

# Public Document Pack



## NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AND RESCUE AUTHORITY

### MEETING OF THE AUTHORITY

**Date:** Friday, 5 June 2015                      **Time:** 10.30 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. J. [unclear]". 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>APPOINTMENT OF CHAIR</b>  |         |
| <b>2</b> | <b>APPOINTMENT OF VICE CHAIR</b>   |         |
| <b>3</b> | <b>APOLOGIES FOR ABSENCE</b>   |         |
| <b>4</b> | <b>DECLARATIONS OF INTERESTS</b>   |         |
| <b>5</b> | <b>MINUTES</b><br>Of the meeting held on 27 February 2015 (for confirmation).  | 3 - 12  |
| <b>6</b> | <b>CHAIRS' ANNOUNCEMENTS</b>   |         |
| <b>7</b> | <b>MEMBERSHIP OF THE AUTHORITY, APPOINTMENTS TO COMMITTEES AND BOARDS AND DATES OF FUTURE MEETINGS</b><br>Report of Clerk and Monitoring Officer | 13 - 18 |
| <b>8</b> | <b>RETIREMENT OF THE TREASURER TO THE FIRE AUTHORITY</b><br>Report of the Chair of the Fire Authority  | 19 - 24 |

**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: Catherine Ziane-Pryor  
0115 8764298  
catherine.pryor@nottinghamcity.gov.uk**

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<http://committee.nottinghamcity.gov.uk/ieListMeetings.aspx?CId=224&Year=0>



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

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood Lodge,  
Arnold Nottingham NG5 8PD on 27 February 2015 from 10.31am to 12.36pm**

**Membership**

Present

Councillor Darrell Pulk (Chair)  
Councillor Brian Grocock (Vice Chair)  
Councillor John Allin  
Councillor Chris Barnfather  
Councillor Eunice Campbell  
Councillor John Clarke  
Councillor Jon Collins (present for minutes 48-55)  
Councillor Sybil Fielding  
Councillor Stephen Garner  
Councillor Roger Jackson  
Councillor Michael Payne  
Councillor Ken Rigby (present for minutes 48-55)  
Councillor David Smith  
Councillor Timothy Spencer (present for minutes 48-55)  
Councillor Gordon Wheeler  
Councillor Malcolm Wood  
Councillor John Wilmott  
Councillor Liz Yates

**Colleagues, partners and others in attendance:**

John Buckley - Chief Fire Officer  
Wayne Bowcock - Deputy Chief Fire Officer  
Craig Parkin - Assistant Chief Fire Officer  
Neil Timms - Strategic Director of Finance and Resources  
Peter Hurford - Treasurer to the Authority  
Sue Maycock - Principal Accountant  
Malcolm Townroe - Clerk and Monitoring Officer to the Authority  
Catherine Ziane-Pryor - Governance Officer

**48 APOLOGIES FOR ABSENCE**

None, all Members were in attendance.

#### **49 DECLARATIONS OF INTERESTS**

None.

#### **50 MINUTES**

The minutes of the meeting held on 19 December 2014 were confirmed as a true record and signed by the Chair.

#### **51 CHAIRS' ANNOUNCEMENTS**

The Chair made the following announcements:

