

report

meeting	NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY	
	POLICY & STRATEGY COMMITTEE	
date	22 May 2006	agenda item number

REPORT OF THE CHAIR OF FINANCE AND RESOURCES COMMITTEE

FINANCE AND RESOURCES COMMITTEE

1 PURPOSE OF REPORT

The purpose of this report is to inform the Fire & Rescue Authority of the outcomes from the first meeting of the above Committee and refer such items as required to this Committee for consideration.

2 BACKGROUND

2.1 The Finance and Resources Committee of the Fire and Rescue Authority met on 13 April 2006 to consider a number of items. The minutes of Finance and Resources Committee are attached to this report as Appendix A and any items which were referred to this Committee for consideration are discussed below.

2.2 Reports which are to be referred to the full Fire & Rescue Authority are available as background papers.

3 REFERRALS TO POLICY AND STRATEGY COMMITTEE FOR DECISION

3.1 The Finance and Resources Committee considered the terms of reference set out for it by the Fire and Rescue Authority and these were endorsed. However it was considered by the Committee that the reference for Risk Management which is currently held by the Policy and Strategy Committee would be better located within the Finance and Resources Committee. This was for a number of reasons, but chiefly because the reference for Corporate Risk is quite properly held within the Finance and Resources Department and largely concerns areas of interest to the Finance and Resources Committee. This decision cannot be made by the Policy and Strategy Committee directly, but will need to be referred to the full Fire & Rescue Authority for decision.

3.2 The Committee also considered that Policy and Strategy Committee should consider the arrangements by which Cardiff Checks should be organised in the future. Previously this has been done by a select panel, but it is considered more appropriate that for the future this should be carried out by the Finance and Resources Committee.

4 REFERRALS TO POLICY AND STRATEGY COMMITTEE FOR INFORMATION

4.1 The Finance and Resources committee agreed a business plan for activities over the coming year which sets out all the key financial decisions which are required to be made along with expected levels of Member involvement and requirements for Member development to enable those decisions to be taken. The Business Plan is attached as Appendix B.

4.2 The Finance and Resources Committee also agreed key objectives for 2006/7 which are also submitted to this Committee for notation. These are appended as Appendix C.

5 REFFERALS TO FULL FIRE AND RESCUE AUTHORITY

5.1 The following items were agreed by Finance and Resources Committee and are to be passed directly to the Fire and Rescue Authority for ratification.

- i) Financial Principles and Delegation Profiles
- ii) Medium Term Financial Strategy

6 FINANCIAL IMPLICATIONS

There are no specific financial implications arising from this report.

7 PERSONNEL IMPLICATIONS

There are no personnel implications arising from this report.

8 EQUALITY IMPACT ASSESSMENT

An initial assessment has revealed there are no equality issues arising from this report.

9 RISK MANAGEMENT IMPLICATIONS

There are no risk management implications arising from this report.

10 RECOMMENDATIONS

10.1 That the Policy and Strategy Committee approve in principle the transfer of the remit for Corporate Risk Management to the Finance and Resources Committee and if agreed refer this matter to the full Fire & Rescue Authority for full consideration.

10.2 That the Policy and Strategy Committee approve the process of Cardiff Checks being administered by the Finance and Resources Committee.

3 BACKGROUND PAPERS FOR INSPECTION

- Medium Term Financial Strategy
- Financial Principles and Delegation Profiles

Councillor Penny Griggs
CHAIR OF FINANCE AND RESOURCES COMMITTEE

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

FINANCE AND RESOURCES COMMITTEE

MINUTES

of the meeting of the held on **13 APRIL 2006** at Fire and Rescue Service Headquarters, Bestwood Lodge from 10.05 am to 11.10 am.

Membership

- Councillor J Cottee
- ^ Councillor Y Davidson
- Councillor P Griggs
- ^ Councillor J O'Riordan
- Councillor T Pettengell

Members absent are marked ^

1 APPOINTMENT OF CHAIR

RESOLVED that Councillor Griggs be appointed Chair of the Finance and Resources Committee for the remainder of the municipal year 2005/06.

