

# Public Document Pack



## **NOTTINGHAMSHIRE & CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY - POLICY & STRATEGY COMMITTEE**

**Date:** Friday, 18 July 2014

**Time:** 10.00 am

**Venue:** Fire and Rescue Services HQ, Bestwood Lodge, Arnold Nottingham NG5 8PD

**Members are requested to attend the above meeting to be held at the time, place and date mentioned to transact the following business**

A handwritten signature in black ink, appearing to read "M. W. Taylor". The signature is written in a cursive, flowing style.

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

### **AGENDA**

### **Pages**

- |          |                                                                                                                                                                                                                                                                                                                                                                               |         |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <b>1</b> | <b>APOLOGIES FOR ABSENCE</b>                                                                                                                                                                                                                                                                                                                                                  |         |
| <b>2</b> | <b>DECLARATIONS OF INTERESTS</b>                                                                                                                                                                                                                                                                                                                                              |         |
| <b>3</b> | <b>MINUTES</b><br>Last meeting held on 25 April 2014 (for confirmation)                                                                                                                                                                                                                                                                                                       | 3 - 8   |
| <b>4</b> | <b>ANNUAL STATEMENT OF ASSURANCE</b><br>Report of the Chief Fire Officer                                                                                                                                                                                                                                                                                                      | 9 - 22  |
| <b>5</b> | <b>FUTURE POLICY DEVELOPMENT</b><br>Report of the Chief Fire Officer                                                                                                                                                                                                                                                                                                          | 23 - 26 |
| <b>6</b> | <b>INDEPENDENT REMUNERATION PANEL</b><br>Report of the Clerk to the Fire Authority                                                                                                                                                                                                                                                                                            | 27 - 30 |
| <b>7</b> | <b>EXCLUSION OF THE PUBLIC</b><br>TO CONSIDER EXCLUDING THE PUBLIC FROM THE MEETING DURING CONSIDERATION OF THE REMAINING ITEM(S) 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 OUTWEIGHS THE PUBLIC INTEREST IN DISCLOSING THE INFORMATION |         |

**8 EXEMPT MINUTES**

31 - 34

Last meeting held on 25 April 2014 (for confirmation)

**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**

**IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ABOVE, PLEASE CONTACT THE CONSTITUTIONAL SERVICES OFFICER SHOWN ON THIS AGENDA, IF POSSIBLE BEFORE THE DAY OF THE MEETING.**

Constitutional Services Officer:

**Carol M Jackson Tele:0115 8764297  
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**NOTTINGHAMSHIRE & CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY -  
POLICY & STRATEGY**

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood  
Lodge, Arnold Nottingham NG5 8PD on 25 April 2014 from 10.02 am - 11.52 pm**

- |                             |                                              |
|-----------------------------|----------------------------------------------|
| Councillor Darrell Pulk     | (Chair)                                      |
| ^ Councillor Jon Collins    |                                              |
| ^ Councillor Brian Grocock  |                                              |
| Councillor Chris Barnfather |                                              |
| Councillor Michael Payne    |                                              |
| Councillor David Smith      | (as substitute for Councillor Brian Grocock) |
| Councillor Gordon Wheeler   |                                              |
| Councillor Malcolm Wood     | (as substitute for Councillor Jon Collins)   |

Members absent are marked ^

**29 APOLOGIES FOR ABSENCE**

Councillor Jon Collins – non-Council business.  
Councillor Brian Grocock – non-Council business.

**30 DECLARATIONS OF INTERESTS**

None.

**31 MINUTES**

**The Committee confirmed the minutes of the meeting held on 31 January 2014  
as a correct record and they were signed by the Chair.**

**32 EXTERNAL AUDIT PLAN 2013/2014**

Neil Timms, Strategic Director of Finance and Resources, presented the report of the Chief Fire Officer, informing the Committee of the plan to be implemented by the External Auditors for their audit of the accounts for the 2013/14 financial year. John Cornett, Audit Director for KPMG, highlighted the following:

- (a) following an initial assessment of the Nottinghamshire Fire and Rescue Services' (NFRS) financial statements, auditors highlighted the Local Government Pensions Scheme Triennial Valuation as a key audit risk for

2013/14. There is a risk that data provided to the actuary for this exercise is inaccurate which might affect the actuarial figures in the accounts;

- (b) other audit risks and issues considered include fraudulent revenue recognition. The External auditors however, did not consider this to be a significant risk for fire authorities.