- (a) Councillor Vincent Dobson, who was previously a member of the Fire and Rescue Authority for a year, and sat on the Personnel and Performance Monitoring Committees, has sadly passed away. During his time with the Authority he was an active member with a strong connection to Collingham Fire Station and the staff stationed there. He will be sadly missed and it would be appropriate for the Authority to send a letter of condolence to his wife. The meeting paused while Members and Officers present stood for a minute's silence in respect of Councillor Vincent Dobson's memory;
- (b) Peter Hurford, Treasurer to the Authority, has indicated that he wishes to retire within the next few months following 8 years of service with the Authority. The Chair commended Peter for his outstanding work, especially during a difficult period when many budgets have been cut and savings are required. Peter will remain in post for the AGM;
- (c) with the forthcoming General Election, it is noted that after 15 years as a member of the Fire and Rescue Authority, Councillor Tim Spencer is not standing for re-election and that this is his final attendance at an Authority meeting as a member. The Chair thanked Councillor Spencer for his involvement;
- (d) the newly built Retford Fire Station opened on 6 February 2016 with Sir Andrew Buchanan unveiling a plaque. The Authority should feel proud of this achievement as although it was a capital spend, the building is predicted to last at least 30 years and will provide a much needed training hub for the North of the County;
- (e) the Authority is now included within the 'Stone Wall' equality index and is placed 91 out of 397 organisations in the country which is a significant achievement. Matt Sisme has led on this project and Members are asked to ensure that the momentum continues by signing up to the 'no bystanders' pledge of not tolerating unacceptable behaviour;
- (f) following the fire at the Jubilee Campus of the University of Nottingham on 12 September 2014, which was attended by the Service, the Chancellor of the University has presented the Service with a Community Award. Wayne Bowcock had received the award at the University's award ceremony and presented it to the Chair who gratefully received the commendation on behalf of the Authority;

- (g) further to the University commendation, GlaxoSmithKline, the owner of the sustainable chemistry laboratory building affected, expressed their appreciation of the Service's work in fighting and containing the fire, by donating £20,000 to the Fire Fighters' Charity. The Chair expressed the appreciation of the Authority for such a generous donation.

**RESOLVED**

- (1) for the Chief Fire Officer to arrange for a letter of condolence to be sent to Councillor Vincent Dobson's wife;
- (2) to record the thanks and appreciation of the Authority for the work of the Treasurer, Peter Hurford, in light of his planned retirement.

**52 PRUDENTIAL CODE FOR CAPITAL FINANCE 2015/16**

Neil Timms, Strategic Director of Finance and Resources, presented the report which proposed capital plans, prudential limits, and monitoring processes.

The report outlined the following:

- Prudential Indicators for Affordability;
- Prudential Indicators for Prudence;
- Prudential Indicators for Capital Expenditure and External Debt;
- Indicators for Treasury Management.

**RESOLVED for the following Prudential Limits for 2015/16 to be approved:**

<b>Estimate of Ratio of Financing Costs to Net Revenue Stream</b>	<b>5.3%</b>
<b>Estimate of the Incremental Impact of the New Capital Investment Decisions on the Council Tax (Band D)</b>	<b>£0.18</b>
<b>Estimate of Total Capital Expenditure to be Incurred</b>	<b>£4,869,000</b>
<b>Estimate of Capital Financing Requirement</b>	<b>£27,981,000</b>
<b>Operational Boundary</b>	<b>£28,076,000</b>
<b>Authorised Limit</b>	<b>£30,883,000</b>
<b>Upper limit for fixed rate interest exposures</b>	<b>100%</b>
<b>Upper limit for variable rate interest exposures</b>	<b>30%</b>
<b>Loan Maturity:</b>	<b><u>Limits:</u></b>
<b>Under 12 months</b>	<b>Upper 20% Lower 0%</b>
<b>12 months to 5 years</b>	<b>Upper 30% Lower 0%</b>
<b>5 years to 10 years</b>	<b>Upper 75% Lower 0%</b>
<b>Over 10 years</b>	<b>Upper 100% Lower 0%</b>
<b>Over 20 years</b>	<b>Upper 100% Lower 30%</b>

<b>Upper Limit for Principal Sums Invested for Periods Longer than 365 Days</b>	<b>£2,000,000</b>
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### **53 TREASURY MANAGEMENT STRATEGY 2015/16**

Neil Timms, Strategic Director of Finance and Resources, presented the report which informs Members of the Authority's Treasury Management Strategy for 2015/16 and seeks approval of the Authority's Minimum Revenue Provision Policy for 2015/16.

