



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

Nottinghamshire and City of Nottingham  
Fire and Rescue Authority  
Policy and Strategy Committee

# GOVERNANCE MONITORING

Report of the Chief Fire Officer

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**Agenda Item No:**

**Date:** 30 July 2010

**Purpose of Report:**

To provide Members with an update on attendance following implementation of the revised Governance arrangements in April 2006.

## CONTACT OFFICER

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## 1. BACKGROUND

- 1.1 As part of its response to the first Comprehensive Performance Assessment (CPA) process for Fire and Rescue Authorities, and in a bid to improve their own engagement with the Service, Nottinghamshire and City of Nottingham Fire and Rescue Authority undertook a fundamental review of the Governance arrangements during 2005. In conjunction with the review an independent panel was convened to look at the structure and associated allowances for Members. This ensured that the proposals for revised Governance were robust in all areas.
- 1.2 Following its meeting of the 7 September 2007, the Authority tasked Policy and Strategy Committee with the responsibility for Member Development. Attendance at Committee meetings is seen as a key part of that process ensuring Authority Members remain informed as to the Service's progress and actions.
- 1.3 The Authority introduced its revised governance arrangements on 1 April 2006. This saw the implementation of a number of Committees and a reduction in the number of meetings of the full Fire and Rescue Authority. In summary the following Committees were established:

COMMITTEE	MEETING FREQUENCY
Fire & Rescue Authority	5 times per year
Policy & Strategy Committee	Quarterly
Human Resources Committee	Quarterly
Finance & Resources Committee	Quarterly
Community Safety Committee	Quarterly
Performance Monitoring Committee	Quarterly
Standards Committee	At least annually
Appointments Committee	As required
Personnel Committee	As required

- 1.4 In November 2007, the Policy and Strategy Committee received a report detailing the attendance by Members at the various Committees. This covered the period up to December 2007.

## 2. REPORT

- 2.1 In order to bring Members up to date with attendance figures since the last report, the table below indicates attendance from January 2008 to date (does not include today's meeting of the Policy and Strategy Committee)

Committee	Meetings to Date	Attendance	Attendance Ratio	
Finance & Resources Committee	11	45/55	81%	Yellow
Community Safety Committee	11	45/55	81%	Yellow
Human Resources Committee	11	37/55	67%	Red
Performance Monitoring Committee	11	37/55	67%	Red
Policy & Strategy Committee	9 (NB: 2 meetings were cancelled)	40/45	89%	Green
Fire & Rescue Authority	13	185/234	79%	Yellow
Personnel Committee	4	19/28	68%	Red
Standards Committee*	2	5/6	83%	Yellow
Appointments Committee	4	21/24	88%	Green
<b>Overall Aggregate Attendance</b>	76	434/557	78%	Yellow

\* Figures do not include Independent members

The attendance ratio is based on number of meetings held and the number of Members attending in relation to the Committee size. The figures do not include where substitutes have been sent. The traffic light system is calculated using the following criteria:

Red = less than 70% attendance  
 Amber = 70 – 85% attendance  
 Green = over 85% attendance

- 2.2 In addition to the above, during 2007 the Authority introduced an interim group to monitor the progress of the revised shift change for operational staff. The group has met on a regular basis, dealing with issues which have arisen

through revised working practices. The following table shows attendance levels:

Meeting	Meetings to Date	Attendance	Attendance Ratio
Shift Change Task and Finish Group	8	14/19	74%

- 2.3 The Authority has also continued with its Members/Officers seminar programme. Since the last report, the Service has engaged in seven informal seminars, with a wide range of Service issues being discussed. Attendance figures are given in the table below:

Meetings	Meetings to Date	Attendance	Attendance Ratio
Members' Seminar	7	77/126	61%

- 2.4 Through the revised governance arrangements, Members have also been in attendance at key conferences relating to their roles on respective Committees. Examples of this can be evidenced through attendance of the CIPFA Conference by the Chair of Finance and Resources Committee and at the National Extrication Conference by the Chair of the Community Safety Committee.
- 2.5 In addition to those duties commensurate with their role with Nottinghamshire and City of Nottingham Fire and Rescue Authority the Chair and Vice Chair also represent the Authority on the Regional Management Board and various workstreams which emanate from it.

### 3. FINANCIAL IMPLICATIONS

Financial implications arising from this report were addressed as part of a review of Members' allowances which formed part of the revised governance arrangements. The recommendations from that review have been implemented.

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

Although there are no specific human resources or learning and development implications arising from this report, all Committee work addresses such impact through its meeting schedule. This ensures all reports cover any issues which may be related to the individual Committee's work.

## **5. EQUALITY IMPACT ASSESSMENT**

An equality impact assessment is not required in relation to this report.

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

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

## **7. LEGAL IMPLICATIONS**

There are no legal implications arising from this report.

## **8. RISK MANAGEMENT IMPLICATIONS**

The revised governance structure and Authority commitment to that structure has resulted in improved knowledge, continuity and engagement between Members and Officers. This ensures that the Service meets its obligations under external scrutiny processes and reduces the risk of ministerial intervention.

## **9. RECOMMENDATIONS**

It is recommended that:

- 9.1 A further report be tabled at the next Policy and Strategy Committee relating to the (red) less than 70% attendance at Committees and the Members' seminar days, exploring options to improve attendance.
- 9.2 The Chief Fire Officer writes to individual members to inform them of their personal attendance.
- 9.3 The meeting attendance analysis be updated and continue to be reported at twelve monthly intervals to Policy and Strategy Committee.

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

None.

Frank Swann  
**CHIEF FIRE OFFICER**