**RESOLVED to note the contents of the report.**

### **33 REVIEW OF INDEMNITIES FOR MEMBERS AND OFFICERS**

John Buckley, Chief Fire Officer, presented his report to the Committee on the suitability of current indemnities to members and officers and summarised recommendations to enhance the robustness of that policy. The Committee previously considered a review of Indemnities for Members and Officers at its meeting on 31 January 2014 (minute 24). John Buckley highlighting the following:

- (a) following a review of the current policy it was decided that there are a series of reasonable and desirable changes and clarifications that could be made that would provide a greater degree of certainty for both the Authority and the individual seeking the indemnity;
- (b) it is proposed that the Authority adopt a hybrid scale of the following three options: the Authority might offer an indemnity in all cases it is legally permitted to do so; it could refuse to issue indemnities in all cases; the Authority could decide to consider each and every request for an indemnity on its merits. The Authority could, therefore, decide to offer an indemnity at any point up to the accusation of negligence but could refuse to offer an indemnity to the point of recklessness;
- (c) it is further suggested that a discretionary band is introduced where the Authority considers the nature of the allegations and the facts before deciding on whether to grant an indemnity;
- (d) proposals for the scheme include limiting the indemnity to a sum of £5 million, which is also the limit of the Authority's Officials Indemnity Insurance, but may vary the sum, depending on the individual circumstances of the allegations;
- (e) following a discussion, members agreed with the establishment of a decision-making panel but suggested that it include the Clerk to the Fire Authority, the Chair of Finance and Resources Committee – Councillor Malcolm Wood, and up to two additional members from the membership of the Policy and Strategy Committee. This would enable members to input in the initial discussion on the remit of the panel. Once the panel has briefed the Committee at its next meeting, the plans will then be discussed by the full Fire Authority.

**RESOLVED to**

- (1) **adopt a scale of indemnity and request that the Business Risk Manager provide a draft;**

- (2) **establish a decision-making panel, consisting of the Clerk to the Authority, the Chair of the Finance and Resources Committee and two additional members from the Committee, for the granting of indemnities;**
- (3) **task the Business Risk Manager with developing a proposal for the panel identified in (2) above, alongside a complimentary scheme of delegation for Authority and appeals process;**
- (4) **adopt the general conditions applying to indemnities as outlined in 2.8 of the report;**
- (5) **task the Business Risk Manager with the day-to-day management of any claim where an indemnity has been requested and/or granted;**
- (6) **task the Business Risk Manager with drafting a standard indemnity offer letter.**

#### **34 CONSULTATION ON REDUCTIONS IN THE OPERATIONAL FLEET**

John Buckley, Chief Fire Officer, presented his report on the draft consultation document on reductions in the operational fleet which includes budget proposals, for public consultation, highlighting the following information:

- (a) the consultation process will include media awareness and engagement, deliberative focus groups with directly affected stakeholders, on street and market place engagement, visits to businesses and meetings and briefings with staff and their representatives;
- (b) the consultation document identifies the financial challenges being faced by the Authority with a shortfall of £2.4 million between 2015 and 2017.

Following questions and comments from the Committee, the following information was provided:

- (c) the Committee were pleased with the Consultation document however, suggested that all the leaders of District Councils are directly informed of the document and the budget proposals. Prior to circulating the consultation document, a pie chart detailed how the Authority's budget is made up would need to be included.

**RESOLVED to support the Chief Fire Officer to implement the consultation process and task him with presenting a report to the Fire Authority meeting in September 2014 identifying options for reductions in operational resources.**

#### **35 PRINCE'S TRUST UPDATE**

John Buckley, Chief Fire Officer, presented his report on the Prince's Trust, providing the Committee with an update on the funding framework, highlighting the following:

- (a) NFRS has been a delivery partner for the Prince's Trust programme for over ten years delivering 15 teams annually. Under the previous funding levels,

NFRS received £3,100 per learner however, with the national reduction in funding for learners from partner colleges; NFRS can now only expect an income of approximately £1,800 per learner. This means that for the academic year 2013/14 and 2014/15 the delivery team programme will operate in deficit;

- (b) NFRS has recently held discussions with Nottinghamshire Police to consider the provision of staff for Prince's Trust team delivery and financial support. Successful collaboration with the Police could reduce the annual deficit to £20,000 whilst delivering 15 teams. NFRS could consider reducing their employee base should this option be pursued.

