITTEES**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, seeking approval to change the terms of reference of the Finance and Resources and Policy and Strategy Committees.

**RESOLVED that a change in the terms of reference of both the Finance and Resources and Policy and Strategy Committees, such that the responsibility for monitoring and reporting on corporate risk management be undertaken by Finance and Resources Committee, and outcomes reported to Policy and Strategy Committee, be approved.**

#### **37 EQUALITY AND DIVERSITY**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, presenting a revised structure for equality and diversity management within Nottinghamshire Fire and Rescue Service.

**RESOLVED**

- (1) that the revised governance structure for management of the equalities agenda within Nottinghamshire Fire and Rescue service be adopted;
- (2) that the following councillors be appointed as representatives on the Strategic Equalities Board:-

**Councillor Pulk (Chair)**  
**Councillor Griggs (Vice-Chair)**  
**Councillor Cottee**  
**Councillor Foster**  
**Councillor James**

### **38 OPERATIONAL RESILIENCE**

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

**RESOLVED that the arrangements regarding uniformed Principal Officer requirements and relevant availability in light of the development of Gold Command contingencies, as set out in section 2 of the report, be approved.**

### **39 DIRECTION OF TRAVEL – SELF ASSESSMENT**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, informing members of the position regarding the assessment by the Audit Commission in September 2008 and seeking approval of the self assessment document.

**RESOLVED**

- (1) that the proposed approach, as detailed in the report, be approved;**
- (2) that approval of the final submission to the Audit Commission be delegated to the Chair and Vice-Chair, following consultation with the opposition spokespersons;**
- (3) that the final submitted report be forwarded to the Performance Monitoring Committee for comment.**

### **40 MEMBER DEVELOPMENT STRATEGY 2008/10**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, requesting adoption of a Member Development Strategy and endorsement of the requirement for each member to agree and sign their generic role descriptions.

**RESOLVED**

- (1) that the Member Development Strategy and role description, as set out in Appendix A to the report, be adopted;**
- (2) that the requirement for all members to approve and sign the members role description be endorsed;**
- (3) that members feedback to the Policy and Strategy Committee on conferences and training courses attended, via the appropriate Committee.**

#### **41 HIGHFIELDS FIRE STATION**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, proposing a member visit to Highfields Fire Station construction site to assess progress.

The report proposed a visit at the rising of the meeting but due to the heavy rain, it was suggested and agreed that the visit be arranged for a future date.

**RESOLVED that the visit to the Highfields Fire Station construction site on a date to be arranged, be approved.**

#### **42 SHIFT CHANGE IMPLEMENTATION**

Consideration was given to a joint report of the Chief Fire Officer and Chair of the Shift Change Review Group, copies of which had been circulated, updating members on the progress of shift change implementation.

**RESOLVED that the report and the current developments on the working patterns of wholetime operational staff be noted.**

#### **43 HUMAN RESOURCES COMMITTEE OUTCOMES**

Consideration was given to a report of the Chair of the Human Resources Committee, copies of which had been circulated, informing members of the business and actions of the Human Resources Committee at its meeting on 4 July 2008.

**RESOLVED that the report be noted.**

#### **44 COMMUNITY SAFETY COMMITTEE OUTCOMES**

Consideration was given to a report of the Chair of the Community Safety Committee, copies of which had been circulated, informing members of the business and actions of the Community Safety Committee at its meeting on 11 July 2008.

**RESOLVED that the report be noted.**

#### **45 PERFORMANCE MONITORING COMMITTEE OUTCOMES**

Consideration was given to a report of the Chair of the Performance Monitoring Committee, copies of which had been circulated, informing members of the business and actions of the Performance Monitoring Committee at its meeting on 18 July 2008.

**RESOLVED that the report be noted.**

#### **46 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, informing members of the business and actions of the Finance and Resources Committee at its meeting on 25 July 2008.

**RESOLVED that the report be noted.**

#### **47 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, informing members of the business and actions of the Policy and Strategy Committee at its meeting on 1 August 2008.

#### **48 EXCLUSION OF PUBLIC**

**RESOLVED that the public be excluded from the meeting during consideration of the remaining items in accordance with Section 100(A) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.**

#### **49 HUMAN RESOURCES**

Consideration was given to two reports of the Chief Fire Officer, copies of which had been circulated, proposing changes to the Human Resources structure within the Authority.

**RESOLVED that the recommendations in the reports be approved.**

#### **50 FIREGUARD PROJECT**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, making a recommendation on whether to sign up to the Fireguard Project.

**RESOLVED that the recommendation in the report be approved.**

#### **51 STRATEGIC MANAGEMENT TEAM ARRANGEMENTS**

Frank Swann, Neil Timms, Andrew Beale, Dave Horton and John Buckley left the room prior to consideration of this item.

Consideration was given to a report of the Clerk, copies of which had been circulated, updating members on the current situation at strategic management level within the Fire and Rescue Service and putting forward proposals for future arrangements.

**RESOLVED that the recommendations relating to the post of Chief Fire Officer be approved.**

At this point Frank Swann rejoined the meeting as no further recommendations affected his position.

**RESOLVED that the remaining recommendation, as amended at the meeting, be approved.**