



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

COMMUNITY SAFETY COMMITTEE

Date: FRIDAY 19 OCTOBER 2012

**Time: 11.00 am or on the rising
of the Performance Monitoring
Committee (whichever is the later)**

**Venue: Fire and Rescue Service Headquarters, Bestwood Lodge, Arnold,
Nottingham.**

**Members are requested to attend the above meeting to be held at the time, place
and date mentioned for the purpose of transacting the following business.**

Clerk to the Nottinghamshire and City of Nottingham Fire and Rescue Authority

AGENDA

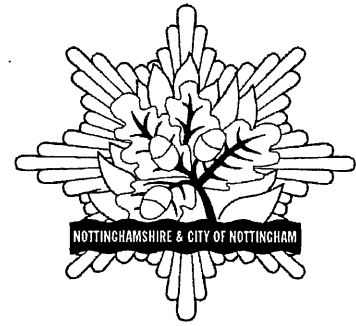
- 1 APOLOGIES FOR ABSENCE**
- 2 DECLARATIONS OF INTERESTS**
Councillors, colleagues or other participants in meetings are requested to declare any personal or personal and prejudicial interest in any matter(s) on the agenda
- 3 MINUTES** Attached
Last meeting held on 27 July 2012 (for confirmation)
- 4 ESTABLISHMENT OF AN ELECTED MEMBER INTEGRATED RISK MANAGEMENT PLAN WORKING GROUP** Attached
Report of Chief Fire Officer
- 5 UPDATE ON THE PROGRESS OF POLICE AND CRIME COMMISSIONERS IN NOTTINGHAMSHIRE** Attached
Report of Chief Fire Officer

If you are unsure whether or not you should declare an interest in a particular matter, please contact the Constitutional Services Officer shown on this agenda, if possible before the day of the meeting, who will provide advice in the first instance.

Any Councillor who is unable to attend the meeting and wishes to submit apologies should do so via the Personal Assistant to the Chief Fire Officer at Fire Services Headquarters on 0115 967 0880

Agenda, reports and minutes for all public meetings can be viewed online at:-
<http://open.nottinghamcity.gov.uk/comm/default.asp>

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

COMMUNITY SAFETY COMMITTEE

MINUTES

of meeting held on **27 JULY 2012** at Fire and Rescue Service Headquarters, Bestwood Lodge, from 11.30 am to 11.58 am.

Membership

- Councillor Fielding (Chair)
- ^ Councillor Grocock
- Councillor Hemsall
- Councillor Yates
- Councillor Zadrozny (minute items 4 -7 inclusive)
- Councillor Smith (as substitute for Councillor Grocock)

Members absent are marked ^

1 APOLOGY FOR ABSENCE

An apology for absence was received from Councillor Grocock.

2 DECLARATIONS OF INTERESTS

No declarations of interest were made.

3 MINUTES

RESOLVED that the minutes of the last meeting held on 13 April 2012, copies of which had been circulated, be confirmed and signed by the Chair.

4 COMMUNITY SAFETY DELIVERY

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated. The report was introduced by John Buckley, Deputy Chief Fire Officer, who reminded the meeting that at the full Fire Authority meeting on 25 May, approval was given to change the organisational establishment to assist with the implementation of the Fire Cover Review and contribute towards the cost reduction activities ongoing within the Service. The restructure of the Service had led to the formation of two distinct operating arms, Service Delivery and Corporate Support. This reorganisation necessitated the Community Safety Department being attuned partially to Service Delivery, through the delivery teams, with Corporate Support taking the development and the support facets.

The structure of the Service Delivery teams matched the needs of the District it supported and contained a mix of uniformed and non uniformed staff. The teams were based in the Service's geographic districts.

To compliment Service Delivery's community safety, the Corporate Support team would, through the Partnership and Engagement Team and Information Team, provide the corporate initiatives, analysis and development which would allow the District Teams to focus and concentrate on delivery.

RESOLVED that the contents of the report be noted and the capability and capacity of the newly developed Community Safety delivery be recognised.