The report detailed the following:

- Treasury Management Strategy for 2015/16;
- Balanced Budget Requirement;
- Economic Background;
- Management of Cash Resources;
- Borrowing Strategy;
- Investment Strategy;
- Minimum Revenue Provision Policy 2015/16;
- Training of Officers and Members;
- Treasury Management Policy Statement;
- Prudential and Treasury Indicators for 2015/16;
- Approved Countries for Investments (Fitch Ratings).

Member's questions were responded to as follows:

- (a) Banked funds are achieving interest of 0.6% as the Authority has adopted a prudent approach. Higher returns are available but this involves higher risk;
- (b) The Authority does bench mark against the actions and achievements of other Authorities.

### **RESOLVED**

- (1) **to note the Treasury Management Strategy 2015/16, as set out in the report;**
- (2) **to approve the Minimum Revenue Provision Policy 2015/16.**

### **54 REVIEW OF RESERVES AND WORKING BALANCES**

Neil Timms, Strategic Director of Finance and Resources, presented the report which seeks approval for the levels of working balances sufficient to meet the needs of the Authority during the 2015/16 financial year and beyond.

General reserves, including safeguards, responsibilities risk and reaction to risk, and also earmarked reserves are detailed within the report. A 'General and working balances risk assessment' was appended to the report.

### **RESOLVED**

- (1) to note the results of the review of risks shown in Appendix 1;
- (2) to approve the proposed minimum level of working balances of £4.0 million.

## **55 BUDGET PROPOSALS FOR 2015/2016 TO 2017/2018 AND OPTIONS FOR COUNCIL TAX**

Councillor Malcolm Wood, Chair of the Finance and Resources Committee, and Neil Timms, Strategic Director of Finance and Resources, jointly presented the report which contains proposals for Revenue and Capital Budgets for 2015/16 to 2017/18 and proposes options for members to determine the level of Council Tax for 2015/ 2016.

An erratum was issued with regard to appendix B to the report, and a revision to page 57 has been issued. All amendments are included within a revised report within the online agenda.

The Finance and Resources Committee had considered 4 potential options relating to the funding of the Service through Council Tax, and have recommended two options to the Full Authority for consideration:

- Option A - Council Tax increase of 0%
- Option B - Council Tax increase of 1.95%

The following points were highlighted:

- (a) it is necessary to plan ahead to ensure the Service can continue to operate smoothly by the gradual renewal and refurbishment of stations and equipment. The revenue budget has been significantly impacted by grant cuts from Central Government which have resulted in changes at many levels which are illustrated in paragraph 2.20 of the report;
- (b) paragraph 2.35 illustrates a significant drop in the amount of grant funding from Central Government. This needs to be planned for within budgets and business planning to ensure continuation of a first class Service;
- (c) changes to the Council Tax system were predicted to result in a shortfall of income but this was not the case and has contributed to a budget surplus of £401,106 in 2015/16, however this is not an on-going surplus;
- (d) all planned reductions have been made during 2014/15 as part of the savings of £3.9 million to be made by the end of 2017/8.

Several scenarios of increasing and not increasing the council tax in some years and not others, and the financial implications attached, are included within the report.

For each option, Members arguments included the points below:

### **Option B - 1.95% rise in Council Tax**

The value of the government grant is being eroded year-on-year so it is necessary to increase the Council Tax yield. This will have a financial impact on band D property Council

Tax of an additional £1.39 per year which, when asked, residents considered to be good value. To not implement an increase of 1.95% will impact on service delivery and could result in further job losses in addition to more than 200 jobs which have been cut as a result in the reduction of Central Government funding, along with 6 appliances. This issue cannot be looked at in the context of one year's funding as the Authority is responsible for future years' funding. The freeze grant is essentially an incentive to reduce the budget base year-on-year but this will result in resources diminishing in real terms. An additional few pence per week from citizens can ensure the continuation of a first class service. We need to justify cuts to resources and services in light of cuts from Central Government, if people want to keep the current service they need to pay for it and when asked, they are willing to do so. Supporters of the '0% increase' option may refer to a surplus budget and suggest that this be spent rather than seek an increase in Council Tax, but this sum is needed to take account of the ongoing reduction of Central Government revenue grants. It is possible that the freeze grant will reduce annually and may not exist by 2022 so this too needs to be taken into consideration. The organisation has handled recent cuts very well but funding cuts continue with further savings required so a long term view is necessary.