2 APOLOGY FOR ABSENCE

An apology for absence was received from Councillor Davidson.

3 INTRODUCTION

The Chair welcomed members to the meeting which heralded the start of the new governance arrangements.

4 DECLARATIONS OF INTERESTS

No declarations of interests were made.

5 TERMS OF REFERENCE

RESOLVED

- (1) that the terms of reference, as agreed at the meeting of the full Fire and Rescue Authority held on 21 October 2005, be noted and endorsed;**
- (2) that the terms of reference be submitted to the Policy and Strategy Committee:-**
 - (a) to consider the Finance and Resources Committee acquiring the remit for risk management;**
 - (b) to consider developing an appropriate system framework to support Cardiff Checks.**

6 KEY OBJECTIVES

Consideration was given to the report of the Chief Fire Officer, copies of which had been circulated. A business activity plan was placed around the table at the meeting outlining proposed training opportunities for members.

RESOLVED

- (1) that a Finance and Resources Committee Business Plan be produced by the Chief Fire Officer, detailing objectives based on the delivery areas identified in the report;**
- (2) that the Finance and Resources Key Objectives report be submitted to the Policy and Strategy Committee together with the Finance and Resources Committee Business Plan.**

7 FINANCIAL PRINCIPLES AND DELEGATION PROFILES

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

RESOLVED that the financial principles and delegation profiles devised for good financial management and governance, as set out in the report, be approved and submitted to the full Fire and Rescue Authority for ratification.

8 MEDIUM TERM FINANCIAL STRATEGY

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

RESOLVED

- (1) that the Medium Term Financial Strategy set out in the report be approved and submitted to a future meeting of the full Fire and Rescue Authority for formal adoption;**
- (2) that the Chief Fire Officer submit to this Committee regular update reports on medium term financial risks;**

- (3) that the Chief Fire Officer submit a report detailing the procurement framework to a future meeting of this Committee.

9 DATES OF FUTURE MEETINGS

RESOLVED that the following provisional dates for future meetings to be held at 11.00 am on the under-mentioned dates be noted:-

**Thursday 6 July 2006
Friday 12 October 2006
Friday 12 January 2007
Friday 13 April 2007**

Outline plan of Business Activity of Finance and Resources Committee

Business Item	Nearest Committee Date	Member Involvement	Training/Awareness
Budget Policy Setting	6 th July 2006	Members need a pre-meeting briefing which sets out the real options for budgets and look forward to 2007/8 and beyond.	Briefing on Resource Needs Formula, grant expectations, Comprehensive Spending Review, relationships between Council Tax and Grant.
Initial Budget Proposals	13 th October	Briefing for Members on early budget proposals	Continuation of above
Final Budget	No Meeting December	Understanding of how initial policy "steers" have been included in the final proposal. Grant implications	None
Budget Monitoring	6 th July, 13 th October, 12 th January 2007	Members need to be prepared to properly scrutinise budget monitoring. Particularly action plans.	Some training required to understand monitoring reports and how information is produced. Budget management processes
Prudential Code Monitoring	6 th July, 13 th October, 12 th January 2007	Members need to be prepared to scrutinise this report and understand its implications	Awareness training on Capital Structures and Capital Financing.
Internal Audit Reports	6 th July 2006, 12 th January 2007	Members need to read reports and be prepared to challenge management responses if appropriate.	Awareness of purpose of Internal Audit and the Audit Plan
External Audit – Interim	13 th April 2007	Questions for the auditors	Briefing by Auditors
Management Letter	13 th October 2006	Questions for the auditors	Briefing by Auditors
Treasury Management Strategy	12 th January 2007	Members need to be able to question this strategy and challenge assumptions	Awareness from Head of F&R
Value For Money Progress Reports	6 th July 2006, 12 th January 2007	Challenge outcomes and suggest changes or differing approaches	None specific
Statement of Internal Control	12 th January 2007	Accept and understand the statement.	Briefing for Head of F&R
CPA Use of Resources – Self Assessment	6 th July 2006	Challenge and question officers	Briefing from Head of H&R and I.Services on CPA processes
CPA Use of Resources – Action Planning	6 th July 2006	Input into action plans.	None

