



**NOTTINGHAMSHIRE**  
**Fire & Rescue Service**  
*Creating Safer Communities*

Nottinghamshire and City of Nottingham  
Fire and Rescue Authority

## **MEMBERSHIP OF THE AUTHORITY, APPOINTMENTS TO COMMITTEES AND BOARDS, DATES OF MEETINGS AND AMENDMENT TO THE TERMS OF REFERENCE FOR POLICY AND STRATEGY COMMITTEE**

Report of the Clerk

**Agenda No:**

**Date:** 26 June 2009

**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 dates of meetings. It also seeks to appoint Chairs of committees from those appointed to serve on them. The report also proposes a change to the terms of reference for the Policy and Strategy Committee.

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## 1. BACKGROUND

The Authority has continued to deliver its wider community safety agenda through the committee structure. At the Annual General Meeting the Authority is required to resolve what committees shall be appointed 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.

The current terms of reference for the appointment of members to the Policy and Strategy Committee also require amendment to ensure the continuation of compliance with the requirement for political balance on the Committee.

## 2. REPORT

2.1 The City Council has nominated the following members:-

Councillor A Foster  
Councillor P Griggs  
Councillor B Grocock  
Councillor H James  
Councillor T Spencer  
Councillor M Wood

2.2 The following County Council members were nominated in June 2009:-

Councillor V Bobo  
Councillor B Cooper  
Councillor S Fielding  
Councillor J Hemsall  
Councillor K Longdon  
Councillor T Pettengell  
Councillor D Pulk  
Councillor K Rigby  
Councillor K Rostance  
Councillor L Sykes  
Councillor G Wheeler  
Councillor M Wright

### **2.3 Amendment to the Terms of Reference for Policy and Strategy Committee**

The current terms of reference for the Policy and Strategy Committee provide for its membership to comprise the Chair of the Authority, the Chair of Human Resources Committee, the Chair of Finance and Resources Committee, the Chair of Community Safety Committee, a Conservative Spokesperson and a Liberal Democrat Spokesperson.

To continue to comply with the political balance requirements the terms of reference need to be amended.

Consequently it is proposed to amend the terms of reference to provide for a membership comprising the Chair of the Authority, a member of the Human Resources Committee, a member of the Finance and Resources Committee, a member of the Community Safety Committee and two other members.

## **2.4 Committee Membership**

- 2.4.1 The Authority is asked to appoint members to the Committees set out in the table below, where applicable in accordance with the political balance rules and, from those appointments, to appoint the Chair of each Committee.
- 2.4.2 In order to ensure that the Standards Committee is viewed as “non political” the current terms of reference provide for a membership comprising of one member from each of the Conservative, Labour and Liberal Democrat groups, one other elected member and two independent non elected members. Given the current make up of the Authority it is suggested that the other elected member should come from the Independent Group.
- 2.4.3 Although the Standards Committee has no requirement for political balance there is a legal requirement that an independent non elected member must be appointed Chair. At present, until such time as a further appointment is made, the Authority only has one independent non elected member, Beverley Denby, who it is recommended should be appointed chair for the 2009/10 municipal year.
- 2.4.4 In addition to the committee appointments, the Authority is asked to appoint members to the Strategic Equalities Board on the basis of 2 Labour Group places, 2 Conservative Group places and 1 Liberal Democrat 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.

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

## **2.5 Dates of Future Meetings**

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

### **2.5.1**

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

4 September 2009  
18 December 2009  
19 February 2010  
AGM 28 May 2010

Facilities will be made available for all Groups to hold pre meetings at 9.45am prior to full Authority meetings.

#### 2.5.2

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

31 July 2009  
30 October 2009  
29 January 2010  
30 April 2010

#### 2.5.3

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

3 July 2009  
2 October 2009  
8 January 2010  
26 March 2010

#### 2.5.4

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

24 July 2009  
23 October 2009  
22 January 2010  
23 April 2010

#### 2.5.5

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

17 July 2009  
16 October 2009  
15 January 2010  
16 April 2010

#### 2.5.6

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

10 July 2009  
9 October 2009

8 January 2010

9 April 2010

2.5.7 The Personnel Committee will meet as required.

2.5.8 The Standards Committees will meet at least once a year and then as required.

2.5.9 The Appointments Committee will meet as required.

2.5.10 The Best Value Review Board will meet as required.

2.5.11 The Strategic Equalities Board will meet quarterly.

### **3. FINANCIAL IMPLICATIONS**

3.1 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 2.4 above, for which agendas and minutes will be circulated by the Clerk. For 2009/10 the cost to Nottinghamshire and City of Nottingham Fire and Rescue Authority for these services will be £32,000. Any additional services will be recharged separately.

3.2 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. The latest member's allowances scheme was approved by the Authority at its meeting on 20 February 2009.

### **4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS**

There are no human resources or learning and development implications arising from this report.

### **5. EQUALITY IMPACT ASSESSMENT**

There are no specific equality issues arising from this report.

### **6. CRIME AND DISORDER IMPLICATIONS**

There are no crime and disorder implications arising from this report.

## **7. 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.

## **8. RECOMMENDATIONS**

It is recommended that:-

- 8.1 appointments to the Fire and Rescue Authority be noted;
- 8.2 the terms of reference for the Policy and Strategy Committee be amended to provide for a membership comprising the Chair of the Authority, a member of the Human Resources Committee, a member of the Finance and Resources Committee, a member of the Community Safety Committee and two other members;
- 8.3 appointments to committees and appointments of committee chairs be made and dates of meetings be approved;
- 8.4 that all meetings of the Authority and its committees be held at Fire and Rescue Service Headquarters, Bestwood Lodge, Nottingham;
- 8.5 that Ms Beverley Denby be appointed as an independent member and Chair of the Standards Committee for the municipal year 2009/10.

## **9. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)**

None.

**Malcolm R Townroe**  
**CLERK TO THE AUTHORITY**