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NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AND RESCUE AUTHORITY

MEETING OF THE AUTHORITY

Date: Friday, 18 December 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 style.

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

AGENDA

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| 1 | APOLOGIES FOR ABSENCE | |
| 2 | DECLARATIONS OF INTERESTS | |
| 3 | MINUTES
Of the meeting held on 25 September 2015 (for confirmation). | 5 - 12 |
| 4 | CHANGES TO MEMBERSHIP | |
| | (1) to note the resignation from the Authority of Councillor Gail Turner and the appointment to the Authority of Councillor Jason Zadrozny; | |
| | (2) to confirm appointment of Councillor Jason Zadrozny to the following Committees and Board: | |
| | Human Resources Committee
Personnel Committee
Strategic Equalities Board | |

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14	EXCLUSION OF THE PUBLIC To consider excluding the public from the meeting during consideration of the remaining items 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 by virtue of Paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act.	
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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 8388900

**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.**

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

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**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 25 September 2015 from 10:30 to 11:53am**

Membership

Present

Councillor Brian Grocock (Vice Chair)
Councillor John Allin
Councillor Chris Barnfather
Councillor Eunice Campbell
Councillor Jon Collins
Councillor Roger Jackson
Councillor Neghat Nawaz Khan
Councillor Mike Pringle
Councillor Yvonne Woodhead
Councillor Michael Payne
Councillor Ken Rigby
Councillor Gordon Wheeler
Councillor Malcolm Wood
Councillor Liz Yates

Absent

Councillor Darrell Pulk (Chair)
Councillor John Clarke
Councillor Dave Liversidge
Councillor Gail Turner

Colleagues, partners and others in attendance:

John Buckley	-	Chief Fire Officer
Wayne Bowcock	-	Deputy Chief Fire Officer
Craig Parkin	-	Assistant Chief Fire Officer
Malcolm Townroe	-	Clerk and Monitoring Officer to the Authority
Peter Hurford	-	Treasurer to the Authority
Sue Maycock	-	Head of Finance
Helen Brooks	-	KPMG External Auditor
Cath Ziane-Pryor	-	Governance Officer

20 APOLOGIES FOR ABSENCE

Councillor Darrell Pulk (on Fire and Rescue Authority business)
Councillor John Clarke
Councillor Gail Turner

In the absence of the Chair, the Vice Chair, Councillor Brian Grocock, Chaired the meeting.

21 DECLARATIONS OF INTERESTS

None.

22 CHAIR'S ANNOUNCEMENTS

The Chair's announcements included:

- (a) since the last meeting of the Fire Authority, two firefighters have tragically lost their lives whilst off duty. Firefighter Darren Bryan, based at Retford and Firefighter Steve Cotterell, based at Mansfield.

Everyone in attendance stood for a minute's silence to honour Darren and Steve.

- (b) consultation is under way regarding the blue light collaboration which could include alternative governance arrangements for fire services under the Police Crime Commissioners or locally elected mayors. Consultation is to close on 23 October 2015. The Chair and the Lead Opposition Member are to undertake a response on behalf of the Authority, although it is possible for individual members to respond to the consultation in their own right;
- (c) the new tri-service control, operating for Derbyshire, Leicestershire and Nottinghamshire Fire and Rescue Services, is now live and using the new control system. There is still some work to be done but the transition has gone well thanks to all the staff who have worked hard to deliver the project;
- (d) Human Resources Committee has agreed that the Armed Forces Corporate Covenant Pledge, supporting serving and ex-Armed Forces staff, should be signed. This was then done at the meeting;
- (e) the Fire Authority's Treasurer of eight years, Peter Hurford, is retiring at the end of September 2015. On the behalf of the Authority, the Chair thanked Peter for his guidance, scrutiny and support and presented a certificate of thanks on behalf of the Authority. Members echoed the Chair's comments;

Following a large fire at the Rushcliffe Arena members of the Authority thanked all crews who had attended the incident. Thanks were also put forward on behalf of Rushcliffe Borough Council by Councillor Gordon Wheeler.

23 MINUTES

The minutes of the meeting held on 26 June 2015 were confirmed as a true record and signed by the Chair presiding at the meeting.

24 ANNUAL REVIEW OF GOVERNANCE

John Buckley, Chief Fire Officer, presented the report which informs members of the recent review of the Authority's governance arrangements. The Annual Governance Statement is included within the report, as is the Local Code of Corporate Governance.

Members welcomed the report and the review which provides assurance that the Authority is operating effectively.

RESOLVED

- (1) that the Annual Governance Statement is approved and signed by the Fire Authority Chair and the Chief Fire Officer;**
- (2) for a report on the Local Code of Corporate Governance to be taken to the Policy and Strategy Committee for review and revision as appropriate.**

25 FINAL ACCOUNTS 2014/15

Peter Hurford, Treasurer to the Authority, delivered the report which presented the final accounts for the Nottinghamshire Fire and Rescue Authority for approval.

For the sake of completeness, an amendment, which has no significant impact on the accounts, was tabled prior to consideration of the item.

The following points were made and highlighted;

- (a) Sue Maycock, Head of Finance, and the Finance Team were praised for operating in a highly professional manner in providing the accounts which have been closely examined by Helen Brooks from the external auditors KPMG;
- (b) Neil Timms, former Strategic Director of Finance and Resources, is to be thanked for his help, thoughtfulness and interesting ideas;
- (c) the accounts were completed earlier this year and provide an underspend of approximately £5,000;
- (d) overall there is a £6.5 million reserve which is higher than the risk assessment recommends but which is held in preparation for the forthcoming financial restraints;
- (e) there is an earmarked reserve of 3.9 million;
- (f) pension scheme liabilities are currently met by Central Government and it is expected that this will continue. Once the pension liability is withdrawn from the balance sheet, the assets of the Authority are greater than the liabilities;

Member's comments and questions were responded to as follows:

- (g) the Authority has an appetite towards reserves and has risk assessed potential financial impacts and submitted this report to the Finance and Resources Committee;

- (h) a £4 million reserve is considered prudent on the basis of pending risk, in readiness of the grant reductions and the need to alter existing arrangements;
- (i) the level of resources held by this Fire and Rescue Authority is considerably less than some others. The value of earmarked reserves is about average and is reviewed every year to ensure relevance is maintained. If not relevant, funds can be transferred to general use;
- (j) it is acknowledged that some members do not support the Authority's approach to maintaining reserves at the current level;
- (k) the Chair of the Finance and Resources Committee, along with the Treasurer, have implemented identified savings as soon as possible in preparation of the budgetary cuts.

RESOLVED

- (1) to approve the Statement of Accounts for 2014/15 as attached at appendix A to the report;**
- (2) for members to note the financial results of the 2014/15 year for Nottinghamshire Fire and Rescue (Trading) Limited as attached as appendix B to the report.**

26 EXTERNAL AUDITOR'S REPORT TO THOSE CHARGED WITH GOVERNANCE 2014/15

Sue Maycock, Head of Finance, introduced Helen Brooks Director of KPMG External Auditors, who summarised the External Auditor's 'Report to those Charged with Governance 2014/15', informing the Authority that the Auditors had issued an unqualified finding with one non-trivial error relating to a 2013/14 comparative figure in the accounts which did not impact on the 2014/15 accounts. Helen Brooks noted that with regard to the key financial statement risks, none had been identified beyond the standard risks. There is a yearly review of how the Service considers value for money and this continues to be adequate.

RESOLVED

- (1) to note the contents of the External Auditors' ISA 260 report which is attached as appendix A to the report;**
- (2) to approve the management representation letter to the External Auditors are set out in appendix B to the report.**

27 TREASURY MANAGEMENT ANNUAL REPORT 2014/15

Peter Hurford, Treasurer to the Authority, presented the report which updates members on the Treasury Management activity during the 2014/15 financial year.

The following points were highlighted:

- (a) budgets were set within the Prudential Code and all targets were met except one which related to borrowing. The Authority had not undertaken any additional borrowing as it had not been necessary;
- (b) all self-imposed targets have been met.

RESOLVED to note the contents of the report.

28 MEDIUM TERM FINANCIAL STRATEGY 2015/16 TO 2017/18

Peter Hurford, Treasurer to the Authority, presented the report which brings together the formerly considered strategies into one overarching medium term financial strategy.

RESOLVED to adopt the Medium Term Financial Strategy and continue to review this annually.

29 ROLE OF THE CHIEF FINANCIAL OFFICER AND THE TREASURER

John Buckley, Chief Fire Officer, introduced the report which informs the Authority of review of the Director of Finance role and the role of the main Financial Officer.

The report details the financial principles and the outcome of a review of the delegation profiles and of the roles of Chief Financial Officer and Treasurer, following changes to the Service's Management Structure.

RESOLVED

- (1) to note the arrangements in place for the compliance with CIPFA's recommendations for the role of the Chief Finance Officer;**
- (2) to approve and adopt the key financial principles and delegation profiles set out in appendix A to the report.**

30 APPOINTMENT OF TREASURER

Malcolm Townroe, Clerk and Monitoring Officer to the Authority, presented the report of the Chair of the Appointments Committee, which had met on 11 September 2015.

The members were informed that following national and local advertising, nine applications had been received, all of which received detailed consideration.

It was made clear by Conservative and Liberal Democrat members of the Authority that although they did not have any personal issues with the recommended individual, they did not support recommendation 9.1 of the report on the principal that the recommended individual had left the service with a generous redundancy package and was now proposed to be re-engaged as a Treasurer.

Members voted on the recommendations as follows:

- to approve the appointment of Mr Neil Timms as Treasurer and s151 Officer with effect from 2 November 2015:

9 in favour, 5 against;

- for Mr Mark Kimberley of Gedling Borough Council to be appointed interim Treasurer and s151 Officer for the period 1 October 2015 to 1 November 2015;

unanimously in favour.

RESOLVED

- (1) **to approve the appointment of Mr Neil Timms as Treasurer and s151 Officer with effect from 2 November 2015:**
- (2) **for Mr Mark Kimberley of Gedling Borough Council to be appointed interim Treasurer and s151 Officer for the period 1 October 2015 to 1 November 2015.**

31 FIRE COVER REVIEW 2015

John Buckley, Chief Fire Officer, presented the report which informs members of the findings of the Fire Cover Review 2015, which is attached to the report.

It is noted that nationally, since the last review in 2010, Fire and Rescue Services are called to a fewer incidents but that there is a greater emphasis on providing fire safety education and prevention.

RESOLVED that the report 'Fire Cover Review 2015' is presented to the Community Safety Committee for consideration.

32 REVIEW OF SPECIALIST RESCUE PROVISION

John Buckley, Chief Fire Officer, presented the report which informs members of the opportunity to update the delivery model and potentially revise current specialist rescue capability, following a review and feasibility study.

Nationally the Service is required to attend fewer incidents whilst the majority of specialist rescues continue to be the result of road traffic collisions.

It is noted that at this point there is no intention to remove any service, only to potentially deliver services differently.

RESOLVED to support the Chief Fire Officer to carry out further analysis of the specialist rescue capability, to consult with workforce representatives and report back specific options to a future Fire Authority meeting.

33 PAY POLICY

John Buckley, Chief Fire Officer, presented the report which outlines statutory requirement for each Authority to annually provide a pay policy statement for staff of all grades.

RESOLVED to approve the Statement of Pay Policy.

34 FIRE CONTROL COLLABORATION

John Buckley, Chief Fire Officer, presented the report which updates the Authority on the current situation regarding Fire Control Collaboration with Leicestershire Fire and Rescue Service.

Although much work has been done in preparation for collaboration, Leicester Fire Authority is no longer able to progress with the program.

