



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

**FINANCE AND RESOURCES COMMITTEE**

**MINUTES** of the meeting held on **12 JULY 2013** at Fire and Rescue Service Headquarters, Bestwood Lodge, Arnold, Nottingham from 10.00 am to 10.50 am

**Membership**

Councillor Malcolm Wood	(Chair)
Councillor Chris Barnfather	
^ Councillor John Clarke	
^ Councillor Jon Collins	
Councillor Brian Grocock	(as substitute for Councillor Jon Collins)
Councillor Darrell Pulk	(as substitute for Councillor John Clarke)
Councillor Gordon Wheeler	

Members absent are marked ^

**Officers in Attendance**

Neil Timms	Strategic Director of Finance and Resources
Mark Jarman	Business Risk Manager NFRS
Peter Hurford	Treasurer to NFRS
Rav Kalsi	Constitutional Service Officer, Nottingham City Council

**1 APOLOGIES FOR ABSENCE**

Councillor John Clarke  
Councillor Jon Collins

**2 DECLARATIONS OF INTERESTS**

None.

### **3 MINUTES**

**The Committee confirmed the minutes of the meeting held on 5 April 2013 as a correct record and they were signed by the Chair**

### **4 CAPITAL BUDGET MONITORING REPORT TO 31 MAY 2013**

Neil Timms, Strategic Director of Finance and Resources, presented the report of the Chief Fire Officer, reporting progress to members on the Capital Programme in 2013/14 to the end of May 2013.

The following key issues were highlighted to members:

- Orders for the Euro 5 chassis are to be placed upon receipt of the final quotations. This will be completed before the requirement to go Euro 6 chassis which will incur additional costs;
- The programme for acquiring new chassis is flexible;
- The Strategic Director for Finance and Resources assured members that he will circulate a briefing note on the vehicles that are in use to all members in due course;
- There has been a stumble in the property programme following the Fire Cover Review (FCR). However, a contract for the relocation of Retford Fire Station has been agreed. Work on the rebuild of the site is anticipated to start in early September 2013;
- Alternative sites in Nottingham are being looked at for the relocation of Central Fire Station. The current site has been advertised in the national press with 24 parties registering interest.

**RESOLVED to note the report.**

### **5 REVENUE BUDGET MONITORING TO 31 MAY 2013**

Neil Timms, Strategic Director of Finance and Resources, presented the report of the Chief Fire Officer, reporting progress to members on the financial performance of the Service in the year 2013/14 to the end of May 2013.

The following key issues were highlighted to members:

- The revenue budget for May 2013 is showing an underspend of £443k against the budget for the year of £43,899k;
- There are currently 25 vacancies within Administrative and Support staff pay which represents an underspend of £250k. Appointments to this area are progressing slowly;
- Fuel is overspent to date by £49k, However, some of this is accounted for by fuel tank balances to be used over the next month. A bulk fuel dispenser was recently acquired and placed at Bestwood Lodge and the Authority's savings will see a return on this investment in 2.5 years;

- Fuel is currently jointly procured with Nottinghamshire County Council.

**RESOLVED to note the report.**

## **6 PRUDENTIAL CODE MONITORING REPORT TO 31 MAY 2013**

Peter Hurford, Treasurer to the Fire Authority, presented the report of the Treasurer to the Fire Authority, informing members of the prudential indicators for capital accounting and treasury management for the period March 2013 up to 31 May 2013. There has been no borrowing this year and the level of interest is in line with expectations.

**RESOLVED to note the report.**

## **7 CORPORATE RISK REGISTER**

Mark Jarman, Business Risk Manager, presented the report of the Chief Fire Officer, providing officers with an updated Strategic Risk Register, a Corporate Risk Register and with a Risk Management Strategy Statement. The report highlighted to members the 10 most significant corporate risks for the authority.

The following key issues were highlighted to members:

- The statement of the most significant risks does not include potential striking action. The Fire Brigade Union are currently contemplating whether to ballot its members on strike action relating to a pensions issue;
- The statement of significant risks is a living document which can be added to if and when new risks emerge. The aim is to keep the register manageable;
- In the event of a strike, a full degradation plan would be implemented to mitigate its impact;
- Although it was agreed at the previous meeting to perform training for members on this date, it was felt appropriate to allow members sight of the Corporate Risk Register before any training takes place;
- Members would welcome the opportunity to receive training on the Corporate Risk Register. The offer of training will be made to all Fire Authority members, not just those at Finance and Resources Committee and a training session will take place before or after the next meeting of Finance and Resources Committee.

**RESOLVED to**

- (1) note and endorse the Strategic Risk Register;**
- (2) note and endorse the Corporate Risk Register;**
- (3) receive a twice-yearly report from the Business Risk Manager providing members with assurances on the management of risks identified in the Corporate Risk Register, and a commentary on any issues arising from the Strategic Risk Register;**

**(4) note the following top ten most significant risks facing the authority:**

- (i) Use of vehicles on Authority business;**
- (ii) Major, multi-agency incident;**
- (iii) Legal compliance;**
- (iv) Preventable fire deaths;**
- (v) Health, safety, welfare and environment;**
- (vi) Budget performance;**
- (vii) Workforce issues;**
- (viii) Major projects;**
- (ix) Availability of assets;**
- (x) Mobilising and operational communications.**

**(5) note and endorse the risk management strategy statement.**

**(6) provide training for all members of the Fire Authority on the Corporate Risk Register at the before or after the next meeting of the Finance and Resources Committee.**

## **8 SCRUTINY OF BUDGETS**

Neil Timms, Strategic Director of Finance and Resources, presented the report of the Chief Fire Officer, reporting the work to be undertaken in response to the Medium Term Financial Strategy, previously circulated to the Fire Authority on 28 June 2013.

The following key issues were highlighted to members:

- The figures noted in section 2 of the report were identified ahead of the FCR therefore the shortfall for the Authority budget for 2014/15 is in fact £2m, not £1.8m. In addition, it is now clear that a budget problem in excess of £5m may occur if steps are not taken to reduce costs, not £4.6m;
- The purpose of the report is to allow members to challenge the officers more coherently and to inform officers where they could use the budget more efficiently.

**RESOLVED to support the proposals to carry out a base budget review and the strategy for doing so.**