5 SAFETY ZONE

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, updating members regarding the Royal Society for the Prevention of Accidents (RoSPA) award for Safety Zone. John Buckley, Deputy Chief Fire Officer, introduced the report advising the meeting that Safety Zone was a twice yearly outdoor safety education initiative that taught children how to keep themselves, their families and friends safe by making the right decisions when exposed to risk. The multi-agency event focused on topics such as the dangers of playing near sub-stations, how to avoid hazards on or near water, safe behaviour when using public transport and the impact of making hoax 999 calls.

Through engagement with RoSPA it was identified that Safety Zone was able to seek formal accreditation through LASER Alliance (Learning About Safety by Experiencing Risk). This accreditation was received on 5 July 2012.

The next Safety Zone events were due to take place at Holme Pierrepont from 17-28 September 2012 and members were invited to attend to observe the learning experience.

RESOLVED

- (1) that the LASER accreditation award be acknowledged and the support for Nottinghamshire Fire and Rescue Service leadership and engagement in Safety Zone be continued;**
- (2) that the Chief Fire Officer extend an invitation to all members of the Combined Fire Authority to attend the forthcoming Safety Zone events.**

6 EXCLUSION OF PUBLIC

RESOLVED that the public be excluded from the meeting during consideration of the remaining items in accordance with section 100A (4) 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 as defined in Paragraphs 1 and 3 of Schedule 12A to the Act.

7 NEW RISKS PROGRAMME CAPABILITY

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated updating members on the national new threats capability within the Service.

RESOLVED that the contents of the report be noted and the declaration of the New Threats capability be acknowledged.



NOTTINGHAMSHIRE

Fire & Rescue Service

Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority
Community Safety Committee

ESTABLISHMENT OF AN ELECTED MEMBER INTEGRATED RISK MANAGEMENT PLAN WORKING GROUP

Report of the Chief Fire Officer

Agenda Item No:

4

Date:

19 October 2012

Purpose of Report:

To propose to Community Safety Committee the establishment of an ad-hoc working group to formulate the basis of the forthcoming integrated risk management plan.

CONTACT OFFICER

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Chief Fire Officer

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1. BACKGROUND

- 1.1 The National Framework for Fire and Rescue Services in England provides an overall strategic direction for Fire and Rescue Authorities. The current edition published in June 2012 identifies the following priorities for Fire and Rescue Authorities:
- To identify and assess the full range of foreseeable fire and rescue related risks their areas face, make provision for prevention and protection activities and respond to incidents appropriately;
 - Work in partnership with their communities and a wide range of partners locally and nationally to deliver their service; and
 - Be accountable to communities for the service they provide.
- 1.2 To comply with these priorities, the Framework identifies that each Fire and Rescue Authority's integrated risk management plan (IRMP) provides an opportunity to demonstrate how it will discharge its responsibilities in a way that is open and transparent to its community and others with an interest.
- 1.3 Specifically, it requires ... "each Fire and Rescue Authority must produce an IRMP that identifies and assesses all foreseeable fire and rescue related risks that could affect its community, including those of a cross-border, multi-authority and/or national nature. The plan must have regard to the community risk registers produced by Local Resilience Forums (LRFs) and any other local risks analyses as appropriate."

2. REPORT

- 2.1 Integrated risk management planning as a concept was introduced into the Fire Service via Fire Service Circular 7/2003, and has been reinforced as a concept in every published Framework since that date. The outcome of the previous IRMP process in Nottinghamshire resulted in the current plan which concludes in 2013. This was a three year plan which ran from 2010 – 2013.
- 2.2 To ensure that the Service meets the expectations of the Framework with regard to IRMP (see Annex taken from the Framework as Appendix A to this report), the Service will need to commence its planning for the next plan at the earliest opportunity. This will enable an effective period of consultation to take place and time for the Fire Authority to consider the outcomes.
- 2.3 The Strategic Management Team has looked at an outline timeframe as part of their planning cycle and this is attached to this report at Appendix B for information.