Members of the Authority thanked the Chief Fire Officers and staff for their work towards the project and asked that it be noted that this Authority remained willing to collaborate with neighbouring services where possible.

RESOLVED

- (1) to note the inability to progress the control collaboration project with Leicestershire Fire and Rescue Service;**
- (2) to dissolve the member led working group and governance structure which had been established to oversee the implementation and long-term delivery of the control function.**

35 PROPERTY UPDATE

John Buckley, Chief Fire Officer, presented the report which informs members of the response to the investigation into the disposal of Dunkirk Fire Station.

It is noted that in 2011 members of the Policy and Strategy Committee had requested an independent investigation into the disposal of the station and subsequent court case.

The report outlines the progression of the investigation and summarises the findings, with a redacted version of the investigation attached to the report.

The Chief Fire Officer referred to each of the issues and suggested changes to process and procedures within the Summary of findings and areas for improvement and further action. It is noted that on receipt of the independent report, the issues raised had been considered and changes applied.

It is noted that the remaining cost of the independent investigation had been paid in 2014/15 and not 2013/14 as stated in the report.

RESOLVED

- (1) to note the report;**
- (2) to task the Chief Fire Officer with ensuring that all areas considered for further improvement or further action, as identified within the report at 2.14 to 2.24, are implemented with immediate effect.**

36 COMMITTEE OUTCOMES

The report of the Chief Fire Officer provided the minutes of:

Community Safety Committee	03 July 2015
Finance and Resources Committee	10 July 2015
Human Resources Committee	17 July 2015
Policy and Strategy Committee	24 July 2015.

RESOLVED to note the report.

37 EXCLUSION OF THE PUBLIC

RESOLVED to exclude the public from the meeting during consideration of the remaining item 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, as defined in paragraphs 1 & 3 of Schedule 12A to the Act.

38 VOLUNTARY REDUNDANCY APPLICATIONS

The report of the Chief Fire Officer requested that members consider supporting the recommendations of the Human Resources Committee.

RESOLVED to approve the recommendations within the report.

1.



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

TREASURY MANAGEMENT MID YEAR REVIEW 2015/16

Report of the Treasurer to the Fire Authority

Date: 18 December 2015

Purpose of Report:

To provide Members with an update on treasury management activity during the first half of the 2015/16 financial year.

CONTACT OFFICER

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1. BACKGROUND

1.1 Treasury management is defined as:

“The management of the local authority’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks. ”

1.2 The Chartered Institute of Public Finance and Accountancy’s (CIPFA) Code of Practice on Treasury Management (revised November 2009) was adopted by the Fire Authority on 9 April 2010. The Code was updated in 2011.

1.3 The primary requirements of the Code are as follows:

1. The creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Authority’s treasury management activities.
2. The creation and maintenance of Treasury Management Practices which set out the manner in which the Authority will seek to achieve those policies and objectives.
3. Receipt by the Fire Authority of an annual Treasury Management Strategy Statement for the year ahead, a mid-year review report and an annual report covering activities during the previous year.
4. Delegation by the Authority of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
5. Delegation by the Authority of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Authority the delegated body is the Finance and Resources Committee.

1.4 This mid year report has been prepared in compliance with CIPFA’s Code of Practice, and covers the following:

- An economic update for the first six months of 2015/16;
- A review of the Treasury Management Strategy Statement ;
- A review of the Authority’s investment portfolio for 2015/16;
- A review of the Authority’s borrowing strategy for 2015/16;
- A review of compliance with Treasury and Prudential Limits for 2015/16.

1.5 The Authority has appointed Capita Asset Services as its external treasury management adviser.

2. REPORT

ECONOMIC UPDATE

- 2.1 The 2014 UK GDP growth rate of 2.9% was the strongest since 2006, and the 2015 growth rate is likely to be a leading rate amongst G7 countries. Growth is expected to weaken in quarter 3 of 2015 as the appreciation of Sterling against the Euro and weak growth in the EU, China and emerging markets impacts on UK exports. The Government's austerity programme may also have a dampening effect, although the pace of reductions was eased in the May Budget. Despite this, the Bank of England August Inflation Report included a forecast for growth to remain around 2.4%-2.8% over the next three years. However, falls in business and consumer confidence in September due to an increase in concern for the economic outlook could contribute to a dampening of growth through weakening investment and consumer expenditure. This may lead to the Bank of England cutting its growth forecasts in future Inflation Reports. For the recovery to become more sustainable in the longer term there needs to be a move away from dependence on consumer expenditure and the housing market to manufacturing and investment expenditure.
- 2.2 The strong growth in 2012 has resulted in unemployment falling quickly over the last few years. It was recognised that wage inflation needed to rise faster than general inflation in order to make the recovery sustainable, so it is encouraging that wage inflation has risen significantly above CPI inflation during 2015. This reversal of the squeeze on disposable incomes has led to stronger consumer demand, which in turn has supported growth.
- 2.3 The August Bank of England Inflation Report was subdued in respect of inflation, which was forecast to barely get back up to the 2%. With the current decrease in oil prices and the depression of world commodity prices due to the Chinese economic downturn there could be several more months of low inflation still to come. There are therefore considerable risks around whether inflation will rise in the near future as strongly as had previously been expected. This will make it more difficult for the Bank of England to raise UK interest rates as soon as was being forecast, especially as there are also fears that the volatility seen in equity and bond markets so far in 2015 could potentially spill over to impact on real economies rather than just financial markets.

REVIEW OF THE TREASURY MANAGEMENT STRATEGY

- 2.4 The Treasury Management Strategy approved by the Authority sets out the policies for managing investments and for giving priority to the security and liquidity of those investments. The risk appetite of this Authority is low in order to give priority to security of its investments. Accordingly the following types of low risk investments may be made:

- Deposits with the Debt Management Agency (Government);
- Term deposits with Banks and Building Societies;
- Term Deposits with uncapped English and Welsh local authority bodies;
- Triple-A rated Money Market Funds;
- UK Treasury Bills;
- Call deposits with Banks and Building Societies.

2.5 The Authority will aim to limit its investment with any single counterparty to £2m although the strategy noted that this was sometimes difficult to achieve. No term deposits will be made for more than 1 year without the prior approval of the Treasurer and the Chair of Finance and Resources Committee. The selection of counterparties with a high level of creditworthiness will be achieved by selection of institutions down to a minimum durational band within Capita's weekly credit list of potential counterparties. The Authority will therefore use counterparties within the following durational bands:

- Blue 1 year (only applies to nationalised or semi nationalised UK Banks)
- Orange 1 year
- Red 6 months
- Green 100 days

2.6 The methodology used by Capita to create creditworthiness ratings has been amended to reflect changes in the methodologies used by the main rating agencies (Fitch, Moody's and Standard & Poor's). All three agencies have begun removing the ratings "uplift" that had been provided to some institutions due to implied levels of sovereign support. This is in response to the evolving regulatory regime. In addition to the removal of implied sovereign support, the rating agencies are also taking into account additional factors, such as regulatory capital levels. In keeping with these new methodologies, the credit element of Capita's credit assessment process now focusses solely on the short and long term ratings of an institution. Other key elements in the process remain unchanged.

2.7 The Authority will avoid locking into longer term deals whilst investment rates are down at historically low levels unless exceptionally attractive rates are available which make longer term deals worthwhile.

2.8 In terms of cash resources, the strategy is to maintain a bank overdraft facility of £200,000, to continue to use cash flow forecasting to predict cash surpluses and shortfalls so that these can be managed and to invest small bank account balances in the Business Premium Account on a daily basis if the interest rate is favourable.

2.9 In the first half of the year, there were no instances of the bank account being overdrawn.

REVIEW OF THE INVESTMENT PORTFOLIO

2.10 During the first half of the year, a total of 6 investments were made (excluding the overnight sweep to the Business Premium Account). The maximum value placed in any single investment was £2m and the longest duration of 242

days was for a single investment of £900k. The investments were placed with banks and building societies meeting the credit rating criteria shown above. An analysis of investments as at 30 September 2015 revealed that the Authority had £9.9m invested with 5 different institutions at an average interest rate of 0.59%. Of the £9.9m, £7.9m was placed with UK institutions (as defined by the Bank of England Prudential Regulation Authority) and £2m was placed with banks incorporated outside the European Economic Area (EEA) which are authorised to accept deposits through a branch in the UK.

- 2.11 Investment income earned up to 30 September 2015 totalled £18k. The budgeted target of £76k therefore seems unlikely to be achieved at this stage. This variance is due to lower cash balances than assumed when the budget was set and this is because no new borrowing has yet been taken.

REVIEW OF THE BORROWING STRATEGY

- 2.12 The strategy for 2015/16 is to use a combination of capital receipts, borrowing and internal funds to finance capital expenditure. Two PWLB loans will mature in the medium term (£2m in 2016/17 and £2m in 2017/18). These will need to be replaced with new borrowing and it is estimated that new borrowing in the period 2015/16 to 2017/18 will be in the region of £13m.
- 2.13 PWLB interest rate forecasts have fallen during the year, with the forecasted rate for a 25 year loan taken out in March 2016 reducing from 4.00% in February 2015 to 3.70% in November 2015. It is uncertain how long this downward trend will continue, therefore it is likely that the Authority will borrow before the end of the financial year. However, as borrowing rates are higher than current investment rates it is important that the Authority avoids unnecessary carrying costs by not borrowing too far advance of expenditure. It is also possible that rates may continue to fall beyond March 2016. For this reason, borrowing in latter half of 2015/16 is likely to be restricted to between £2m and £4m of the £13m required in the medium term.
- 2.14 No rescheduling of debt has taken place to date, as the interest rate climate has not resulted in an advantageous environment for rescheduling.
- 2.15 All other aspects of the borrowing strategy remain in place at this mid-point in the year.

REVIEW OF COMPLIANCE WITH TREASURY AND PRUDENTIAL LIMITS

- 2.16 The following indicators were approved by Members for the 2015/16 financial year. As at 30 September, the actual performance was as shown in the final column of the table below:

Treasury or Prudential Indicator or Limit	Approved for 2015/16	Actual as at 30/09/15
Estimate of Ratio of Financing Costs to Net Revenue Stream	5.3%	Not available until year end
Estimate of the Incremental Impact of the New Capital Investment Decisions on the Council Tax (Band D)	£0.18	Not available until year end
Estimate of Total Capital Expenditure to be Incurred (including slippage)	£6,482,000	£5,882,000
Estimate of Capital Financing Requirement	£27,981,000	Not exceeded
Operational Boundary	£28,076,000	Not exceeded
Authorised Limit	£30,883,000	Not exceeded
Upper limit for fixed rate interest exposures	100%	100%
Upper limit for variable rate interest exposures	30%	0%
Loan Maturity:	<u>Limits:</u>	
Under 12 months	Upper 20% Lower 0%	9.80%
12 months to 5 years	Upper 30% Lower 0%	30.31%
5 years to 10 years	Upper 75% Lower 0%	16.28%
10 years to 20 years	Upper 100% Lower 0%	0.00%
Over 20 years	Upper 100% Lower 30%	43.61%
Upper Limit for Principal Sums Invested for Periods Longer than 364 Days	£2,000,000	Not applicable

The table above shows that a slight breach of the 12 months to 5 years limit has occurred in the first half of the year. This is because no new borrowing has taken place following the maturing of a PWLB loan in September 2014, so Officers have not had an opportunity to re-balance the maturity profile. The breach will be addressed when a new loan is next taken.

3. FINANCIAL IMPLICATIONS

The financial implications of this report are set out in full within the body of the report.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

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

5. EQUALITIES IMPLICATIONS

An equality impact assessment has not been undertaken because this report details a review of activities rather than a new policy.