Following questions and comments from the Committee, the following was highlighted:

- (c) the Committee expressed support for the Prince's Trust programme and agreed to lobby members of Parliament given the huge benefits the programme provides to society;
- (d) in searching for alternative funding sources, NFRS will engage local business leaders to see if there are any seconding opportunities available, including the Chief Officers Forum and the D2N2 Local Enterprise Partnership (LEP).

#### **RESOLVED to**

- (1) implement option 1 and task the Chief Officer to work to deliver option 2 through collaboration with the Police;**
- (2) receive further update reports on the national review and collaboration activity;**
- (3) receive updates to the Finance and Resources Committee through the Revenue monitoring report.**

#### **36 RETAINED FIRE FIGHTERS PENSION SETTLEMENT**

Neil Timms, Strategic Director of Finance and Resources presented the report of the Chief Fire Officer to the Committee on the settlement of the long running issue in relation to retained firefighters' admission to the firefighters pension scheme, highlighting the following:

- (a) since 2006 retained firefighters have been able to join the new firefighters pension scheme however, prior to this retained duty system (RDS) staff were unable to join the 1992 scheme as entry was restricted to whole time staff only. Following a number of successful legal challenges a settlement has been reached which sets out the terms under which RDS personnel may retrospectively access the 1992 scheme;
- (b) as a result, the Fire Fighters' Pension Scheme (England) (Amendment) Order 2014 gives RDS employees who were employed between 1 July 2000 and 5 April 2006 access to the pensions scheme;

- (c) the immediate burden upon the Authority is an administrative one as former employees able to claim under the scheme must be identified by the end of May 2014. The Department for Communities and Local Government (DCLG) have stated that this is not a new burden and will therefore be an Authority liability to cover the cost of retrospective payments. Leicestershire County Council has offered to oversee the administrative work at a cost of £9,000.

**RESOLVED to note the contents of the report.**

**37 EXCLUSION OF THE PUBLIC**

**The Committee decided to exclude the public from the meeting during consideration of the remaining agenda items in accordance with Section 100A(4) of the Local Government Act on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Act.**

**38 EXEMPT MINUTES**

**The Committee confirmed the exempt minutes of the meeting held on 31 January 2014 as a correct record and they were signed by the Chair.**

**39 RELOCATION OF CENTRAL FIRE STATION - PROGRESS REPORT**

Neil Timms, Strategic Director of Finance and Resources presented the report of the Chief Fire Officer, updating the Committee on the progress of the sale of the existing Central Fire Station and the purchase of an alternative site.

**RESOLVED to note the contents of the report.**

**40 COLLABORATION OPPORTUNITIES**

John Buckley, Chief Fire Officer, presented his report to the Committee highlighting the opportunity to access transformational funding from Government and seeking approval to engage in collaboration projects.

**RESOLVED to approve the recommendations in the report as recorded in a separate exempt minute.**

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**NOTTINGHAMSHIRE**  
**Fire & Rescue Service**  
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Nottinghamshire and City of Nottingham  
Fire and Rescue Authority  
Policy and Strategy Committee

# **ANNUAL STATEMENT OF ASSURANCE**

Report of the Chief Fire Officer

---

**Date:** 25 July 2014

**Purpose of Report:**

To present the Annual Statement of Assurance for approval.

## **CONTACT OFFICER**

**Name :** John Buckley  
Chief Fire Officer

**Tel :** (0115) 967 0880

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**Media Enquiries Contact :** Bridget Aherne  
(0115) 967 0880 bridget.aherne@notts-fire.gov.uk

## **1. BACKGROUND**

- 1.1 The Fire and Rescue National Framework for England requires authorities to 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 (IRMP).
- 1.2 The method of providing such assurance is through the publication of an Annual Statement of Assurance. This is the result of a Government led consultation process that commenced in September 2012 and concluded in May 2013 with the publication of guidance.
- 1.3 The guidance directs authorities to produce a statement of assurance, the first of which to be published to cover 2012-13 and then annually thereafter. This report presents Members of the Committee with the initial draft statement for approval or amendment.