- 2.4 In previous years the draft IRMP has been produced by Officers in isolation and presented to the Fire Authority for adoption for consultation. However, given the current economic uncertainties affecting the Service, and given the emphasis in the Framework in relation to the Fire Authority's responsibility, it is proposed that a small Member working group is established to help formulate outline proposals. This group would be supported by Officers from the Service's planning team led by the Assistant Chief Fire Officer.
- 2.5 The group's terms of reference would predominantly be defined by the Framework guidance, but would also include:
- Establishing the timeframe for the plan;
 - Agreeing its content for consultation;
 - Liaising with other agencies and partners over proposals;
 - Ensuring all legal duties and responsibilities are met.
- 2.6 This working group will not have to concern themselves with the consultation process itself, as a separate report to Policy and Strategy Committee on Friday 2 November 2012 will seek to establish a Member working group to look at this aspect of the process.
- 2.7 It is proposed that the Member working group has cross party representation.

3. FINANCIAL IMPLICATIONS

There are no specific financial implications arising from this report. The costs relating to consultation will be considered and proposed by the Member group looking at that aspect of the process. The outline proposals formed by the proposed group will help set the Fire Authority budget from 2015 onwards.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

Working closely with a Member working group will provide an excellent development opportunity for staff involved in the IRMP process. The plan will also help set the human resources and learning and development requirements over the forthcoming years.

5. EQUALITIES IMPLICATIONS

The draft IRMP which goes out to consultation will require an equality impact assessment to ensure none of the proposals specifically discriminate against any section of society.

6. CRIME AND DISORDER IMPLICATIONS

Under Section 17 of the Crime and Disorder Act 1998, Fire and Rescue Authorities have a duty to exercise their functions in a way that prevents crime and disorder in their area.

7. LEGAL IMPLICATIONS

Section 21 of the Fire and Rescue Services Act 2004 requires the Secretary of State to prepare a Framework for Fire and Rescue Authorities. It is this Framework that places a duty of Fire and Rescue Authorities to complete an IRMP.

8. RISK MANAGEMENT IMPLICATIONS

The risk management implications arising from this report will primarily be the risk of not complying with the expectations of the Framework. By putting in place a robust process for the development of the IRMP, these risks will be reduced.

9. RECOMMENDATIONS

It is recommended that Members:

- 9.1 Approve the establishment of an IRMP working group;
- 9.2 Agree the constitution of the IRMP working group; and
- 9.3 Agree the chair of the IRMP working group.

10. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

Frank Swann
CHIEF FIRE OFFICER

Complete integrated risk management plan requirement

For completeness, each integrated risk management plan requirement is repeated below. Integrated risk management planning plays a key role in identifying, assessing and mitigating fire and rescue related risks.

Paragraph 1.3

Each fire and rescue authority must produce an integrated risk management plan that identifies and assesses all foreseeable fire and rescue related risks that could affect its community, including those of a cross-border, multi-authority and/or national nature. The plan must have regard to the community risk registers produced by Local Resilience Forums and any other local risk analyses as appropriate.

Paragraph 1.10

Each fire and rescue authority integrated risk management plan must:

- **demonstrate how prevention, protection and response activities will best be used to mitigate the impact of risk on communities, through authorities working either individually or collectively, in a cost effective way**
- **set out its management strategy and risk based programme for enforcing the provisions of the Regulatory Reform (Fire Safety) Order 2005 in accordance with the principles of better regulation set out in the Statutory Code of Compliance for Regulators, and the Enforcement Concordat**

Paragraph 1.11

Fire and rescue authorities must make provision to respond to incidents such as fires, road traffic accidents and emergencies within their area and in other areas in line with their mutual aid agreements and reflect this in their integrated risk management plans.

Paragraph 2.3

Each fire and rescue authority integrated risk management plan must:

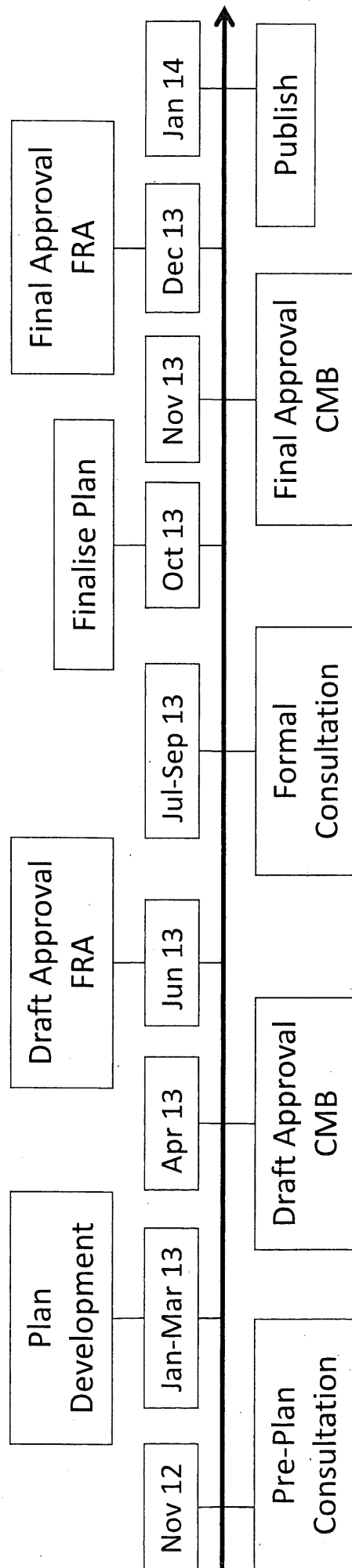
- **be easily accessible and publicly available**
- **reflect effective consultation throughout its development and at all review stages with the community, its workforce and representative bodies, and partners**
- **cover at least a three year time span and be reviewed and revised as often as it is necessary to ensure that fire and rescue authorities are able to deliver the requirements set out in this Framework**
- **reflect up to date risk analyses and the evaluation of service delivery outcomes**

Paragraph 3.2

Fire and rescue authorities must provide assurance on financial, governance and operational matters and show how they have had due regard to the expectations set out in their integrated risk management plan and the requirements included in this Framework. To provide assurance, fire and rescue authorities must publish an annual statement of assurance.

The Government does not plan to issue additional integrated risk management plan related guidance. The Department values the multi-partner Integrated Risk Management Plan Steering Group, put in place to take this work forward.

IRMP Process Timeline



ATTACHMENT
TO REPORT
' ESTABLISHMENT
OF AN
ELECTED
MEMBER
INTEGRATED
RISK
MANAGEMENT
PLAN
WORKING
GROUP'

APPENDIX
B.



NOTTINGHAMSHIRE

Fire & Rescue Service

Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority
Community Safety Committee

UPDATE ON THE PROGRESS OF POLICE AND CRIME COMMISSIONERS IN NOTTINGHAMSHIRE

Report of the Chief Fire Officer

Agenda Item No:

5.

Date:

19 October 2012

Purpose of Report:

To inform and update the committee on the introduction of the Police and Crime Commissioner in Nottinghamshire.

CONTACT OFFICER

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1. BACKGROUND

- 1.1 The role of Police and Crime Commissioners (PCCs) is to ensure that the policing needs of their communities are met as effectively as possible, bringing communities closer to the police, building confidence in the system and restoring trust. The first elections will take place on 15th November 2012, with elected Commissioners taking up office a week later on the 22 November. Police and Crime Commissioners will have responsibility for:
- Appointing the Chief Constable and holding them to account for the running of their force;
 - Setting out a 5 year Police and Crime Plan based on local priorities (developed in consultation with the Chief Constable, communities and others);
 - Setting the annual local precept and annual force budget;
 - Making grants to organisations aside from the police (including but not limited to Community Safety Partnerships).
- 1.2 Police and Crime Commissioners will have a key role with (and probably chair) the Community Safety Partnership. They will inherit the Community Safety Grant and other areas of funding and with partners, be responsible for the allocating of funding and the commissioning of services. The Police Reform and Social Responsibility Act 2011 provides powers for Commissioners to award grants to any organisation or body they consider will support their community safety priorities.
- 1.3 Ministers have decided that existing arrangements for community safety and partnership funding will continue during 2012-13. In 2013-14, in addition to the main police grant and precept, Police and Crime Commissioners will also receive funding from the Community Safety Fund which will support local priorities which might include tackling drugs and crime, reducing re-offending, and improving community safety.
- 1.4 Police and Crime Commissioners will work with a broad range of organisations and local authorities will be vital partners. In addition to a focussed role in scrutinising the Commissioner through Police and Crime Panels, local authorities and elected members will need to work closely with commissioners as partners. They will share an interest in improving outcomes and services in a range of areas from community safety and youth justice to health, safeguarding and civil contingencies.
- 1.5 Commissioners will also receive some consolidated grants made up of funding currently provided to a range of organisations and may decide to use them on projects that support their community safety objectives. Commissioners will be free to pool funding with local partners and will have flexibility to decide how to use their resources to deliver against the priorities set out in the Police and Crime Plan.