#### Option A - 0% rise in Council Tax

As illustrated in paragraph 2.37, there is a budget surplus in 2015/16 of £401,106. If the freeze grant of £244,066 is accepted, the surplus budget would result in a sum which is £168,904 less than the surplus budget total if the Council Tax were to be increased by 1.95%. However, as referred to previously in the agenda, the Authority is required to have a £4 million reserve but the projected level of balances by 31 March 2015 is of the order of £6.1 million which equates to 50% more than is realistically needed. Therefore by applying the 1.95% increase, the Authority would be taking £21,109,002 from the citizens of the City and County when it is possible not to increase the Council Tax and accept the freeze grant with the result of only a £168,904 deficit. The Council Tax yield should not be considered in isolation but as part of the total grant yield. If the freeze grant is not accepted this year it will be lost to the Authority forever. There have been changes to budgets during the past years and the Service has been maintained and citizens have not seen any difference. If the freeze grant is accepted and Council Tax is not increased then there is still a budget surplus to add to resources and a £0.25 million from Central Government year-on-year grant to be added to resources without taking funds from citizens. It clearly is not necessary to implement any increase and so there should not be an increase in Council Tax.

Councillor Wheeler, seconded Councillor Chris Barnfather's proposal to approve a 0% increase in Council Tax.

Councillor Jon Collins supported Councillor Malcolm Wood's proposal for a 1.95% increase in Council Tax.

It is noted that although speaking on the item, Councillor Jon Collins had left the meeting prior to voting.

Members voted for the authority's precept for 2015/2016 as follows:

Members in favour of approving a 0% increase in Council Tax:

Councillor Chris Barnfather  
Councillor Stephen Garner



Councillor Roger Jackson  
Councillor Ken Rigby  
Councillor Timothy Spencer  
Councillor Gordon Wheeler  
Councillor Liz Yates

Members voting against a 0% increase in Council Tax:

Councillor John Allin  
Councillor Eunice Campbell  
Councillor John Clark  
Councillor Cybil Fielding  
Councillor Brian Grocock,  
Councillor Michael Payne  
Councillor Darryl Pulk  
Councillor David Smith  
Councillor John Wilmott  
Councillor Malcolm Wood

With the result of 7 votes for and 10 votes against, the recommendation was not carried.

Members then voted on the proposal to implement a 1.95% Council Tax increase, voting as follows:

Members voting to increase Council Tax by 1.95%:

Councillor John Allin  
Councillor Eunice Campbell  
Councillor John Clark  
Councillor Cybil Fielding  
Councillor Brian Grocock,  
Councillor Michael Payne  
Councillor Darryl Pulk  
Councillor David Smith  
Councillor John Wilmott  
Councillor Malcolm Wood

Members voting against increasing the Council Tax by 1.95%:

Councillor Chris Barnfather  
Councillor Stephen Garner  
Councillor Roger Jackson  
Councillor Ken Rigby  
Councillor Timothy Spencer  
Councillor Gordon Wheeler  
Councillor Liz Yates

10 members voted for a 1.95% Council Tax increase, and 7 members voted against an increase.

**RESOLVED**

- (1) for option B, a rise in Council Tax of 1.95% to be applied for the Authority's precept for 2015/2016;**
- (2) to approve the continued payment of members allowances for 2015/16 in accordance with the approved scheme.**

## **56 PENSIONS BOARD**

Neil Timms, Strategic Director of Finance and Resources, presented the report which informs Members of the statutory obligations under the Public Service Pensions Act 2013 to form a Pensions Board before 1 April 2015.