6. CRIME AND DISORDER IMPLICATIONS

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

7. LEGAL IMPLICATIONS

There are no legal implications arising directly from this report, other than the requirement to act within the Authority's powers when undertaking treasury management borrowings and investments.

8. RISK MANAGEMENT IMPLICATIONS

The investment of local authority funds cannot be achieved without some element of risk. Careful choice of borrowers using creditworthiness indices will minimise this risk. This prudent approach will undoubtedly result in some interest rate loss but the principles of security and liquidity are paramount.

9. RECOMMENDATIONS

It is recommended that Members note the contents of this report.

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

None.

Neil Timms
TREASURER TO THE FIRE AUTHORITY

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NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

BUDGET GUIDELINES 2016/17

Joint Report of the Chief Fire Officer and the Treasurer

Date: 18 December 2015

Purpose of Report:

To inform Members of the likely budget position for 2016/17 and to request that the Fire Authority set general guidelines within which the Finance and Resources Committee will develop a detailed budget proposal for 2016/17 to 2018/19.

CONTACT OFFICER

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1. BACKGROUND

- 1.1 At its meeting on 27 February 2015 the Fire and Rescue Authority set the capital and revenue budgets of the Authority for the years 2015/16 to 2017/18 and the precept amount for 2015/16. The revenue budget requirements for the three years were:

	Budget £m
2015/2016	41.213
2016/2017	42.637
2017/2018	43.630

The Council Tax at Band D was set at £72.44 for 2015/16.

- 1.2 Members will be aware that the budget figures for 2016/2017 and beyond were estimates prepared at the time and in recognition of the likelihood that available funding for the budget would be lower than these budget requirements and that savings would have to be found in order to balance the budgets in future years.
- 1.3 The Minister for Communities and Local Government is not expected to make an announcement in respect of grant funding, referendum limits and Council Tax Freeze grants (the finance settlement) until sometime around the 18 December, so at the time of writing this report there is still a significant amount of uncertainty about the Authority's external funding for 2016/17.
- 1.4 Despite this uncertainty, it is important that the Authority considers its budgetary position going forward and provides the Finance and Resources Committee with guidance as to the parameters within which to develop a budget proposal for 2016/17 and beyond, before final budget proposals are considered by the Fire Authority in February 2016.

2. REPORT

FINANCIAL POSITION

- 2.1 The current financial position of the Authority remains stable, even after several years of financial restraint. Wherever possible, budget reductions identified for future years have been implemented as soon as possible and this has contributed towards some underspends in prior years which have enabled balances to be maintained at a healthy level. This in turn has allowed a measured approach to be taken to budget reductions over the past few years.

- 2.2 A gradual process of reducing balances and reserves, using them to lower the revenue costs of capital going forward have enabled the capital programme to be maintained whilst still being able to meet budget reduction targets.
- 2.3 The Government has committed to continuing with a programme of austerity for the next four years in order to reduce the public deficit. This programme will inevitably impact upon funding for local authority organisations and it is therefore still assumed that there will be further reductions in external funding over this same period.

GRANT REDUCTIONS

- 2.4 Earlier this year, the Local Government Association communicated its predictions on local authority funding cuts over the next four years. These predictions were for a 25% total reduction in SUFA (Start-Up Funding Assessment) over the next four years. SUFA is the assessment of total external funding for local authority bodies and incorporates Revenue Support Grant, Business Rates and Business Rate Top-up Grant. The Local Government Association also predicted how this reduction might be phased over the four years.
- 2.5 The Chancellor's Autumn Statement, including the results of the Spending Review, was delivered to Parliament on 25 November. Within this, there was no specific detail relating to levels of grant reductions for either Fire Authorities or for the local authority sector as a whole.
- 2.6 The Chartered Institute of Public Finance and Accountancy (CIPFA) has indicated that it expects reductions in SUFA to be between 21% and 31% in cash terms over the four years. The Local Government Association predictions are therefore within this range and remain the best estimate available for use as budget assumptions at this point in time.

COUNCIL TAX FREEZE GRANT AND REFERENDUM LIMIT

- 2.7 In previous years, the finance settlement has included details of revenue grants available to authorities who do not increase council tax, as well as the limit for council tax increases above which a referendum on council tax levels would be triggered. Until the finance settlement for 2016/17 is received it is assumed that council tax freeze grant will still be available next year and that the referendum limit will remain at 2%.

REVENUE BUDGETS

- 2.8 The budget process this year has continued to focus on the need to find savings and efficiencies wherever possible. The Chair of the Finance and Resources Committee has again worked closely with Officers to gain assurances as to the robustness of budget estimates. This year, the Chair of the Finance and Resources Committee and the Head of Finance worked together with budget holders to closely examine the capital programme and its related revenue budget impacts, as well as some elements of the pay

budget. In the previous two years, all of the significant non-pay budgets and all of the pay budgets have been presented to and discussed with the Chair of the Finance and Resources Committee during the budget process.

2.9 Work on the budget requirement, which is the amount the Authority is required to spend to deliver the current levels of service, is largely complete and covers the next three years. However there are still a number of variables that may affect the overall budgetary position. In summary these unknown elements are:

- The amount of Revenue Support Grant from Government;
- The amount of Business Rates income from Billing Authorities;
- The amount of Business Rates Top-up Grant from Government;
- The level of the Council Tax Base;
- Council Tax and Business Rates surpluses and/or deficits from prior years.

The first three items above will be known after the finance settlement is delivered, whilst the final two items will be known by the end of January.

PROPOSED GUIDELINES

2.10 There are a significant number of unknown variables influencing the 2016/17 budget process as outlined above, but some of these will have been resolved by the time the Finance and Resources Committee meets in January. In addition the budget requirement will be almost finalised by then.

2.11 The Authority's total funding for the revenue budget comprises the external funding elements which make up SUFA, as set out in paragraph 2.4 above, as well as Council Tax precept. Whilst the amount of external funding cannot be directly influenced by the Fire Authority, the amount of the council tax precept will be set by the Fire Authority in February. It would seem appropriate therefore for the Finance and Resources Committee to focus on two areas:

2.11.1 The options for Council Tax to be recommended to the Fire Authority in February.

2.11.2 If required, the options for eliminating any budget deficit to enable the Fire Authority to approve a balanced budget, as required by law.

2.12 The Authority has a number of options for Council Tax:

2.12.1 Leave the Council Tax level as it is.

2.12.2 Reduce Council Tax.

2.12.3 Increase Council Tax by an amount lower than the referendum limit.

2.12.4 Set a budget which would require a referendum to be held.

- 2.13 In reality the options set out in paragraphs 2.12.2 and 2.12.4 would both present the Authority with an increased budgetary deficit to manage, so in the current financial environment the options in paragraphs 2.12.1 and 2.12.3 are considered to be the most appropriate parameters within which the Finance and Resources Committee should work.
- 2.14 If a budgetary position which shows a funding deficit is presented to the Finance and Resources Committee then this will require consideration of suitable options to eliminate this deficit. The options would depend upon the size of any deficit but would most likely include tasking the Chief Fire Officer with proposing further savings for consideration to the Fire Authority and planning the use of General Reserves to support the budget whilst further budgetary savings are identified and implemented.

3. FINANCIAL IMPLICATIONS

The financial implications are set out in full within the body of the 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 initial equality impact assessment has not been prepared in relation to this matter.

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 primary corporate risk is that sufficient financial resources are not available to the Authority. An early guide for the Finance and Resources Committee in terms of the development of the budget will help to manage this risk.

9. RECOMMENDATIONS

That Members approve the following guidelines as a framework for the Finance and Resources Committee to develop the Authority's draft budgets for 2015/16 to 2017/18, and to make recommendations to the Fire Authority:

- The options for Council Tax to be recommended to the Fire Authority in February, limited to either a Council Tax freeze or an increase in Council Tax within the referendum limit;
- If required, the options for eliminating any budget deficit to enable the Fire Authority to approve a balanced budget, as required by law.

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

None.

Neil Timms
TREASURER TO THE FIRE AUTHORITY

John Buckley
CHIEF FIRE OFFICER



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

ADJUSTMENTS TO SERVICE DELIVERY PROVISIONS

Report of the Chief Fire Officer

Date: 18 December 2015

Purpose of Report:

To seek approval to adjust the disposition of operational provisions and delete 34 posts from the whole-time uniformed establishment.

CONTACT OFFICER

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1. BACKGROUND

- 1.1 Members will be fully aware of the financial pressures that are facing the Service, and over the past few years a number of work-streams have been undertaken to identify opportunities for efficiencies to be realised, whilst at the same time protecting and if possible improving front line provision of services.
- 1.2 In November 2013, Members of the Policy and Strategy Committee approved the concept of enhanced crewing by utilising the capacity of the ten notional posts at Worksop to pursue a new hybrid duty system to support retained sections.
- 1.3 In February 2014 the 'Balancing the Budget in Future Years' report was presented to the Fire Authority as part of a long term strategy to realise savings in the region of £2.4million. This work has already secured savings of £1.3million and this paper brings forward proposals to finalise aspirations that were identified at that time.
- 1.4 The balancing the budget report also tasked the Chief Fire Officer to bring up to date the methodology used within the Fire Cover Review 2010 to provide a current evidence base to consider future decisions. This has resulted in the 'Fire Cover Review 2015' that is currently being considered by the Community Safety Committee. Furthermore, one area of potential savings has emerged through this work and a report was supported by the Authority at its meeting in September 2015 to review the current provision of the Specialist Rescue Team (SRT).

2. REPORT

OFFICER REVIEW

- 2.1 The Service maintains an officer cadre of forty, ranging from Station Manager to Chief Fire Officer. This is distributed as follows:
 - 28 Station Managers
 - 6 Group Managers
 - 3 Area Managers
 - 3 Brigade Managers
- 2.2 This cadre of flexi-duty officers provides a continual availability of command competencies for incidents and other emergencies, whilst at the same time discharging a range of general managerial duties during their day to day roles.
- 2.3 A review of officer numbers has identified the potential to delete three station manager posts entirely and convert one further station manager to a non-uniformed manager. The impact of the changes will be absorbed through changes to duties and rationalisation of activities.

- 2.4 These changes will be discharged in the following way:
- 2.4.1 The Fire Investigation and Fire Protection Enforcement teams will be integrated under one Station Manager enabling the deletion of one post.
 - 2.4.2 The Business Risk Manager will join the Resilience Team enabling the deletion of one post.
 - 2.4.3 The Community Safety Team restructure has enabled the deletion of one post.
 - 2.4.4 The Station Manager post within the equipment section has been identified as suitable for conversion to a non-uniformed role.
- 2.5 To facilitate the reductions the operational rota will be adjusted from a 7-week cycle to a 6-week cycle therefore maintaining the current number of Station Managers available for immediate operational response.
- 2.6 The review has also identified that there is very little scope for any further reductions to the officer cadre due to the very lean structure that already exists within the Service, and secondly, the parameters of the Grey Book Flexi-duty national conditions of service would significantly reduce the available managerial time should the rota be compressed further.
- 2.7 The proposals will be implemented from April 2016 as current vacancies are being filled by temporary promotions, and savings will be achieved in the region of £265k, however £35k will be transferred to the non-uniformed pay budget to fund the converted role resulting in a net saving of £230k

ENHANCED CREWING

- 2.8 Since the decision to consider the concept of enhanced crewing in November 2013, work has taken place with workforce representatives to try and secure a local agreement on working arrangements. This has not been possible, and after further consideration alternative approaches have been taken to support retained sections.
- 2.9 This has resulted in increased recruitment and improved availability levels at targeted retained locations, and although there is still much to be done to improve resilience, the Chief Fire Officer believes that there is no merit in pursuing the concept of enhanced crewing.
- 2.10 Enhanced crewing was planned to be funded by the use of the 10 firefighter posts allocated to Worksop and this report proposes that those posts are deleted creating a total saving of £335k, with £200k being re-invested into the retained pay budget resulting in an actual saving of £135k.