## **2. REPORT**

- 2.1 The Annual Statement of Assurance for the financial year 2012-13 is attached at Appendix A and provides an overall assessment of the Authority's compliance with the Fire and Rescue National Framework. Particular attention is given to the following areas:
  - Financial – demonstrating that public money is used economically, efficiently and effectively;
  - Governance – ensuring internal control is effective and there is appropriate transparency in place;
  - Operational – demonstrating appropriate consultation on the development and delivery of the IRMP, and that the Authority is meeting its' statutory service delivery obligations;
- 2.2 The principal aim of the statement is to provide an accessible way in which communities, government, local authorities and other partners may make a valid assessment of their local fire and rescue authority's performance.
- 2.3 The guidance requires the statement to be signed by an elected member who is able to take responsibility for its contents, and therefore it is proposed that the Chair of the Authority and Chief Fire Officer act as signatories.

## **3. FINANCIAL IMPLICATIONS**

There are no financial implications arising from this report

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

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

#### **5. EQUALITIES IMPLICATIONS**

An equality impact assessment has not been undertaken as this report does not change policy or service delivery functions.

#### **6. RISK MANAGEMENT IMPLICATIONS**

Failure to produce the statement and make it publicly available could lead to Government intervention, and undermine community confidence in the Service.

#### **7. CRIME AND DISORDER IMPLICATIONS**

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

#### **8. LEGAL IMPLICATIONS**

The requirement to produce an Annual Statement of Assurance and make it publicly available is statutory within the National Framework Document, as enacted through the Fire and Rescue Services Act 2004.

#### **9. RECOMMENDATIONS**

That Members approve the Annual Statement of Assurance.

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

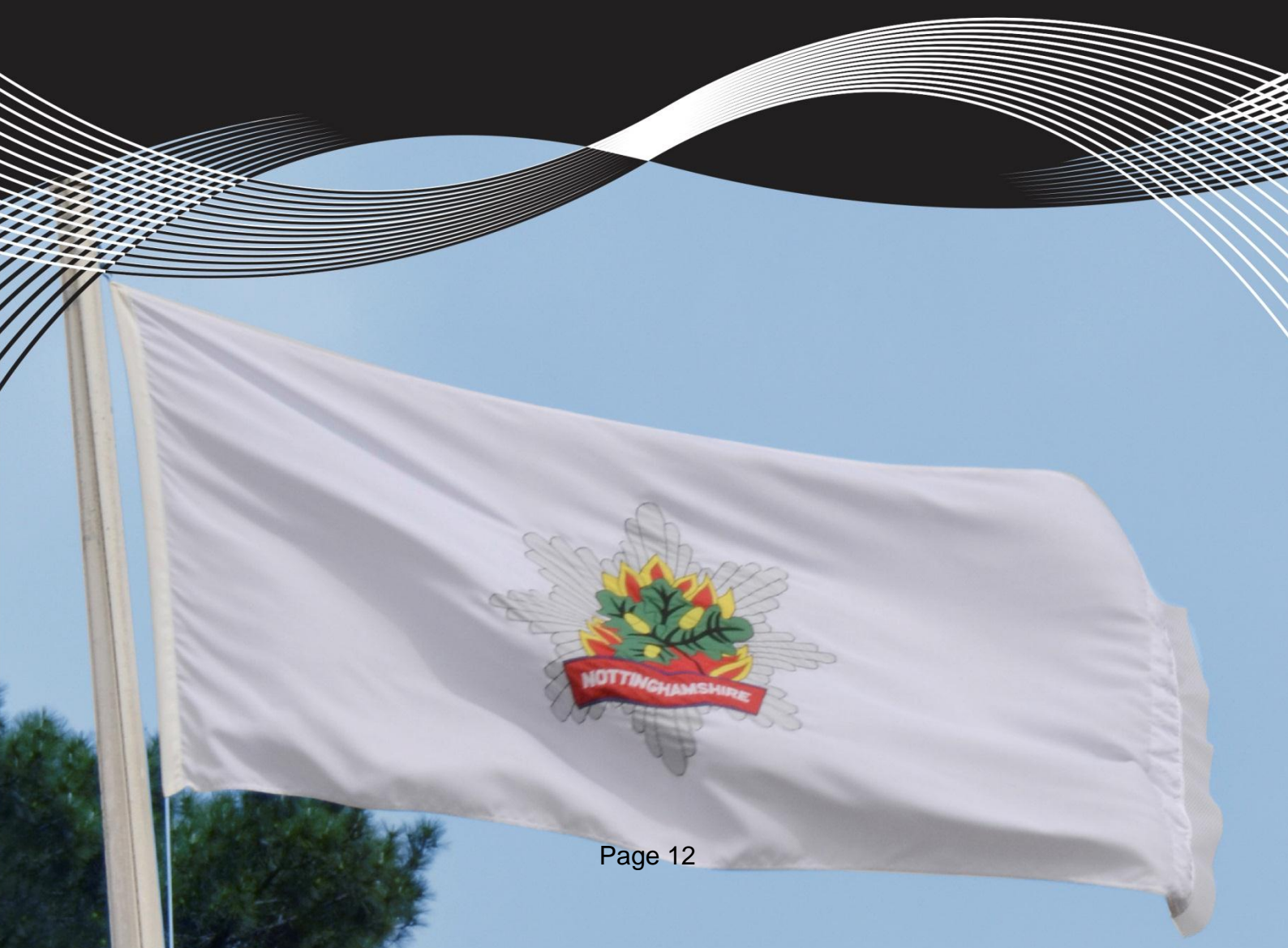
None.