A proposal is being investigated for one Pensions Board to be established to service pensions for Derbyshire, Leicestershire and Nottinghamshire Fire and Rescue Services. Further discussions are required but if this option is not possible, within the time constraints, the Authority will need to establish a Pensions Board prior to the 1 April deadline stipulated by the Act.

### **RESOLVED**

- (1) for the creation of a Joint Pensions Board with Derbyshire and Leicestershire Fire and Rescue Services to be approved, subject to satisfactory negotiations;**
- (2) for responsibility for agreeing the constitution and governance of the Pensions Board to be delegated to the Chair, Vice-Chair and Opposition Spokesperson.**

## **57 OPERATIONAL ACTIVITY UPDATE 2014**

Chief Fire Officer, John Buckley, presented the report which updates members on the operational activity levels during the calendar year 2014.

In addition to the activity levels outlined in the covering report, the following points were highlighted and Member's questions responded to:

- (a) this report not only provides statistical evidence of how many incidents were attended but also how incidents were dealt with;
- (b) reported incidents have declined by 3,000 on the previous year's figures but the type of incident has varied;
- (c) there were a total of 4,000 false alarms which did not require intervention. 2,700 caused by automated fire alarms, including people smoking in hospital buildings but where repeat offenders are identified, the Service tries to work with them to resolve the issue. 1,300 incidents were resolved prior to the service attending, and there is also an element of 'false alarm with good intent';
- (d) it has been difficult to trace malicious calls but the new Control Centre has the ability to track land line calls and even mobile phone calls can be traced to within a few metres of the point from where the call is made;

- (e) response time is an area of concern and whilst the target is that 90% of all incidents are responded to within 10 minutes, the overall figure is only 74% with 84% of dwelling incidents responded to within the 10 minute target. This will be a focus for improvement and included in the 2015 Fire Cover Review, examining risk based analysis for the next 5 years;
- (f) the target response time was set following research undertaken 20 years ago when the standards of Fire Cover were prescribed. Since the 2004 Act, Authorities have to consider and set their own, most appropriate target. This Authority considers outcomes and experience when setting targets, not just response times;
- (g) if one appliance attends an inferno it has little to no impact compared to 4 or 5 appliances attending. All of these elements need to be taken into consideration when investigating the future impact on responses times. Consideration is given to where appliances are placed to provide the best response to the most need;
- (h) if false alarms were not considered, the average attendance time would increase so it is important that figures are broken down to detailed information.

## **RESOLVED**

- (1) for the Operational Activity levels for 2014 to be noted;**
- (2) to request that the Community Safety Committee review the data provided and consider any potential implications or opportunities for the delivery of services.**

## **58 COMMITTEE OUTCOMES FOR NOTING**

John Buckley, Chief Fire Officer, briefly introduced the report which updates Members on the business and actions of Authority Committees on the following dates:

Community Safety Committee	9 January 2015
Finance and Resources Committee	16 January 2015
Human Resources Committee	30 January 2015
Policy and Strategy Committee	6 February 2015

**RESOLVED to note the report.**

## **59 NEXT MEETING DATE**

**RESOLVED to note that the AGM will be held on 5 June 2015.**

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

Nottinghamshire and City of Nottingham  
Fire and Rescue Authority

# **MEMBERSHIP OF THE AUTHORITY, APPOINTMENTS TO COMMITTEES AND BOARDS AND DATES OF FUTURE MEETINGS**

Report of the Clerk and Monitoring Officer

**Date:** 5 June 2015

**Purpose of Report:**

To confirm membership of the Authority following the Annual Meetings of the County and City Councils, to confirm the committee structure, to request nominations to committees and boards and to confirm dates of meetings. It also seeks to appoint Chairs of committees from those appointed to serve on them.

## **CONTACT OFFICER**

**Name :** Malcolm R Townroe  
Solicitor, Clerk and Monitoring Officer to the Authority  
**Tel :** 0115 8764332  
**Email :** [malcolm.townroe@nottinghamcity.gov.uk](mailto:malcolm.townroe@nottinghamcity.gov.uk)

## 1. BACKGROUND

The Authority has continued to deliver its wider community safety agenda through the established committee structure. At the Annual General Meeting the Authority is required to resolve what committees shall be appointed and the number of voting members. In accordance with the previously established practice it is also recommended that the chairs of committees be appointed at the Annual General Meeting in order to ensure continuity of business.