- 2.11 The proposals will be implemented from 01 April 2016 and the posts absorbed within the natural turnover of whole-time staff.

SPECIALIST RESCUE TEAM

- 2.12 In 2007 the Specialist Rescue Team was formed following a review of the Service's response to non-fire related incidents. As part of the steps taken to improve the rescue provision, all front line appliances were provided with an upgraded capability through the provision of both enhanced equipment and training.
- 2.13 Specialist rescue capability is provided by the team of 44 personnel and deploys Service-wide skills from two locations, namely; Highfields and Tuxford fire stations. Furthermore, Service-wide competence has increased significantly since the implementation of medium rescue capability equipment on all front line appliances.
- 2.14 A review has been undertaken and an alternative delivery option has been identified that maintains all of the current capabilities and also realises significant savings in the region of £790k.
- 2.15 The proposal is to integrate the SRT on to firefighting watches and create two technical rescue stations that crew both a pumping appliance and a Specialist Response Unit. These would be at Highfields and Newark fire stations therefore maintaining north and south provision.
- 2.16 To ensure that firefighters at Highfields and Newark are able to maintain the broader range of competencies, animal rescue capability will be relocated to two retained sections. Discussions are ongoing with staff at East Leake and Warsop with regards to the additional commitment required as these are the preferred locations.
- 2.17 The proposals in the north of county will be in place by 1 April 2016. To create capacity at Highfields, the aerial ladder platform will be relocated to the new fire station on London Road when it comes in to operational use, therefore this phase of the transition will take place during the Autumn of 2016.
- 2.18 By reintegrating the SRT on to firefighting watches the whole-time establishment will be reduced by 20 posts saving £826k. To support the transfer of Animal Rescue, £36k of this saving will be moved to the retained pay budget, resulting in an actual saving of £790k.

IMPACT ON THE ESTABLISHMENT

- 2.19 The current approved establishment of whole-time uniformed posts is 510 and this report proposes the reduction of 34 posts therefore resulting in an approved establishment of 476. Current strength is 500, and this is expected to fall to 494 by 1 April 2016.

- 2.20 The phased approach to the SRT proposals will be supported by the over-establishment in the ridership ensuring the opening of the London Road fire station can be accommodated.
- 2.21 Turnover during 2016/17 is anticipated to be approximately 25 posts, therefore all savings will be secured by March 2017 and any overspends within the whole-time pay budget will be supported from the Organisational Transition earmarked reserves.

3. FINANCIAL IMPLICATIONS

- 3.1 Total reductions within the whole-time pay budget will be £1.426m, however £35k will be transferred to the non-uniformed pay budget and £236k will be transferred to the retained pay budget resulting in a total net saving of £1.155m.
- 3.2 It is estimated that at 01 April 2016 the whole-time strength will be 18 posts above the approved establishment and that natural turnover during the following months will result in the strength falling under the approved establishment. This creates the potential for an overspend within the whole-time pay budget which will be met from the Organisational Transition earmarked reserves and is anticipated to be in the region of £350k subject to the actual profile of the retirements during 2016/17.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

- 4.1 Current vacancies and the predicted turnover of staff means that these changes can be implemented without the need for compulsory redundancies.
- 4.2 Changes to the officer cadre and Specialist Rescue Team provision will require changes to working practices and the mobility of staff. This will be dealt with sensitively following Service policy and in conjunction with representative bodies.

5. EQUALITIES IMPLICATIONS

An equality impact assessment has been undertaken and it has not identified any negative impacts on areas of protected characteristics.

6. CRIME AND DISORDER IMPLICATIONS

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

7. LEGAL IMPLICATIONS

The Fire Authority must satisfy its legal obligations under various legislation, but primarily the Fire and Rescue Services Act 2004 and the Civil Contingencies Act 2004. Proposals contained within this report do not change the level of service delivered to the community, and therefore does not cause the Service to breach either of these legal duties.

8. RISK MANAGEMENT IMPLICATIONS

- 8.1 There is a risk that any changes to the current specialist rescue provision will impact upon the Service's ability to meet its statutory duties to provide a rescue capability. This risk will be mitigated by ensuring that any changes to the current delivery model will be fully risk assessed to ensure the current level of service provided by NFRS will reflect the risk and demand that currently exists or can be reasonably expected to exist in the future.
- 8.2 Implementing changes to the organisation that both satisfy the demands of austerity and take advantage of natural turnover of staff, secure financial stability and reduce the risk of compulsorily redundancies and the inevitable deterioration of industrial relations.

9. RECOMMENDATIONS

It is recommended that Members:

- 9.1 Approve the deletion of 34 whole-time uniformed posts.
- 9.2 Approve the creation of a non-uniformed manager post within the equipment section.
- 9.3 Support the adjustments to the service delivery provisions as outlined within the main body of the report.

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

None

John Buckley
CHIEF FIRE OFFICER



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

FEES AND CHARGES

Report of the Chief Fire Officer

Date: 18 December 2015

Purpose of Report:

To revise the scale of charges in relation to special service calls and the use of Service facilities (hire of rooms).

To revise the scope of special service calls where charges are made.

To extend the regime of room hire charges to all premises within the Service.

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1. BACKGROUND

- 1.1 The services provided by the Fire Authority are set out in the Fire and Rescue Services Act 2004 (the Act) and the cost of these services is met from the Authority's funding from central Government and raising local taxes. A fire authority is given power under Section 19 of the Act to apply a charge for certain incident types.
- 1.2 The Act stipulates that in setting the amount of a charge, the income from charges must not exceed the cost to the Authority of taking the action for which the charges are imposed. The Authority has an existing set of fees and charges which have been in place for some time and are now outdated. Income raised from these fees and charges has been relatively low in recent years.
- 1.3 This report focuses on two areas of directly charging for discretionary services and seeks approval to update the fees and charges, and then to extend the range of services charged for in the future.

2. REPORT

SPECIAL SERVICES

- 2.1 The Fire and Rescue Services (England) Order 2004 (SI 2305/04) details the special services for which a charge can be made by English fire authorities. These are:
 - 1) Containment and clearance of debris, spillages, discharges or leaks from a vehicle, storage tank or pipe.
 - 2) Provision or removal of water.
 - 3) Effecting entry to, or egress from, premises.
 - 4) Rescuing persons from lift cabins.
 - 5) Rescuing animals.
 - 6) Removal of dangerous structures.
 - 7) Lifting of incapacitated persons.
- 2.2 The current schedule of fees and charges is set out in Appendix B, and allows for an hourly rate to be charged for personnel, vehicles and equipment used at any type of special services incident. The charges were last calculated in 2002. The same appendix shows the proposed new charges, which have been calculated with reference to the actual cost of providing services in the most recent full financial year (2014/15).

CHARGING FOR SPECIAL SERVICES IN THE FUTURE

- 2.3 Although charges for special services have been in place for many years, the Service does not routinely attempt to recoup the associated costs. It is custom and practice to not make a charge for most special services.

- 2.4 A survey of other fire and rescue services in the UK has revealed that more than half actively pursue cost recovery for defined incidents. Of the fifteen other English FRSs that make up Family Group 4: ten actively pursue cost recovery, three are considering their position and only two have ruled it out as a policy.
- 2.5 It is proposed that the Authority seeks to recover costs from the special services listed in Paragraph 2.1 within the following framework:
- 2.5.1 Charges for the containment and clearance of debris, spillages, discharges or leaks from a vehicle, storage tank or pipe would be made where the owner can be readily identified. With regards to vehicles following road traffic collisions, charging would only be considered after the conclusion of the emergency phase, and where the services provided go beyond that normally encountered from a collision – eg: clearance of a shed load or tanker discharge.
- 2.5.2 Charges for the provision or removal of water would relate to flooding in premises that has been caused by a lack of appropriate maintenance or mistakes on the part of the responsible persons. For example, these could include insurable risks such as burst pipes and leaking roofs. Charges would not be made for flooding caused by inclement weather or other natural disasters.
- 2.5.3 Charges for effecting entry to or from a premise would apply in circumstances that would be best facilitated by a lock smith. They would not apply when the incident involves a vulnerable person – eg: elderly person or child, or where there is the potential for a fire, or other emergency to occur.
- 2.5.4 Charges for the removal of a dangerous structure would only apply where there is no risk to life, property or public infrastructure.
- 2.5.5 No charge will be made for releasing persons from lift cabins.
- 2.5.6 No charge will be made for rescuing animals.
- 2.5.7 No charge will be made for lifting incapacitated persons.
- 2.6 If this proposal is approved, it is anticipated that the number of chargeable special service incidents attended by the Service may fall. This is because the introduction of charges will prompt some callers to seek an alternative, more appropriate solution to their problem.
- 2.7 Revised procedures will be required and employees trained to ensure appropriate implementation of the framework. In addition, there will be a targeted campaign to raise awareness within the business community of the potential charge for releasing persons from lift cabins.

- 2.8 It is proposed that the revised arrangements would be implemented with effect from 1 April 2016.

HIRE OF ROOMS

- 2.9 Facilities at the Authority, in terms of rooms at venues such as headquarters and fire stations, are available for use by members of the public and other organisations for various activities. Since 2010 charges have applied for the use of facilities at headquarters for organisations using rooms where there is no Service involvement in the meeting or where the priorities of the Service are not being worked towards through the activity taking place.
- 2.10 The existing schedule of fees and charges is set out in Appendix C, together with the proposed new charges, which have been updated to reflect the current cost of providing and servicing meeting rooms. Such costs include premises and insurance costs, wear and tear on furniture and the cost of staff arranging the booking of facilities and servicing the meetings.
- 2.11 Charges for the hire of meeting rooms have been applied at headquarters over the past five years, but not at other Service premises. This has led to an inconsistent approach in how the Service deals with community groups and businesses using facilities. For example, groups that have approached Headquarters and not wished to be charged for their booking have then gone on to hold their meetings at Highfields fire station free of charge.
- 2.12 The demands on the Service in this area have increased, particularly at Highfields fire station (300 bookings per annum) where there are good facilities available. As the use of rooms has increased, the work required from the administration team at that site has also escalated.
- 2.13 A review of the use of facilities by the public has been undertaken and the policy has been updated. It is proposed that charging for the hire of rooms is extended to all Service premises, and that a decision-making tool is used to assess whether a full charge, discounted rate or no charge should be applied to the person or organisation proposing to hire a room.
- 2.14 This proposal will help to ensure that the Service applies a cost recovery system which does not disadvantage the Service, does not disadvantage other non-profit making organisations, is aligned to the Service's key priorities and objectives, and adds social value to the communities served. If this proposal is approved, it will be applied to all new booking with effect from 1 January 2016.

FUTURE REVIEW OF CHARGES

- 2.15 It is proposed that a full review and recalculation of charges will take place every three years to maintain the principle that charges must only recover the cost of services provided. In the interim years, fees and charges will be updated annually for inflation utilising the Consumer Price Index. Updated fees and charges will be reported to the Fire Authority in the budget report each February.