John Buckley  
**CHIEF FIRE OFFICER**



**NOTTINGHAMSHIRE**  
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# Annual Statement of Assurance 2012 - 2013



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## Statement of Assurance

This Statement of Assurance sets out the financial, governance and operational arrangements that Nottinghamshire and City of Nottingham Fire Authority had in place for the period 1<sup>st</sup> April 2012 – 31<sup>st</sup> March 2013.

This statement has been compiled in accordance with the [guidance](#) published by the Department for Communities and Local Government on Statements of Assurance for Fire and Rescue Authorities in England.

I am satisfied that Nottinghamshire and City of Nottingham Fire and Rescue Authority has ensured that its business was conducted in accordance with law and proper standards and that public money was properly accounted for and used economically, efficiently and effectively. I am further satisfied that the requirements of the Fire and Rescue National Framework for England have been met.

Signed



Councillor Darrell Pulk

Chair of Nottinghamshire and City of Nottingham Fire Authority

## Introduction

As the Chief Fire Officer of Nottinghamshire Fire and Rescue Service I am pleased to introduce our Statement of Assurance for 2012/2013.

This statement is a requirement of the Fire and Rescue National [Framework](#) for England which was published in July 2012. I believe it is important to provide you, the members of our communities, with clear information about how we manage public funds and assure the effectiveness of our financial, governance and operational fire service activities.

Nottinghamshire Fire and Rescue Service provides an emergency response to deal with fires, road traffic collisions and a wide range of other emergencies. Our staff deliver a range of activities to reduce the risk of fires and mitigate the impact of incidents, increasing community safety and enforcing fire safety legislation.

The services we provide ensure Nottinghamshire is a safe county. We will continue working to reduce fires, other incidents and injuries and drive to deliver initiatives which create safer communities.

Signed



John Buckley

Chief Fire Officer



## Scope of Responsibility

Fire Authorities carry out their functions in accordance with a defined statutory and policy framework. The following documents provide definition to the Authority requirements and provide direction:

- Fire and Rescue Services Act 2004;
- Civil Contingencies Act 2004;
- Regulatory Reform (Fire Safety) Order 2005;
- Fire and Rescue Services (Emergencies)(England) Order 2007;
- Localism Act 2011;
- Fire and Rescue National Framework for England;
- Health and Safety at Work Act 1974.

Nottinghamshire Fire and Rescue Service is the statutory fire and rescue provider for the County of Nottinghamshire and the City of Nottingham and is governed by the Combined Fire Authority, formed by councillors from both the city and county councils.

The Combined Fire Authority consists of 18 members, 12 drawn from Nottinghamshire County Council and six from Nottingham City Council. The Authority members form a number of sub committees to provide scrutiny and guidance to the Service, and details of the Authority and their committee arrangements can be found on our website [here](#).