## 2. REPORT

2.1 The City Council has appointed the following members:-

Councillor E Campbell  
Councillor J Collins  
Councillor B Grocock  
Councillor N Khan  
Councillor D Liversidge  
Councillor M Wood

2.2 The County Council has appointed the following members:-

Councillor J Allin  
Councillor C Barnfather  
Councillor J Clarke  
Councillor R Jackson  
Councillor M Payne  
Councillor M Pringle  
Councillor D Pulk  
Councillor K Rigby  
Councillor G Turner  
Councillor G Wheeler  
Councillor Y Woodhead  
Councillor E Yates

### 2.3 Committee Structure

At last year's AGM it was resolved to subsume the work of the Performance Monitoring Committee into the Policy and Strategy Committee and to amend the terms of reference of the Policy and Strategy Committee to reflect the alteration. That change resulted in a reduction in the number of overall seats available. However, given the outcome of the latest City Council elections and the legal requirement for political balance, it is suggested that each of the committees should now have a membership of 6 in order to provide a better fit.

## 2.4 Committee Membership

- 2.4.1 The Authority is asked to appoint members to the Committees set out in the table below in accordance with the political balance rules and, from those appointments, to appoint the chair of the Human Resources, Community Safety and Finance and Resources Committees. The Chair of the Authority will act as Chair of the Policy and Strategy and Appointments Committees. The chair of the Personnel Committee will be appointed at each meeting.
- 2.4.2 Following the changes to the Standards Regime the Authority resolved to address any issues that would have previously been dealt with in that forum through the Policy and Strategy Committee. Since that change was made there have been no Standards issues to address. A further report will be presented to the Policy and Strategy Committee in due course to further examine the future of Standards issues.
- 2.4.3 In addition to the committee appointments, the Authority is asked to appoint members to the Strategic Equalities Board on the basis of 4 Labour Group places, 1 Conservative Group place, 1 Liberal Democrat Group place and 1 Independent Group place.

<b>Committee (total places)</b>	<b>Labour Group places</b>	<b>Conservative Group places</b>	<b>Liberal Democrat Group places</b>	<b>Independent Group places</b>
<u>Policy and Strategy Committee</u> (6) – to include the Chair of the Fire and Rescue Authority plus 5 other members	4	2		
<u>Human Resources Committee</u> (6)	4	1		1
<u>Community Safety Committee</u> (6)	4	1	1	
<u>Finance and Resources Committee</u> (6)	4	2		
<u>Personnel Committee</u> (6) – to include 1 member from the HR Committee.	4	1		1
<u>Appointments Committee</u> (6) - to include Chair and Vice Chair of the Authority	4	1	1	

## **2.5 Dates of Future Meetings**

The proposed schedule for full Fire and Rescue Authority and Committee meetings is as follows:-

### **2.5.1**

#### **Nottinghamshire and City of Nottingham Fire and Rescue Authority (10.30 am)**

26 June 2015  
25 September 2015  
18 December 2015  
26 February 2016  
20 May 2016 AGM

Facilities will be made available for all Groups to hold pre meetings at 9.45am prior to full Authority meetings.