3. FINANCIAL IMPLICATIONS

- 3.1 Finances raised from charging for special services over the past three years have averaged £7k per annum.
- 3.2 In 2014, 195 special services incidents were attended which could have qualified for charges to be made. These incidents would have generated income of around £77k if charges had been made. In view of the likelihood of incident numbers falling, it is proposed that the current budget of £30k for special service income is maintained for 2016/17 and is reviewed annually.
- 3.3 Virtually no income has been raised from charging for the use of facilities at headquarters over the past three years. Around 300 room hire bookings are made each year at Highfields fire station alone. These bookings would have generated income of around £41k if charges had been made although room bookings at other fire stations are likely to be minimal in comparison due to the smaller number of rooms available. It is recognised that if the proposal to extend charging to all Service premises is approved it may well lead to a fall in the number of bookings made. In view of this it is proposed that a budget of £30k is set for use of facilities income in 2016/17 and is reviewed annually.
- 3.4 These financial implications will form part of the budget recommendation reported to the Fire Authority in February 2016, if the recommendations in this report are approved.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

- 4.1 There are human resources implications relating to the administration of charges for both special services and the use of facilities. Existing processes will need to be reviewed to ensure that they are suitable for managing the increased workload, and amended if required.
- 4.2 Control staff will decide whether or not an incident is chargeable on receipt of the call. Costs would be explained and the caller's approval sought before resources are mobilised. This process would be explained in a revised Control Procedure.

- 4.3 The officer in charge of the incident would be responsible for collecting information from the person liable for the charge. Some familiarisation training would be required but is unlikely to have a significant impact.

5. EQUALITIES IMPLICATIONS

- 5.1 An equality impact assessment has been undertaken in relation to special services charging and has found that there would be no negative impact as a result of this policy being introduced.
- 5.2 An equality impact assessment has been undertaken in relation to the use of facilities and the implications are that this has a neutral impact to both employees and the communities NFRS serves. However, the decision-making process has been discussed with the Equalities and Diversity Officer and it has been noted that there may be a positive impact on groups identified as at risk of being involved in an incident or those the Service aims to support through the equality and inclusion agenda. This initial equality impact assessment is attached at Appendix A.

6. CRIME AND DISORDER IMPLICATIONS

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

7. LEGAL IMPLICATIONS

It is a requirement for the full Fire Authority to make decisions on the application of charges to recover costs.

8. RISK MANAGEMENT IMPLICATIONS

- 8.1 The Service's Business Risk Manager has identified the requirement to inform the Service's insurers if costs are recovered for the use of facilities, to ensure that the public liability risk is insured. It is anticipated that any resultant increase in insurance premium would be a nominal amount.
- 8.2 Additional risk comes from the potential for negative publicity as a result of the extension of charging. This risk has been mitigated by not pursuing cost recovery for the more emotive incident types relating to animal rescue and incapacitated persons and by implementing concessionary, or no charges, for the hire of rooms by in certain circumstances. The risk will be further reduced with a targeted communications campaign to raise awareness of the changes amongst affected parties.

9. RECOMMENDATIONS

It is recommended that Members:

- 9.1 Implement the proposed new charges for special services, as set out in Appendix B.
- 9.2 Implement the recovery of costs for attending special service incidents within the framework set out in Paragraph 2.5 of the report.
- 9.3 Implement the proposed new charges for the hire of rooms, as set out in Appendix C.
- 9.4 Implement charging for the use of facilities for all Service premises.
- 9.5 Approve the proposal to fully review fees and charges every three years, and to amend fees and charges to reflect inflationary changes in the interim years.

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

None

John Buckley
CHIEF FIRE OFFICER

<p>3.</p>	<p>Please explain the impact you have identified. The neutral impact on colleagues has been identified because, while some additional work is required in administering the policy in its updated form, it now acknowledges and reflects work that was already involved and recovering costs appropriately will allow the service to resource such activities appropriately.</p> <p>The neutral impact on the public reflects the fact that the Service has not been recovering costs from groups or individuals whose objectives are either commercial or not aligned to the risks the Service addresses through its work. By recovering costs from those it should be doing, the Service will be better able to target its resources at those who needs we address through the service we deliver or those who have objectives aligned to those of the Service. Community groups with a genuine need and who provide activities that help create safer communities as per the priorities of our IRMP will still have free access to facilities, where there is some but not full alignment we will implement a partial cost recovery system and where groups or individuals are using facilities for their own / separate priorities we will recover full costs and a fair, appropriate and consistent decision-making process will be implemented as part of the policy update if it is agreed.</p>				
<p>3a)</p>	<p>Please explain any steps you have taken or may take to address the impact you have identified.</p> <p>Please see the above: cost recovery will be applied fairly and consistently through centralising booking process and providing colleagues involved in the process with decision-making tools, models and training.</p>				
<p>4.</p>	<p>Identify the individuals and organisations that are likely to have an interest in, or be affected by the policy, function, theme or service. <i>This should identify the persons/organisations that may need to be consulted about the policy or service and its impact.</i></p> <p>Users of rooms at NFRS locations – community groups, businesses and partner organisations. Other departments responsible for elements of maintaining facilities such as estates, ICT and finance.</p>				
<p>5.</p>	<p>Has consultation (with the public, managers, employees, TUs etc) on the policy, function, theme or service been undertaken?</p> <table border="1" data-bbox="1624 1077 2089 1193"> <tr> <td data-bbox="1624 1077 1736 1193">Yes</td> <td data-bbox="1736 1077 1848 1193"></td> <td data-bbox="1848 1077 1960 1193">No</td> <td data-bbox="1960 1077 2089 1193">X</td> </tr> </table>	Yes		No	X
Yes		No	X		

5a.	Please provide details for your answer including information regarding when consultation will take place if you have ticked yes.			
	Advice to users of NFRS facilities have been advised on booking space at our main sites for the six months to a year that it is the intention to begin recovering costs. Consultation with the internal stakeholders described above has taken place formally at management groups such as SMF and informally during the process of updating the policy and creating the cost recovery structure.			
6.	Has the Equality and Diversity Officer been contacted?	Yes	<input checked="" type="checkbox"/>	No
6a.	If Yes please outline below the outcomes/concerns highlighted in the discussion.			
	The E&D Officer advised that the impact is likely to be neutral across the board based on the details presented to him in the paper and the policy update. However, it is anticipated that as the decision-making model is designed to ensure groups in the IRMP are given discounted or free use of NFRS rooms then there may be some positive affects for groups identified as being at increased risk of being involved in an incident or as being a priority for NFRS to work with through the equality and inclusivity strand of the Service plan.			
If No please ensure that the Equality and Diversity Officer is contacted.				
If Yes , Please record here the date the Equality and Diversity Officer was contacted regarding this initial equality impact assessment.				
Date: 23 March 2015				

SPECIAL SERVICES – SCALE OF CHARGES

	Existing Charges	Proposed New Charges
Personnel: per hour, or part of an hour:		
Full Crew	-	£268.80
Station Manager and above	£46.82	£60.00
Watch Manager	£31.12	£49.20
Crew Manager	£30.89	£46.80
Firefighter	£27.38	£44.40
Appliances and Vehicles: per hour, or part of an hour:	-	£39.60
Above 6 tonne operating cost	£66.26	-
Above 6 tonne standby cost	£60.62	-
Below 6 tonne	£32.42	-
Portable Pumps: per hour, or part of an hour:		
Above 1,000 lpm	£62.04	-
Below 1,000 lpm	£35.24	-
Loan Salvage Sheet:		
Charge for fitting	£210.47	£268.80
Charge for removing	£210.47	£268.80
Daily charge	£14.42	-
Charge for salvage sheet	-	£86.39
Copy of a Fire Report	£34.98	£66.00

USE OF FACILITIES – SCALE OF CHARGES

	Existing Charges	Proposed New Charges
Hire of Meeting Room: per day or part of a day		
Standard Charge	£204.00	
Charge if setting up required out of normal hours	£228.00	
Hire of Meeting Room		
Full day		£225.60
Half day		£116.40



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

ESTABLISHMENT OF SYSTEMS ADMINISTRATOR POST

Report of the Chief Fire Officer

Date: 18 December 2015

Purpose of Report:

To seek approval for the creation of a part-time Systems Administrator post within the Human Resources Department.

CONTACT OFFICER

Name : Tracy Crump
Head of People and Organisational Development

Tel : 0115 967 0880

Email : tracy.crump@notts-fire.gov.uk

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

1. BACKGROUND

- 1.1 At its meeting on 16 October 2015, the Human Resources Committee considered and recommended approval to Fire Authority of the proposed creation of a new part-time role of Systems Administrator to provide support to the i-Trent human resources (HR) and payroll systems and to the START rostering system.
- 1.2 As the project implementation stages of these projects conclude, it is essential that the Service has the resources in place to maintain and develop both the i-Trent and Systel systems going forward.

2. REPORT

- 2.1 The HR, payroll and rostering systems are recognised as critical systems in terms of the impact on operational delivery and provision of key management information. As the implementation stages of HR and rostering projects come to an end, it is important that effective maintenance arrangements are in place to ensure the accuracy and timeliness of information processing.
- 2.2 A review has identified the system support requirements going forward, technical support for the systems will be provided by the Service's ICT team and system provider, day-to-day operation, data management and user support will be provided by individual departments. The complexity of the systems requires on-going support to maintain system infrastructure, data integrity and to develop the systems as technology and user demands change.
- 2.4 In terms of the i-Trent system, an existing HR Administrator role has been designated to a dedicated support role which provides help desk and technical support. The rostering system, once phase one development is complete, will be supported by a permanent administrator who has been working with the project team.
- 2.5 The review team identified the need for an additional administrative role that can work across both systems to provide resilience when these employees are absent, or when there is peak in workload. It is considered that this be a part-time role, covering 18.5 hours per week (0.5 fte), and would form part of the existing HR i-Trent support team.

3. FINANCIAL IMPLICATIONS

This post has been evaluated at Grade 3, with a total cost of £10,262 per annum at the bottom of the grade. The post will be partly funded from surplus hours in the HR Department pay budget (£3,883) with the remaining £6,379 funded from savings arising from the review of District Administration.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

In line with current procedures, this role would initially be open to application from existing employees and then advertised externally

5. EQUALITIES IMPLICATIONS

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

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

- 8.1 Delays in data updates, system failures or lack of system development would have serious consequences for the Service.
- 8.2 The establishment of this post will provide resilience to the arrangements to maintain and develop these critical IT systems including those directly associated with the Service's emergency response arrangements.

9. RECOMMENDATIONS

That Members approve the creation of the post of Systems Administrator (18.5 hrs) in line with the provisions set out in this report.

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

None.

John Buckley
CHIEF FIRE OFFICER

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NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

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

PRINCIPAL OFFICER PAY REVIEW

Report of the Clerk and Treasurer to the Fire and
Rescue Authority

Date: 18 December 2015

Purpose of Report:

To approve the recommendation of the Policy and Strategy Committee in relation to the outcomes of the Principal Officer pay review.

CONTACT OFFICER

Name : Neil Timms, Treasurer to the Fire Authority
Malcolm Townroe, Clerk to the Fire Authority

Tel : 0115 967 0880

Email : neil.timms@notts-fire.gov.uk
malcolm.townroe@nottinghamcity.gov.uk

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

1. BACKGROUND

- 1.1 The conditions of service for Principal Officers within Nottinghamshire Fire and Rescue Service are largely determined by the National Joint Council (NJC) for Brigade Managers of Local Authority Fire and Rescue Services. The NJC seeks to reach agreement on a national framework of pay and conditions for Brigade Managers for local application throughout the Fire and Rescue Services in the UK. Collectively the agreements are contained within the “Gold Book”.
- 1.2 The Authority has determined that, in addition to annual pay review undertaken at a national level by the NJC, a two yearly local review of principal officer pay would be undertaken. The last review was undertaken in 2013, and recommendations applied from 1 January 2014 and ^t January 2015.
- 1.3 At its meeting on 31 January 2014, the Policy and Strategy Committee agreed revised benchmarking arrangements as part of its local review of Chief Officer pay. The comparator group comprises of 18 Fire and Rescue Services who form the “Family Group” of authorities who are similar to the Nottinghamshire Fire and Rescue Service in terms of population size, deprivation levels, risk area and total fire calls. In determining its decision on an appropriate pay level, it was agreed that consideration would be given to the median average salary of this review group.