2. REPORT

- 2.1 Nationally, a PCC Transition Implementation Board has been established whilst locally, a Transition Programme Board has been set up and a programme manager appointed.
- 2.2 The established Nottinghamshire PCC Transition Programme Board's last meeting was on the 7 September 2012. This Programme Board reviews the key milestones of the National PCC programme, and the progress of the Nottinghamshire PCC Programme, reviewing the milestones, risks and issues.

Currently there are 12 projects being taken forward by the project teams, their progress is as follows;

Project 1: Community Safety and Criminal Justice Governance

The project is well on track to deliver the current partnership structures for community safety and criminal justice, which will highlight connections across the partnership landscape, together with the funding arrangements mapped to enable the options to be formulated for the PCC. Final draft report and options appraisal was presented to and endorsed by the Transition Board meeting on the 27th July. These proposals will be presented to the SNB in September. There are particular key interdependencies with project 3, 4, 7 and 12.

Project 2: Police and Crime Panel

The County Council has been agreed as the host authority for the PCP. The allocation of the 10 seats on the Panel has been agreed but there is yet to be agreement over further co-options. This will be discussed at the first Panel meeting and requires unanimous agreement and the approval of the Secretary of State. A decision was reported to the Home office by the 16th July. The first meeting of shadow Panel is to be held on 19th October.

Project 3: Commissioning and Grants

Confirmation of funding for the 12/13 has been received. There has been the set up of a Task and Finish Group to discuss details of grants for inclusion into the PCC's responsibilities. Understanding of current funding is complete and assessment of outcomes is underway. A draft report was presented to the Transition Board on the 27th July.

Project 4: Community Engagement and Consultation

A draft report has been agreed by the Task and Finish group of the 20th June. Progress to develop the Strategy will be reported to the next Projects Board, there has been the set up of a Strategy working group to progress the recommendations and align to consultation and engagement required for the production of the Police and Crime Plan, together with identifying the local strategy which will be aligned to the national strategy which is due in September.

Project 5: Communication and Branding

The project is still monitoring where the national communications campaign is, and awaiting updates, however, local communication and stakeholder management strategies are now in place with a tactical internal and external communications plan developed and agreed. The costing of this project is dependent on the national products with costings to be identified for local delivery. The Police Authority and Force websites now have dedicated PCC sections. There is a draft format and content prepared for dedicated section on Police Authority website. The Partners newsletter 'Insight' contains updates on PCC transition progress.

Project 6: Transfer of staff, property and assets

Many streams of work are coming to completion (HR, procurement, estates). From this further refinement tasking will be made. Draft HR briefing received and final content agreed. Letter to all Police Staff regarding the 1st Transfer was sent out on the 3 September. Finance data is being prepared to mirror the HR information. Draft legal briefing has been received and is being reviewed. There has been work to identify the actions for delivery of a smooth transfer of staff and assets, which is dependent upon the National Protocol and Transfer Scheme.

Project 7: Financial management, planning and control and audit

There is work being undertaken to ensure that the stages of transfer of budgets and planning are set up in line with the PCC Protocol and Transfer Scheme, together with building in the Financial Management Code of Practice for police Service of England and Wales. Detailed costings will be needed for this project. Meetings with PA bankers have taken place to discuss banking arrangements, and insurance and pension arrangement meetings are being put in place. Scheme of delegation has been drafted and is awaiting agreement.