### **2.5.2**

#### **Policy and Strategy Committee (10.00 am)**

24 July 2015  
6 November 2015  
29 January 2016  
29 April 2016

### **2.5.3**

#### **Human Resources Committee (10.00 am)**

12 June 2015  
17 July 2015  
16 October 2015  
22 January 2016  
22 April 2016

### **2.5.4**

#### **Community Safety Committee (10.00 am)**

3 July 2015  
2 October 2015  
8 January 2016  
8 April 2016



## 2.5.5

### **Finance and Resources Committee (10.00 am)**

10 July 2015

9 October 2015

15 January 2016

15 April 2016

2.5.6 The Personnel Committee will meet as required.

2.5.7 The Appointments Committee will meet as required.

2.5.8 The Strategic Equalities Board will meet quarterly.

## **3. FINANCIAL IMPLICATIONS**

3.1 The City Council provides the Clerk and Monitoring Officer for all meetings of the Fire and Rescue Authority, Policy and Strategy Committee and Personnel Committee. It also provides for a Constitutional Services Officer to be present for all committee meetings identified in 2.5 above, for which agendas and minutes will be circulated by the Clerk. For 2015/16 the cost to Nottinghamshire and City of Nottingham Fire and Rescue Authority for these services will be £39,500 plus VAT. Any additional services and printing costs will be recharged separately.

3.2 An independent remuneration committee established the allowances to be paid to Fire and Rescue Authority Members and this also provided for these to be up rated annually in accordance with Local Government pay awards. The payment of Members' Allowances under the Scheme was re-approved by the Authority at its meeting on 27 February 2015.

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

There are no human resources or learning and development implications arising from this report other than those that relate to member development and training.

## **5. EQUALITY IMPACT ASSESSMENT**

There are no specific equality issues arising from this report.

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

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

## **7. RISK MANAGEMENT IMPLICATIONS**

Failure to agree committee membership and to set dates and times for meetings may lead to a failure of the governance arrangements.

## **8. RECOMMENDATIONS**

It is recommended that:-

- 8.1 appointments to the Fire and Rescue Authority be noted;
- 8.2 the committee structure be approved;
- 8.3 appointments to committees and appointments of committee chairs be made and dates of meetings be approved;
- 8.4 appointments be made to the Strategic Equalities Board;

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

None.

**Malcolm R Townroe, Solicitor  
CLERK AND MONITORING OFFICER TO THE AUTHORITY**



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

Nottinghamshire and City of Nottingham  
Fire and Rescue Authority

# RETIREMENT OF THE TREASURER TO THE FIRE AUTHORITY

Report of the Chair of the Fire Authority

**Date:** 05 June 2015

**Purpose of Report:**

To formally notify the Fire Authority of the impending retirement of the current Treasurer and to task the Appointments Committee with selecting a suitable replacement.

## 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 At the meeting of the Authority on 27 February 2015 the Chair informed Members that the Treasurer had given notification of his intention to retire towards the end of year.
- 1.2 This report formally recognises that intention and seeks to identify the most appropriate method of securing a replacement.

## 2. REPORT

- 2.1 The impending retirement of the current Treasurer requires the Authority to give due consideration to the ongoing responsibility under Section 151 of the Local Government Act 1972, in that it requires every local authority in England and Wales to:

*“make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs.”*

- 2.2 This report seeks approval of the Authority to task the Appointments Committee to undertake a robust process and select a suitable individual able to discharge the duties under Section 151 of the Act.
- 2.3 The current treasurer has been in post for a number of years and appropriate relationships have developed and are embedded that ensure statutory responsibilities are reliably discharged. The Treasurer, due to the independent nature of the appointment, has also proved invaluable in supporting the Authority in areas outside of finance; for example principal officer appointments and remuneration etc.
- 2.4 The retirement of the incumbent provides an opportunity to update and align the specification of services required to better reflect the current and future needs of the Authority. This is likely to formalise the need to be an advisor to the Authority and the Chief Fire Officer on financial issues, and also provide support to Members on other matters as appropriate.
- 2.5 The current Treasurer is answerable directly to the Authority and is independent of the Chief Fire Officer. The employment arrangements are that the post is directly employed by Nottinghamshire County Council and recharged to the Fire Authority. In effect the individual is contractually employed by the Council but works to the Fire Authority. There are however differing ways of securing the services of a Treasurer that could be considered and these are described below.
  - 2.5.1 **Continue to procure the services through a third party such as the County Council.** This maintains the independent nature of the role, however the current arrangements have very little in way of a

robust contract and this would need to be reviewed and updated, and therefore renegotiated prior to any appointment being made.