The annual Statement of Assurance must provide clear and accessible information. This statement must enable communities, local authorities, central government and other partners to make an informed assessment of their financial performance. The Statement is used as a source of information for the Secretary of State's biennial report, required by the Fire and Rescue Services Act 2004.



## Financial Statement

The Fire Authority is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for and used efficiently, economically and effectively.

It is a statutory requirement under the Accounts and Audit (England) Regulations 2011 for Authorities to publish the financial results of their activities for the year. This is in the format of a Statement of Accounts, which shows the annual costs of providing the service and is determined by a Code of Practice (CIPFA) which aims to give a true and fair view of the financial position and transactions of the Authority.

The Treasurer is responsible for the approval of the Statement of Accounts by 30 June, prior to the accounts being audited by an external Auditor. Once the audit is complete, the Statement of Accounts is adopted by Members of the Combined Fire Authority and published on the Service's website by 30 September, following the end of the financial year (31 March). The external Auditor's report on the Statement of Accounts is also published on the Service's website at the same time and this is referred to as the Auditor's report to those charged with governance (ISA 260).

The Auditor's report for the 2012/13 financial year gave assurances in respect of the following areas:

- The Auditor reported that the financial statements gave a true and fair view of the financial position of the Authority as at 31 March 2013 and of the Authority's expenditure and income for the year;
- The Auditor reported that the 2012/13 financial statements had been prepared properly in accordance with the relevant Codes of Practice.

The Auditor's ISA 260 report for the 2012/13 financial year gave assurance that the Authority had made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

A copy of the Statement of Accounts 2012/13 and the Auditor's ISA 260 report for 2012/13 can be found by following this [link](#).

CIPFA publish annual financial performance data for all English authorities, enabling comparison between Fire Authorities. Data for 2012 shows Nottinghamshire Fire and Rescue Service performs well against its peer group, with Nottinghamshire costing £37.22 per head against the average of £37.79 with the national average of £43.50.

# Annual Governance Statement

The Authority is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

The Authority also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvements in the way in which its functions are exercised having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Authority is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, use of its resources and including arrangements for the management of risk and the maintenance of an effective internal control environment.

The Authority has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA / SOLACE framework Delivering Good Governance in Local Government.

This statement sets out how the Authority has complied with the code and also meets the requirements of regulations 4(3) and 4(4) of the Accounts and Audit (England) Regulations 2011 in relation to the publication of an annual governance statement.

## The Purpose of the Governance Framework

The governance framework comprises the systems and processes, cultures and values, for the direction and control of the Authority and its activities through which it accounts to, engages with and leads the community. It enables the Authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate and cost-effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is part of an on-going process designed to identify and prioritise the risks to the achievement of Nottinghamshire Fire Authority's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

A key element of the internal control environment is the development and maintenance of strategic, corporate and departmental risk registers which are understood and managed by senior managers.

The governance framework has been in place at the Authority for a number of years; however, it is kept under regular review and modified periodically.

A copy of the Annual Governance Statement and further details can be found in our Statement of Accounts [here](#).

## **Performance Management**

A range of indicators are used to ensure an excellent service is being delivered to create safer communities in Nottinghamshire and these allow members of the Authority and the public to scrutinise the progress that is being made towards achieving the six priorities of the IRMP.

Quarterly performance reports are produced and discussed by the Performance Monitoring committee and are publicly available on the Nottingham City Council [website](#), and performance is also analysed annually with a report being submitted to the full Fire Authority.

Measures incorporate local and national indicators to benchmark performance as well as quantitative and qualitative reporting on the Service's activities.

## Operational Assurance

Nottinghamshire Fire and Rescue Service attended 9,735 calls out of 21,796 calls received in the Control room. Of these calls, 1,568 were property fires and 489 were road traffic collisions.

Nottinghamshire Fire and Rescue Service employs 1,018 people; of these 810 are firefighters and these are a mixture of wholetime and retained staff. These employees currently staff 24 stations which are strategically located across the City and County. The Service also employs around 200 support staff who assist the Service in carrying out its duties.