2. REPORT

- 2.1 The Policy and Strategy Committee, at its meeting on the 13 November 2015, considered a report from the Authority Treasurer and Clerk to the Fire Authority which set out the outcomes from the Chief Fire Officer salary review. The comparator salaries used were those of the “Family Group” referred to in Paragraph 1.3.
- 2.2 The outcome of this review is attached as Appendix A.
- 2.3 The median salary within this group is £143,552 per annum, although the range is from £113,120 to £152,256.
- 2.4 Previously Members have approved a three-point pay structure for Principal Officers such that salary would be based on 90% of the full role salary in the first year of appointment, on 95% in the second year of appointment and 100% in the third year of appointment. Progression to be subject to confirmation of satisfactory performance in role.
- 2.5 The current salary banding for the Chief Fire Officer role is therefore in the range £132,736 (90%) to £147,368.
- 2.6 As part of their considerations, Members noted that the recent reductions in Principal Officer posts which have resulted in the deletion of an Assistant

Chief Fire Officer post (August 2013) and Director of Finance and Resources post (1 October 2015) have led to additional responsibilities being undertaken by the remaining Principal Officers without any adjustment to pay. Also, that the Sir Ken Knight report (“Facing the Future”, 2013), which pre-empted these post deletions, showed that Nottinghamshire FRS had the leanest management structure in the review.

- 2.7 Having considered the benchmarking information, the Committee accepted the view of the Authority Treasurer that the pay of the Chief Fire Officer in Nottinghamshire is not significantly out of line with comparative Chief Officer salaries within the comparator group, and that the pay of the Chief Fire Officer is currently set at the appropriate level.

3. FINANCIAL IMPLICATIONS

- 3.1 The budget for Principal Officer’s pay is based on the incremental point in the three point scale which is appropriate for each of the Officers. At this point in time all three Principal Officers are paid at 95% of the current maximum salary for each role.
- 3.2 The salaries applied to Principal Officers below the level of Chief Fire Officer are based upon a % of the Chief Officer salary, as follows:
- Deputy Chief Fire Officer – 82.5%
 - Assistant Chief Fire Officer – 75%

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

- 4.1 A local two yearly review of Principal Officer pay levels forms a contractual provision for the roles of Chief Fire Officer, Deputy Chief Fire Officer, Assistant Chief Fire Officer and Assistant Chief Officer.
- 4.2 Any change in the way that Principal Officer pay is undertaken by the Authority would need to be reflected in the published Pay Policy.

5. EQUALITIES IMPLICATIONS

As there are no implications for existing policy or to service provision, no equality impact assessment has been undertaken.

6. CRIME AND DISORDER IMPLICATIONS

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

7. LEGAL IMPLICATIONS

- 7.1 In line with the requirements of the Localism Act, any decisions relating to pay in excess of £100k per annum must be discussed and agreed by the full Fire Authority at a public meeting.
- 7.2 The Authority is required to publish its pay policy which includes the way in which Principal Officer pay is determined.

8. RISK MANAGEMENT IMPLICATIONS

A robust and auditable methodology for setting Principal Officer salary levels is essential if the Service is going to stand up to external and internal scrutiny in respect of this matter. Additionally the Service needs to ensure that it is able to recruit and retain quality officers to ensure that NFRS meets the expectations of the Service and the community.

9. RECOMMENDATIONS

It is recommended that Members:

- 9.1 Approve the recommendation of the Policy and Strategy Committee to maintain the existing pay arrangements for the Chief Fire Officer, including the previously agreed phasing of incremental progression.
- 9.2 That the next Principal Officer pay review take place in 2017, for application from 1 January 2018.

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

None.

Neil Timms
TREASURER TO THE AUTHORITY

Malcolm R. Townroe
CLERK TO THE AUTHORITY

COMPARATOR SALARY LEVELS (in ascending order)

(Please note that this information has been provided on the basis that it does not identify participant authorities.)

113,120
121,784
123,400
128,548
132,000
138,147
140,000
142,018
143,420
Median point - £143,552
143,684
144,800
145,864
147,368
148,353
150,344
150,683
151,500
152,256

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NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

COMMITTEE OUTCOMES

Report of the Chief Fire Officer

Date: 18 December 2015

Purpose of Report:

To report to Members the business and actions of the Fire Authority committee meetings which took place in October and November 2015.

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

As part of the revised governance arrangements the Authority has delegated key responsibilities to specific committees of the Authority. As part of those delegated responsibilities, the chairs of committees and the management leads report to the Authority on the business and actions as agreed at Fire and Rescue Authority meeting on 1 June 2007.

2. REPORT

The minutes of the following meetings are attached at Appendix A for the information of all Fire Authority members:

Community Safety Committee	02 October 2015
Finance and Resources Committee	09 October 2015
Human Resources Committee	16 October 2015
Policy and Strategy Committee	13 November 2015

3. FINANCIAL IMPLICATIONS

All financial implications were considered as part of the original reports submitted to the committees.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

All human resources and learning and development implications were considered as part of the original reports submitted to the committees.

5. EQUALITIES IMPLICATIONS

An equality impact assessment has not been undertaken because this report is not associated with a policy, function or service. Its purpose is to update the Fire Authority on the outcomes of committee business.

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 directly from this report.

8. RISK MANAGEMENT IMPLICATIONS

The Service's performance in relation to matters addressed through the committee structure is scrutinised through a range of audit processes. The Service needs to continue to perform well in these areas as external scrutiny through Comprehensive Performance Assessment and auditors' judgement is key to future Service delivery.

9. RECOMMENDATIONS

That Members note the contents of this report.

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

None.

John Buckley
CHIEF FIRE OFFICER



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

COMMUNITY SAFETY COMMITTEE

MINUTES of the meeting held at Fire and Rescue Service Headquarters, Bestwood Lodge, Arnold, Nottingham, NG5 8PD on 2 October 2015 from 10.00am to 11.14am.

Membership

Present

Councillor Brian Grocock
Councillor Roger Jackson
Councillor Dave Liversidge
Councillor Mike Pringle

Absent

Councillor Eunice Campbell (Chair)
Councillor Ken Rigby

Councillor Darrell Pulk (Substitute for Councillor Eunice Campbell)

Colleagues, partners and others in attendance:

Councillor Gordon Wheeler - Observer
John Buckley - Chief Fire Officer
Sally Savage - Housing Lead
Catherine Ziane-Pryor - Governance Officer

7 APPOINTMENT OF CHAIR FOR THE MEETING

Resolved for Councillor Grocock to Chair the meeting in the absence of Councillor Campbell.

8 APOLOGIES FOR ABSENCE

Councillor Eunice Campbell (personal)
Councillor Ken Rigby (personal)

9 DECLARATIONS OF INTERESTS

None.

10 MINUTES

The Committee confirmed the minutes of the meeting held on 3 July 2015 as a true record and they were signed by the Chair presiding at the meeting.

11 HOARDING FRAMEWORK

John Buckley, Chief Fire Officer, presented the report which informs members of the release of the multi-agency Hoarding Framework for which Sally Savage, Housing Lead, has been a driving force.

The Framework which has been developed in partnership to provide a co-ordinated approach to help partners address situations where hoarding becomes an unsafe environment for the citizens involved, but in the case of a fire, also an unsafe environment for fire fighters.

Where hoarding occurs, some partner agencies may be perceived as a threat by the hoarder but the Fire and Rescue Service are predominantly perceived as neutral or positive presence where other agencies may not be welcomed. This means that the Service is better able to engage with hoarders, help assess the situation and where necessary, support progression towards a resolution. In addition, partnership working prevents duplication and with each partner issued with a tool kit, information and guidance of which agency should do what and when, ensures that all organisations are aware of their specific roles and responsibilities and the situation can be handled gently in a manner most suitable for each case.

Other partner organisations include but are not exclusive to:

Nottingham City Council;
City and County Council Environmental Health
City and County Council Social Care;
City and County Council Safeguarding Boards;
Police;
NHS;
East Midlands Ambulance Service;
Social Housing and Housing Associations;
Nottingham City Homes;
Mental Health Teams;
Public Health.

The following points were highlighted:

- (a) the Hoarding Framework has proved to be such a success that it has now been widely shared with other Fire and Rescue Authorities and is recognised as best practice by the Chief Fire Officers Association;
- (b) the next stage for the framework is for it to be rolled out to all fire crews to enable them to identify and share information on hoarding issues when they appear. From a Fire and Rescue safety approach, the crew consider where the person/people are sleeping, and which doors can be accessed in the case of a fire;
- (c) the Hoarding Steering Group will manage and maintain the Framework which will be reviewed every 6 months;

- (d) the Framework has also been launched at a Social Housing Best Practice event where it was enthusiastically received;
- (e) owner occupiers are often more difficult to approach;
- (f) between 2% and 6% of the population are estimated to have a hoarding issue of some sort;
- (g) hoarders often attach a sentimental value to the items they collect and keep and this must be taken into account when trying to help resolve a potentially hazardous situation.

Members commented as follows:

- (h) the Hoarding Framework is welcomed and the Service must be commended for initiating and hosting such an important element for Community Safety;
- (i) as elected Councillors who were often invited into citizen's homes, the pictorial overview of 'clutter images' provided in the Framework are extremely helpful in identifying at what level of hoarding concerns should be raised;
- (j) prior to the Framework being implemented, it was very difficult to assess and address hoarding issues.

The Multi-Agency Hoarding Framework document can be found here:

<http://www.nottinghamcity.gov.uk/CHttpHandler.ashx?id=56661&p=0>

RESOLVED to note the report.

12 CONTRIBUTION TO HEALTH AND WELLBEING

John Buckley, Chief Fire Officer, presented the report which outlined how the role of Service was changing as it is now responding to 27.9% fewer incidents than during 2010, but has a far more substantial role in fire prevention and promoting safety.

The trusted image of the Service has enabled access to sections of the community when other organisations and agencies have been refused and so the Service is engaging with many 'hard to reach' individuals and communities, therefore providing a valuable partnership channel for information gaining and sharing.

The home safety checks initiative proved to be a valuable tool for providing help and advice to citizens on home health and safety issues beyond fire prevention. The checks were targeted at known high incident risk, vulnerable members of the community and the results of the checks can be seen as contributing to the reduction of reported incidents.

Two documents have recently been released 'Beyond Fighting Fires' by the LGA, and 'Fire Works' by the New Local Government Network, both acknowledge that Fire and Rescue Services (FRSs) provide an integral part of Public Services and support the preventative role of Services, along with previous reports such as 'Facing the Future Review' and the 'Bain Report'. The latest documents also suggest extending this expertise to include a role in early intervention and helping to promote and even facilitate community wellbeing.

The priorities of Nottinghamshire’s Fire and Rescue Community Safety Strategy (2015-18) of ‘persons at risk’, ‘older persons’, ‘youth and education’ and ‘road safety’ have been aligned to objectives of the Health and Wellbeing Board to ensure that work in these areas are contributing to the wider health agenda and can assist in reducing the health burden on the public sector.

Potential collaborations are being considered which could result in the Service’s involvement in ‘Safe and Well’ assessments and provision of information to replace the ‘Home Safety Checks’. There is also a possibility that the Service has a role in some areas of early intervention, helping to prevent diseases and illness.