Project 8: Future governance, accountability and decision making framework

There is work being conducted to identify the requirements of future governance, strategic planning and decision making frameworks for the PCC, which will also deliver key processes such as the Complaints and Misconduct Regulations for the PCC and the Chief Constable. Key meetings have taken place between PA and Force in June/July to agree a framework for decision making, governance and functional requirements of the PCC and Chief Constable. An option has been agreed to form part of the Handover package.

Project 9: Organisational design and working environment

Final accommodation options and costs have been worked up and submitted to the Transition Board 27th July 2012. There have been provisions within the Medium Term Financial Strategy and form part of the agreed budget in February 2012.

Project 10: Business as Usual

Work is being undertaken to ensure that accounts transfer, and governance transition occurs to enable the PCC to conduct office and be in a position to enact the options of transfer. Detailed costings of this project need to be identified. There are key dependencies with setting out governance, the Police and Crime Panel whilst delivering business as usual.

Project 11: Election and candidate management

There is work being conducted to ensure that briefings for candidates and Codes of Conduct for candidates, Election Regulations have been sent and there is still a need for local packages to be produced. A key dependency is with the project 5, Communication and Branding and a need to ensure communication with the electorate to encourage democratic voting.

Project 12: Police and Crime Plan

There have been meetings to discuss the way forward to progress integrated partnership strategic planning to ensure the delivery of a draft Police and Crime Plan for consultation on community safety priorities throughout the summer, and presentation as a draft plan for November. There is work to ensure through projects 1, 3 and 4 to ensure understanding of the partnership landscape, funding, and commissioning of services to deliver community safety, with a key focus being on victims to shape priorities. Work has been completed to develop the strategic assessments to provide the science behind the priorities across the community safety and criminal justice planning areas and a draft Joint Strategic Assessment (JSA) has been completed by the police in consultation with community safety, criminal justice and health and wellbeing partners. Final Draft sent through for agreement at the Chief Executives forum on the 10 August, further strategic planning event scheduled for after the SNB meeting on the 14 September.

Impact and benefits for Nottinghamshire Fire and Rescue Service

- 2.3 Although in operational terms, the impact on NFRS is unlikely to be substantial, there are subtle areas that may be beneficial to the Service.
- 2.4 One of the early tasks for PCCs will be the driving forward of data sharing agreements, particularly with health. The National Transition Implementation Board has been working with their colleagues in the Department of Health (DoH) to pull together health and Community Safety, this will mean PCCs involving CSPs in Joint Strategic Needs Assessments and Health and Well Being Boards and generally better joint working between Health and the Criminal Justice agencies locally.
- 2.5 As part of this operation DoH have commenced an audit to determine the level of engagement in data sharing between CSPs and A&E departments. CSPs who have an A&E in their area will receive a link to an online survey that they are being encouraged to complete. If NFRS were to receive A&E data relating to burns and other accidental injury it would be extremely beneficial in enabling the Service to better target its interventions.

3. FINANCIAL IMPLICATIONS

NFRS contribute to local CSPs and the City CDP but do not receive any funding at a strategic level. NFRS does receive funding at a local level through the Partnership Plus Priority Areas programme and there are no indications at this stage that this position will change.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

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

5. EQUALITY IMPACT ASSESSMENT

An equality impact assessment is not required for this report as it does not change or influence policies or procedures within NFRS.

6. CRIME AND DISORDER IMPLICATIONS

The wider implications of the PCCs will not become apparent until after their appointment. However, the intention of reacting more clearly to the concerns within the community is likely to bring about a greater impact on low level crime and ASB.

7. LEGAL IMPLICATIONS

Nottinghamshire Fire and Rescue Service is a statutory partner in the Community Safety Partnership under the Crime and Disorder Act 1998 and as such is bound by the decisions of the PCC where cascaded through the partnership structures.

8. RISK MANAGEMENT IMPLICATIONS

Until the appointment of the PCC's it is difficult to judge how this new approach may impact upon, or indeed provide opportunities for NFRS. The Service is fully engaged within the partnership structures and this situation is being carefully monitored.

9. RECOMMENDATIONS

That Members note the report and agree to receive further reports after the PCC appointment has been made.

10. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None

Frank Swann
CHIEF FIRE OFFICER