The Fire and Rescue National Framework document outlines the requirement of Fire and Rescue Authorities to provide assurance on operational matters. It does not prescribe how this assurance is provided stating that operational matters are best determined locally by Fire and Rescue Authorities working in partnership with communities, businesses and other interested parties: The priorities in the Framework are for Authorities to:

- Identify and assess foreseeable risks making provision for prevention and protection activities and for appropriate response to operational incidents;
- Work in partnership with local communities and partners;
- Be accountable to local communities.

Nottinghamshire Fire and Rescue Service has considered the expectations of the National Framework and ensured these are met in an appropriate manner; many of these expectations are included in this Statement of Assurance.

### **Integrated Risk Management Plan (IRMP)**

Nottinghamshire Fire and Rescue Service produces a periodic Integrated Risk Management Plan and this plan is published on the Service [website](#).

The plan provides a roadmap to the future of the Service and this is a dynamic plan which provides a framework for the Service to aim towards.

In addition to the Integrated Risk Management Plan, the Service develops separate departmental business plans that align to the IRMP and support the Service in working towards its priorities, and a Service Delivery departmental plan is specifically divided into district plans that ensure operational priorities are targeted towards local risk.

The Integrated Risk Management Plan was consulted on with the support of independent consultation expertise and staff, partner organisations and the entire community were given the opportunity to examine and contribute to the development of the plan. Details of the Service's consultations are available on the website [here](#) and outcomes are scrutinised by the Fire Authority and its committees.

## **Mutual Aid Agreements**

Fire services have a legal responsibility to make provisions to respond to incidents, within their Service area, as directed by the Fire and Rescue Services Act 2004. These include fires, road traffic collisions, other emergencies and special service calls.

To assist and facilitate in these requirements the Service has mutual aid arrangements with neighbouring Services; the content of these arrangements allow, as far as practicable, the use of other Services' resources to assist in meeting our legal responsibilities.

Nottinghamshire Fire and Rescue Service holds mutual arrangements with Lincolnshire, South Yorkshire, Derbyshire and Leicestershire fire and rescue services.

## **National Resilience**

National Resilience is defined by the Civil Contingencies Act 2004 as the capacity and capability of Fire and Rescue Authorities to work together with other Category 1 and 2 responders to deliver a sustained and effective response to major incidents and disruptive challenges.

A national protocol provides support and resilience to our Service. The participation of all Fire and Rescue Authorities ensures availability and resilience.

Nottinghamshire Fire and Rescue Service actively supports the national framework and deploys its staff to assist when requested and when available.

## **Business Continuity Management**

The Service counts business continuity management as an integral part of our corporate risk management process.

An internal risk register has been compiled, is regularly maintained and highlights risks to the organisation. Plans to mitigate these risks are made wherever possible by invoking a number of internal and national protocols.

Through mechanisms of horizon scanning, structured meetings, generic and bespoke plans, training of personnel, exercises and other processes, the Authority strives to ensure an appropriate level of service is available to the communities of Nottinghamshire at all times.

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

# **FUTURE POLICY DEVELOPMENT**

Report of the Chief Fire Officer

---

**Date:** 25 July 2014

**Purpose of Report:**

To consider opportunities for the enhancement of member engagement in the early stage development of future long term policies.

## **CONTACT OFFICER**

**Name :** John Buckley  
Chief Fire Officer  
**Tel :** (0115) 967 0880  
**Email :** john.buckley@notts-fire.gov.uk

**Media Enquiries Contact :** Bridget Aherne  
(0115) 967 0880 bridget.aherne@notts-fire.gov.uk

## **1. BACKGROUND**

- 1.1 Members of the Fire Authority undertake a critical role in defining the future direction of the Fire and Rescue Service through the development of policy. The Governance arrangements in place provide a robust and transparent mechanism for the formal adoption of policy, and scrutiny of outcomes thereafter.
- 1.2 Previously Members' seminars and training events have been utilised to bring together senior officers and Members in an informal setting to assist in the broader understanding and initial thinking around future policy development.
- 1.3 It is widely accepted that the challenges facing the Service are significant, and the amount of change and re-evaluation of policy will be extensive to ensure high quality service delivery is maintained.