It has been disappointing that, unlike some Fire and Rescue authorities in other areas, a seat on the Health and Wellbeing Board was not available to the Service. However, the Service is recognised as a key provider and now has representation on the Health and Wellbeing Steering Group.

RESOLVED to note the report and support a broadening of the Service’s prevention function to include health and wellbeing.

13 FIRE COVER REVIEW IMPLICATIONS

Following a resolution by the full Fire and Rescue Authority at the last meeting, John Buckley, Chief Fire Officer, presented the report and presentation which outlines the community safety implications of the Fire Cover Review 2015. The presentation was added to the agenda following the meeting.

The following points were highlighted:

- (a) the nature of business of the Nottinghamshire Fire and Rescue Service (NFRS) has changed with a 27.9% reduction in emergency calls since 2010 but with a greater emphasis on incident prevention and improving safety;
- (b) currently uniformed pay accounts for 64% of the NFRS budget;
- (c) the Service operates two traditional crewing models of whole time and retained crews with a crew of 5, suitable to tackle building fires, attending every type of incident;
- (d) there is an internal target of 90% of incidents to be attended within 10 minutes with the Service Currently achieving 82%;
- (e) an activity and cost analysis of a whole time crewed station (Retford) and a retained crew station (Eastwood) were presented with the following figures;

	Retford (WDS)	Eastwood (RDS)
Peak hours incidents responded to (3pm-10pm)	213	346
Off-peak incidents responded to	44	71
Annual Station operating costs(approx.)	£1m	£120

- (f) whilst Nottinghamshire Fire and Rescue continue to apply the traditional crewing and duty models, some other Fire and Rescue Authorities operate a range of different models;
- (g) collaboration opportunities are being explored and some are already in operation with Fire and Rescue Authorities and also with the Police, Ambulance and the wider public sector;
- (h) several options for future crewing and duty arrangements are being investigated and considered, including:
 - (i) varying the ratio of whole time and retained staff;
 - (ii) secondary contracts for varying the level of cover to match demand but ensuring that provision stability remains;
 - (iii) a more flexible model of cover, deploying variable response (time and number of FF's) dependent on incident types.

Members made the following comments;

- (i) once the 169 co-responding call-outs at Eastwood were removed from the chart there was little difference in the activity of the two stations and yet the cost differences are significant;
- (j) a broader view of the Service needs to be considered as not all stations could effectively operate with retained crews, especially where there are currently issues with recruiting retained fire fighters from within the response time boundary;
- (k) the difference in cost needs to be justified and value for money assured;
- (l) unless decisions are to be made to close stations, there has to be changes to the way in which the Service operates to meet the savings required between now and 2020, while maintaining an appropriate level of cover;
- (m) operating targets could be revised with consideration of the reasonableness of responding to all types of incident within 10 minutes when some are less urgent than others;
- (n) attendance of automated fire alarm calls could be revisited as there are approximately 3,000 per year and 99% are false alarms;
- (o) changes will need to be very carefully considered and the impact on citizens, not just the financial constraints, fully investigated.

RESOLVED for the Chief Fire Officer to formulate and present to the Committee a range of more detailed operating options.



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

**NOTTINGHAMSHIRE & CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY -
FINANCE AND RESOURCES**

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood
Lodge, Arnold Nottingham NG5 8PD on 9 October 2015 from 10.00 - 11.05**

Membership

Present

Councillor Malcolm Wood (Chair)
Councillor John Allin
Councillor Chris Barnfather
Councillor John Clarke
Councillor Dave Liversidge
Councillor Gordon Wheeler

Absent

Colleagues, partners and others in attendance:

John Buckley	- Chief Fire Officer
Cllr Brian Grocock	- Present as an observer
Mark Kimberley	- Interim Treasurer
Sue Maycock	- Head of Finance
Ian Pritchard	- Head of Procurement and Resources
Cllr Darrell Pulk	- Present as an observer
James Welbourn	- Governance Officer, Nottingham City Council

8 APOLOGIES FOR ABSENCE

None.

9 DECLARATIONS OF INTERESTS

None.

10 MINUTES

Councillor Brian Grocock informed the Chair that he was recorded as being a member of the Committee at the last meeting dated 10 July 2015, when in fact he was an observer. On the basis that this would be amended, the Chair signed the minutes as a correct record.

11 REVENUE AND CAPITAL MONITORING TO AUGUST 2015

Sue Maycock, Head of Finance, introduced the Revenue and Capital Monitoring Report to August 2015, highlighting the following points:

- (a) overall, pay variances are at 1%;
- (b) delays on the London Road site have mean that some of the budget will slip forward to 2016/17;
- (c) there is no longer a capital grant being received from the Department for Communities and Local Government (DCLG);

Following questions from Councillors, the following information was provided:

- (d) there has been a period of transition where the Fire Service has required additional capacity, and overtime has been used as an interim measure. Overtime is a concern, and efforts have been made to reduce it;
- (e) the Supplies and Services budget is expected to be overspent by £204,000. Previous years have seen underspends in this area; retained staff were 70 posts short of current levels. The retained budget will need to increase next year, and will recognise the greater contribution retained employees will be making to the Fire Service;
- (f) on the project to implement the Tri-Service Control system is on-going. The 3rd stage payment at Go Live has not taken place as yet, as the system is not delivering to the required standard. A full report is to be brought to the next Policy and Strategy meeting;
- (g) industrial action remains a risk, although a 7 day notice for a strike would be required. Contingency crews continue to be monitored. Some appliances and equipment have been released, and if there is a strike, front-line appliances will be used.

RESOLVED to:

- (1) note the report;**
- (2) update members at the next meeting on how the delivery of new vehicles is progressing.**

12 PRUDENTIAL CODE MONITORING REPORT TO 31 AUGUST 2015

Mark Kimberley, Interim Treasurer to the Fire Authority presented the Prudential Code Monitoring Report to 31 August 2015, highlighting the following points:

- (a) the main exception to compliance is loan maturity;
- (b) there is an opportunity to borrow, which would have interest implications. The Fire Authority would need to stay conscious of the market;

RESOLVED to note the report.

13 INTERNAL AUDIT REPORT – CARDIFF CHECKS

Sue Maycock, Head of Finance introduced the Internal Audit Report.

RESOLVED to note the report.

14 RESCUE PUMP COLLABORATIVE PROCUREMENT

Ian Pritchard, Head of Procurement and Resources presented the report on Rescue Pump Collaborative Procurement, highlighting the following points:

- (a) a contract is in place which will allow 24 pumps to be purchased in total by the Fire Service and Derbyshire Fire and Rescue (12 pumps each). There is a discount associated with the purchase; the more pumps that are bought, the higher the level of discount. The cost of a pump is around £160,000 before the discount is applied;
- (b) reductions nationally to the Fire Service may impact on cross-border support. This applies to the Loughborough area in particular at a local level. This is becoming an increasing factor for risk management;
- (c) the current 12 pump commitment can be reduced, but the discount would fall accordingly;

RESOLVED to note the report.

15 NEW LONDON ROAD FIRE STATION PROJECT

Ian Pritchard, Head of Procurement and Resources presented the report on the new London Road Fire Station Project, highlighting the following points:

- (a) accommodation is to be provided for the Nottingham City Council's (NCC) Emergency Planning Team (EPT) who are to take out a 50 year lease. NCC will pay for their own gas and electric supplies. NCC is able to terminate its lease after 10 years without any financial claw-back from Nottinghamshire Fire and Rescue Service;

- (b) early reports for the project reported a cost of £5.5million. After competitive tender, the project cost came to £5million;
- (c) qualified risks such as contamination cleaning needed to be addressed. There was more asbestos than expected;
- (d) a verbal response from the Environmental Agency (EA) has been received saying that they are happy with the work that has been carried out. This response is required in writing;
- (e) insurance was taken out on the site. If any risks are found off-site and are traced back, the insurance will cover this eventuality;

Following questions from Councillors, the following information was provided:

- (f) Councillor Clarke expressed concern that some manufacturers of steel are providing low quality steel that can be difficult to weld. He was reassured that any steel being used must meet British standards, and the steel supplier to the site has been happy with the standard;
- (g) the total cost of the project is due to come in under the original forecast of £5.5million. Councillors expressed pleasure at this announcement;

RESOLVED to note the content of the report.



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

HUMAN RESOURCES COMMITTEE

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood Lodge,
Arnold Nottingham NG5 8PD on 16 October 2015 from 10.01am - 11.31am**

Membership

Present

Councillor Negat Nawaz Khan
Councillor Mike Pringle
Councillor Liz Yates

Absent

Councillor Eunice Campbell
Councillor Michael Payne

Councillor Brian Grocock (Substitute for Councillor Eunice Campbell)
Councillor Darrell Pulk (Substitute for Councillor Michael Payne)

Colleagues, partners and others in attendance:

Wayne Bowcock	- Deputy Chief Fire Officer
Tracy Crump	- Head of People and Organisational Development
Gail Armitage	- Occupational Health Manager
Matt Sismey	- Equality and Diversity Officer
Catherine Ziane-Pryor	- Governance Officer

22 APPOINTMENT OF CHAIR FOR THE MEETING

In the absence of Councillor Michael Payne, Councillor Darrel Pulk was appointed Chair for the meeting.

23 APOLOGIES FOR ABSENCE

Councillor Michael Payne (other County Council Business)
Councillor Eunice Campbell (personal)

24 DECLARATIONS OF INTERESTS

None.

25 MINUTES

The minutes of the meeting held on 17 July 2015 were confirmed as a true record and signed by the presiding Chair.

26 HUMAN RESOURCES UPDATE

Tracy Crump, Head of People and Organisational Development, presented the detailed report which updates the Committee on the key human resources metrics for the quarter 2 period 1 July to 30 September 2015.

The following points were highlighted:

- (a) sickness absence has slightly increased to 4% during quarter 2;
- (b) long term absence accounted for 41.5% of absence during this period;
- (c) the main reasons for absence continues to be musculo skeletal and mental health issues which is following a national trend;
- (d) a breakdown of absence for whole time, non-uniformed and control staff is included in Appendix B to the report but it should be noted that with fewer staff, individual sickness absences can have a larger impact on the statistics;
- (e) the peer support programme for colleagues seeking informal mental health support is progressing and the Service is liaising with colleges to secure appropriate training. Following an initial canvas for interest, 15 colleagues have expressed an interest in attending a 5 day course;
- (f) the majority of mental health issues appear to originate from personal issues;
- (g) resilience training is to be available for managers who wish to attend;
- (h) Appendix C to the report provides a ranking chart of how other Authorities are performing with regard to sickness levels. Nottinghamshire ranks 6th with regard to whole time and control staff and 15th for whole time, Control and Support Staff. However, it should be noted that other Services have a different ratio of staff, including retained, who have not been included in the figures and it is not clear exactly how statistics have been interpreted;
- (i) a seasonal peak of short term absence is predicted during the winter months but the Service is offering flu jabs to staff this year. (Some fire fighters in other parts of the Country are administering flu jabs to citizens).

Councillors commented:

- (j) the Service has made good progress in addressing sickness absence;
- (k) the peer support programme is welcomed as sharing and just speaking with people can make a huge difference to mental health and wellbeing;

- (l) the small decline in long term absence at the beginning of the year is positive, especially if the trend continues.

RESOLVED to note the report.

27 EQUALITIES PERFORMANCE

Matt Sismey, Equality and Diversity Officer, presented the report which updates the Committee on the Equality and Diversity work undertaken since the last meeting.