Business Item	Nearest Committee Date	Member Involvement	Training/Awareness
Capital Budget Monitoring	6 th July 2006, 13 th October 2006, 12 th January 2007	Members need to be prepared to properly scrutinise budget monitoring. Particularly action plans.	None specific.
Property Strategy	12 th January 2007	Accept and/or amend property strategy	Briefing from Head of Estates
Transport/Fleet Strategy	13 th October 2006	Accept and/or amend fleet strategy	Briefing from Fleet Manager
Asset Management Plan	12 th January 2007	Accept and/or amend plan	Briefing from Head of Estates
Risk Management Strategy	6 th July 2006	Accept or amend strategy	Extensive session from Risk Manager and/or outsourced approach
Risk Profiles	6 th July 2006	Workshop approach to understanding actual risk profiles.	Part of above session
Risk Performance Reports	13 th October 2006, 12 th January 2007.	Scrutinise and comment on performance	Above
Base Budget Review Results	6 th July 2006.	Understand and scrutinise the BBR outcomes	Briefing from Deputy Head of F&R

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REPORT OF THE CHIEF FIRE OFFICER**KEY OBJECTIVES****1. PURPOSE OF REPORT**

To present Committee Members with a range of key objectives, including those drawn from the Community Safety Plan, for consideration. From that work it is proposed that the Committee will agree priorities for action and a means to determine Finance & Resources Committee business planning objectives and processes.

2. BACKGROUND

- 2.1 The Committee has been established within the revised Governance arrangements to deal with Authority-level responsibilities for finance and resources issues. Terms of Reference have already been approved by the Authority and noted elsewhere in this agenda.
- 2.2 There are a number of priorities to be addressed by the Committee. Some of these priorities have performance targets associated with them.

3. REPORT

- 3.1 The Authority has a number of key objectives as part of its responsibility as a local authority. The Finance & Resources Committee will be acting under the delegated authority of the Combined Fire Authority in consideration of matters relating to its finances and other resources.
- 3.2 There are a number of key areas of delivery linked to the Corporate Plan which the Committee will incorporate into its business. The following list is not in a priority order:
- Develop the policies within which budget planning will take place ;
 - Approve the outline capital and revenue budgets for presentation to the Fire & Rescue Authority ;
 - Receive Budget and Prudential Code monitoring reports ;
 - Receive and review the management actions relating to both internal and external audit reports ;
 - Review and approve the Authority's Statement of Internal Control ;
 - Review financial regulations and strategies ;
 - Align Financial Management standards with CPA requirements ;

4. FINANCIAL IMPLICATIONS

There are no specific financial implications arising from this report, however the Finance and Resources Committee has a clear remit to contribute to the overall standards of financial management within the Authority.

5. PERSONNEL IMPLICATIONS

There are no personnel implications arising from this report.

6. EQUALITY IMPACT ASSESSMENT

There are no issues affecting equalities arising from this report.

7. RISK MANAGEMENT IMPLICATIONS

One of the key risks facing the Authority relates to the ability to fund the outcomes of the Community Safety Plan and other corporate plans. The work of the Finance and Resources Committee will contribute significantly to the management of this risk.

8. RECOMMENDATIONS

It is recommended that:

- 8.1 A Finance & Resources Committee Business Plan is produced, detailing objectives based on the delivery areas in Section 3 above ;
- 8.2 This report is forwarded to the Policy and Strategy Committee and presented to the Authority with the Business Plan.

9. BACKGROUND PAPERS FOR INSPECTION

- Community Safety Plan 2006-2009 ;
- Report to Fire & Rescue Authority : 24 February 2006 – Implementation of Revised Governance Structures ;
- Report to Fire & Rescue Authority: 21 October 2005 – Governance.

Paul Woods
CHIEF FIRE OFFICER

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