## **2. REPORT**

- 2.1 Outside of the formal public governance arrangements that exist for the Authority, there is very little opportunity for Members and senior officers to informally discuss future policy requirements.
- 2.2 There is no doubt that to maintain the delivery of high quality services the Authority must ensure it is circumspect and considered all options for future delivery, and in this regard it is clear that much discussion and debate is needed to identify all potential opportunities.
- 2.3 Collectively, Members have significant experience across the wider Local Government family and are able to assist officers in identifying and developing policy, prior to it being honed, consulted upon widely and adopted through due process.
- 2.4 This report looks to establish mechanisms to develop greater interaction between Members and officers to ensure that collective knowledge and experience is utilised to best effect.
- 2.5 Around the country various schemes exist within other authorities which are designed to harness and enhance Member and officer development. It is therefore proposed that a working group of five Members, including the Chair of the Authority, explore the good practice already available and work with the Chief Fire Officer to develop similar opportunities locally.

## **3. FINANCIAL IMPLICATIONS**

There may be some minor costs arising through visits to other authorities or attendance at learning events and any such costs arising are expected to be contained within the existing Members' development budget of £5,000.



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

There is an opportunity to enhance the knowledge and understanding of both Members and senior officers within the organisation through developing closer working relationships. This experiential learning will complement existing formal learning processes.

#### **5. EQUALITIES IMPLICATIONS**

An equality impact assessment has not been undertaken as this report does not change policy or service delivery functions.

#### **6. RISK MANAGEMENT IMPLICATIONS**

The Service is facing significant challenges, and the harnessing of all available experience and knowledge maximises the potential for robust future policy development.

#### **7. CRIME AND DISORDER IMPLICATIONS**

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

#### **8. LEGAL IMPLICATIONS**

There are no legal implications arising from this report.

#### **9. RECOMMENDATIONS**

That Members agree to the formation of a working group, consisting of the Chair and four further Members, to work with the Chief Fire Officer to enhance opportunities for increased development, information and knowledge sharing.

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

None.

John Buckley  
**CHIEF FIRE OFFICER**

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**NOTTINGHAMSHIRE**  
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# Independent Remuneration Panel

Report of the Clerk to the Fire Authority

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**Date:** 18 July 2014

**Purpose of Report:**

To seek approval to the appointment of an independent remuneration panel to review the existing scheme of Members Allowances.

## CONTACT OFFICER

**Name :** Malcolm R Townroe, Clerk to the Authority

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## **1. BACKGROUND**

Members' allowances are paid in accordance with the existing approved scheme as put forward by a previous independent remuneration panel. Given the period of time that has elapsed since the panel last met it is considered that the panel should be reconvened to review the level of allowance paid and the annual uplift arrangements.

## **2. REPORT**

Members' allowances are paid in accordance with a scheme initially put forward in March 2006. Since that time payments under the scheme have been approved on an annual basis by the Authority. A yearly inflator has been applied based on the annual local government pay award. Whilst there is no legal obligation on the Authority to establish a panel it is considered good practice to ask an independent body to review the level of allowances. Consequently it is proposed to establish a panel comprising of three independent members. It is suggested that the members of this panel should be sourced and appointed by the Clerk to the Authority and the Treasurer to the Authority.

## **3. FINANCIAL IMPLICATIONS**

Payment of members allowances already forms part of the approved budget. The only financial implications arising out of the proposals in this report relate to the expense of the independent remuneration panel.

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

None.

## **5. EQUALITIES IMPLICATIONS**

An Equality Impact Assessment has not been undertaken because the proposals do not include new or changing policies.

## **6 CRIME AND DISORDER IMPLICATIONS**

There are no crime and disorder implications arising out of the proposals in the report.

## **7. LEGAL IMPLICATIONS**

There is no legal obligation on the Authority to have an independent remuneration panel. However it is considered that the establishment of a panel at this stage is appropriate.

## **8. RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications arising out of the proposals in the report.

## **9. RECOMMENDATION**

- 1 That the Clerk and Treasurer to the Authority be tasked with establishing an independent remuneration panel comprising of three independent members.
- 2 That the remit of the panel be to review the existing level of members' allowances and annual uplift arrangements.
- 3 That the Clerk report the outcome of the remuneration panel to a future meeting of the Policy and Strategy Committee.

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

None.

Malcolm R Townroe  
**Clerk to the Fire Authority**

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