- 2.5.2 **Directly employ an individual in the role of treasurer.** This would maintain independence as the post would be answerable directly to the Fire Authority and not the Chief Fire Officer. This provides greater flexibility in that the terms and conditions of the post holder are directly controlled by the Authority and would negate the need to enter into a contract with a third party.
- 2.5.3 **Allocate the role of Treasurer to an existing employee.** This approach is not uncommon within Fire Authorities however it would remove the independent nature of the role, and also increase the workload and responsibilities of the individual.
- 2.6 In terms of cost, the current arrangement with the third party is in the region of £10.5k per annum, however this has not been reviewed for a number of years and would be subject to change during the renegotiation phase of the contract. The cost of directly employing an individual is likely to be similar to the cost of utilising a third party as both would be subject to securing resources at market rates. The option of allocating the role to an existing employee is likely to be the most expensive as an uplift would be in the region of £10-15k per year inclusive of on-costs.
- 2.7 Clearly the financial implications must be a consideration, however the differential in cost is likely to be marginal, and the overarching issue is to ensure that the Authority receives the appropriate flexible and reliable support in terms of treasurer services.
- 2.8 Either of the approaches in 2.5 above would satisfy the Section 151 responsibilities, however the Authority currently enjoys the benefit of an independent treasurer as this role not only provides an unbiased view on financial affairs, but is also able to provide advice on such matters that may affect other roles appointed by the Fire Authority. On this basis the option within 2.5.3 should be discounted.
- 2.9 The costs of the other two options are likely to be very similar, as any third party who provided a contracted service would need to secure the services themselves at market rates, and potentially add an administration charge. The benefit of directly employing an individual would allow the Authority to have greater control of the appointed individual, and vary terms on an ad-hoc basis without the need to refer to a third party, or pay any administrative charges. Therefore it is proposed that the approach within 2.4.2 is considered as the preferred option.
- 2.10 Indicative research would suggest that the services of a suitably qualified and experienced individual could be secured for a salary of £12k per annum. This would deliver an average contact time of one day per week ensuring that support is available for committee cycles, informal meetings and strategic planning events.

- 2.11 If the approach within 2.5.2 is determined to be the most appropriate route then a job description and person specification would be produced and an advert placed. The selection process would be agreed and conducted by the Appointments Committee, advised by the current Treasurer, with final approval being decided at a future Fire Authority meeting in line with other appointed roles.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 The cost of treasurer services is factored within existing budgets and the slight variance suggested within the report would be contained within existing contingencies.
- 3.2 If a selection process is required costs will be met from within existing recruitment budgets.

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

Human Resources will provide advice to the Appointments Committee and support any recruitment process in line with normal procedures. The current Treasurer will provide advice to the Appointments Committee regarding requisite qualification and experience of candidates.

### **5. EQUALITIES IMPLICATIONS**

An equality impact assessment is not required for this report as it does not seek to change policy or the provision of services.

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

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

### **7. LEGAL IMPLICATIONS**

The Authority must ensure that the duties under Section 151 of the Local Government Act 1972 are appropriately discharged, therefore the appointment of an appropriately qualified treasurer is a necessity.

### **8. RISK MANAGEMENT IMPLICATIONS**

The main risk associated with this report is the potential that a suitable replacement cannot be identified, and that the role of Treasurer becomes vacant. To mitigate this risk other avenues would be explored to identify interim measures to ensure obligations under Section 151 are satisfied.

## **9. RECOMMENDATIONS**

It is recommended that Members:

- 9.1 Agree the most appropriate method of employment of treasurer services from the options within section 2.5 of the report.
- 9.2 Task the Appointments Committee with the responsibility of conducting a selection process and make recommendations of appointment to a future meeting of the Fire Authority.

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

None.

Councillor Darrell Pulk  
**CHAIR OF THE FIRE AUTHORITY**

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