The following points were highlighted:

- (a) the Service is now ranked as 91 in the top 100 national employers engaged with Stonewall;
- (b) the last whole time recruitment campaign took place in 2012 so it has not been possible to try to meet the equality recruitment targets of ethnic minorities and women when there aren't posts to recruit to;
- (c) it is far more difficult to attract ethnic minority applicants to some retained recruitments due to the make-up of the local communities within the required travelling time of the stations;
- (d) the requirement to be fit, mobile and strong does limit the recruitment of citizens with disabilities as firefighters which is currently 0.9%. The reduction in office based staff has reduced the need for recruitment, but for non-uniformed roles, disability is 7.2%. Existing employees and new applicants are encouraged to report any disabilities, including dyslexia, and mental health issues;
- (e) local stations will be asked to use local knowledge to try and engage the local community, with specific focus on minority groups and women, but expectations must be managed;
- (f) work continues to improve engagement with LGBT communities with more than 40 people expressing an interest and with a further event to be held at the Retford Fire Station;
- (g) the Service is active in promoting the 'Future Leaders' programme;
- (h) 39% of the workforce are aged 45-60 years old, future planning is taking place in preparation of staff leaving the Service although age is relative and overridden by fitness;
- (i) fitness is vital and all operative staff are required to achieve a fitness level of 42. Were staff to fail, the Service works with them to regain and maintain the fitness level;
- (j) although there is no requirement for employees to retire at a specific age, very few decide to continue working beyond the pensionable age with currently

approximately 27 people per year leaving the Service, including for health and disability reasons;

- (k) the disability, ethnic and minority targets, which are internally set, need to be revisited.

Members welcomed the paper and the efforts to ensure that employee make-up of the Service represented the communities within Nottinghamshire.

It was suggested that where whole time firefighters retired from or left the Service, it would be beneficial to all parties if retained staff, who are already fully trained, were given the opportunity to apply.

RESOLVED to note the report and agree to receive a revised performance framework for equality by April 2016.

28 ESTABLISHMENT OF SYSTEMS ADMINISTRATOR ROLE

Tracy Crump, Head of People and Organisational Development, presented the report which requested that the Committee consider recommending to the Full Authority that a Systems Administrator post be established within the Human Resources Section.

The establishment of this part-time post, which has been evaluated at Grade 3, has been identified following a review of systems support requirements to ensure that the system infrastructure and data integrity are maintained and that systems can be developed in line with technology and user demands.

RESOLVED to:

- (i) **support the creation of the post of Systems Administrator (18.5 hours per week);**
- (ii) **recommend that the Full Fire Authority approve the establishment of this post.**

29 THE NOTTINGHAM AND NOTTINGHAMSHIRE WELLBEING AT WORK: WORKPLACE HEALTH AWARD SCHEME

Gail Armitage, Occupational Health Manager, presented the report which informs members that the Service has been awarded the 'bronze level' of the Nottingham and Nottinghamshire Wellbeing at Work Scheme which is run by Nottinghamshire County Council.

The scheme focuses on five key themes which are:

- substance use/misuse;
- emotional mental wellbeing;
- healthy weight;
- protecting health;
- safety at work.

The Service fully believes that it is operating at the gold standard but the scheme is structured so that organisations provide evidence of their activity, support and promotion in each of the intervention tiers and once successfully completed, advance to the next tier. The plan, implementation and assessment of work focusing in the bronze intervention tier of 'Health promotion and information' took approximately a year. The next intervention tier for silver focuses on 'Enabling and increasing access to local well-being services'.

Involvement of the scheme has helped to highlight some areas of health and wellbeing which the Service could further promote or more widely support using alternative methods. It is also a good tool for benchmarking.

RESOLVED

- (1) to note the achievement of the Workplace Health Bronze Award;**
- (2) for the Chief Fire Officer to arrange for a letter of congratulation to be sent to the Occupational Health Team, on behalf of the Committee, with regard to the work undertaken to promote employee wellbeing and achieve the award.**

30 EXCLUSION OF THE PUBLIC

RESOLVED to exclude the public from the meeting during consideration of the remaining items 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, as defined in paragraphs 1 & 3 of Schedule 12A to the Act.

31 CORPORATE COMMUNICATIONS RESTRUCTURE

Bridget Aherne, Head of Corporate Communications, presented the report which proposes changes to the Corporate Communications Structure.

RESOLVED to approve the recommendations within the report and added to during the meeting.

32 REGRADING OF POSTS

Wayne Bowcock, Deputy Chief Fire Officer, presented the report which, following a job evaluation where the outcome was considered by the Job Evaluation Panel, proposes regrading of posts.

RESOLVED to note the recommendations within the report.



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

POLICY & STRATEGY COMMITTEE

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood Lodge,
Arnold Nottingham NG5 8PD on 13 November 2015 from 14.02 - 15.38**

Membership

Present

Councillor Darrell Pulk (Chair)
Councillor Brian Grocock
Councillor Chris Barnfather
Councillor Gordon Wheeler
Councillor Yvonne Woodhead
Councillor Malcolm Wood

Absent

Councillor Jon Collins, Substituted
by Councillor Malcolm Wood

Colleagues, partners and others in attendance:

John Buckley	- Chief Fire Officer
Malcolm Townroe	- Clerk and Monitoring Officer to the Authority
Neil Timms	- Treasurer to the Authority
Catherine Ziane-Pryor	- Governance Officer

14 APOLOGIES FOR ABSENCE

Councillor Jon Collins (Other City Council Business) Councillor Malcolm Wood substituted.

15 DECLARATIONS OF INTERESTS

John Buckley, Chief Fire Officer, declared a personal interest in agenda item 9, minute 22), Principal Officer Pay Review, and withdrew from the meeting during the item.

16 MINUTES

The Committee confirmed the minutes of the meeting held on 18 September 2015 as a true record and they were signed by the Chair.

17 CONSULTATION RESPONSE ON 'ENABLING WORKING BETWEEN EMERGENCY SERVICES'

John Buckley, Chief Fire Officer, presented the report which provided the consultation document and response to the Government consultation regarding 'Enabling Close Working Between the Emergency Services'. Due to the time constraints of the consultation period the Chair, Vice Chair and Lead Opposition Spokesperson had worked together to compile the response which was submitted on behalf of the Authority.

Members of the Committee commented:

- (a) the response was also presented to the City Council which endorsed it and commented that it was well prepared;
- (b) whilst Nottinghamshire's consultation response has focused on delivery of service, other responses focused on the financial implications;
- (c) devolution and regionalisation may impact on the future provision of services;
- (d) meetings have been held with staff based at headquarters, where the response has received positive feedback;
- (e) staff had also been encouraged to also put their own views forward.

Resolved to ratify the response to Government, on behalf of the Authority, regarding the consultation 'Enabling Closer Working Between The Emergency Services.'

18 OPERATIONAL ASSESSMENT PEER REVIEW REPORT

John Buckley, Chief Fire Officer, presented the report which provides the outcome of the peer review operation assessment which had taken place in June 2015.

The assessment outlined which areas had been considered at the request of the Service. This included:

- (a) Community Risk Management;
- (b) Prevention;
- (c) Protection;
- (d) Preparedness;
- (e) Health and Safety and Welfare;
- (f) Training and Development;
- (g) Leadership;
- (h) Organisational Development and Readiness.

Overall the outcome of the independent and objective review was generally seen as positive and will be published. It is noted that the final document was not received in time to be processed and submitted to the last full authority meeting.

Members commented as follows:

- (a) all officers and staff should be pleased with the report and find it useful as the Service continues to develop;
- (b) there is only a passing reference to member involvement in the review although members took time to speak with the reviewers;
- (c) the findings are interesting and where minor concerns have been expressed these should be explored, including ethos in groups and compartmentalisation;

John Buckley responded that some of the areas identified for improvement had already been identified by management and were in the process of being addressed. This included a more joined up approach to communication with workshops scheduled to align and address some of the issues.

Councillors were reassured that managers had identified and were addressing all issues identified in the review and that no unexpected issues were presented.

RESOLVED

- (1) to formally receive the operational assessment report from the peer assessment team;**
- (2) to task the Chief Fire Officer to utilise the observations within the report to contribute towards any key decisions going forward.**

19 FEES AND CHARGES

John Buckley, Chief Fire Officer, presented the report proposing that the scale of charges in relation to Special Service calls and the use of service facilities are revised.

It is noted that there has been no variation in charges for several years and that regular reviews are required.

Charges can only be made to the value of the cost of providing the service and cannot incorporate profit. When called, the Service will always attend.

Room hire needs to be charged at an appropriate rate relevant to users.

Where Special Services are repeatedly requested in preference to businesses carrying out maintenance and repair work, such as to lifts, charges could be considered, in line with other Fire and Rescue Services which charge businesses as a deterrent after a set number of call-outs. However, further careful consideration is required prior to any significant changes.

Councillors commented as follows:

- (a) the perception of citizens is that this is a free service and contributes to the Service's credibility. If charges are to be made, this may negatively impact on reputation, particularly if citizens perception is that they will be charged by the Service for attending;

- (b) further financial information is required regarding attendance cost for special services, and the range of users and market rates for room hire;
- (c) with regard to room hire charges, venues need to compete against each other to maintain their premises, if the Fire and Rescue Service make virtually no charge, this can jeopardise the facilities of other community organisations as they will not receive bookings and income. Room bookings should be charged at the going market rates to ensure that other community facility providers which hire out rooms are not undermined;
- (d) it is a valid point that whilst the Service does not charge for animal rescue, farms are businesses and public funded service is being provided for free;
- (e) charging is wrong as citizens pay council tax;
- (f) it is disturbing that businesses which choose not to maintain their equipment, such as lifts, rely on the Service to rescue their clients when the lifts break down, on the basis that the Fire and Rescue Service is free and responds immediately, in preference to a paid for maintenance service. Maybe, as with roadside recovery, a charge could be made after a certain number of incidents. This would encourage businesses to take maintenance more seriously;
- (g) in no way would the Service want to deter citizens from calling on it when in need;
- (h) caution should be exercised given that in one instance a council started to charge for environmental services regarding rat problems, where the citizens did not want to be charged for the service, they did not report issues and the rat population expanded out of control. It is vital that citizens are not led to believe that they will be charged for fire and rescue services;
- (i) if charges were to be made to repeat negligent offenders, a charging process would be required and a method of funds recovery. However, to pursue the issue further could have more substantial financial implications.

RESOLVED

- (1) to support the proposed new charges for Special Services, as set out in Appendix B, and refer these onto the full Fire Authority for approval;**
- (2) to support the proposal to recover the costs of attending Special Service incidents within the framework as follows and refer these onto the full Fire Authority for approval;**
 - (i) consider approval of charges for the containment and clearance of debris, spillages, discharges or leaks from a vehicle, storage tank or pipe would be made where the owner can be readily identified. With regards to vehicles following road traffic collisions, charging would only be considered after the conclusion of the emergency phase, and where the services provided go beyond that normally encountered from a collision – eg: clearance of a large load or tanker discharge;**

- (ii) charges for the provision or removal of water would relate to flooding in premises that has been caused by a lack of appropriate maintenance or mistakes on the part of contractors. For example, these could include insurable risks such as burst pipes and leaking roofs. Charges would not be made for flooding caused by inclement weather or other natural disasters;**
- (iii) charges for effecting entry to a premise would apply in circumstances that would be best facilitated by a locksmith. They would not apply when the incident involves a vulnerable person – eg: elderly person or child, or where there is the potential for a fire, or other emergency to occur;**
- (iv) charges for the removal of a dangerous structure would only apply where there is no risk to life, property or public infrastructure;**
- (v) no charge will be made for rescuing animals;**
- (vi) no charge will be made for lifting incapacitated persons;**
- (3) to support the proposed new charges for the hire of rooms, as set out in Appendix C and refer these onto the full Fire Authority for approval;**
- (4) to support the proposal to extend charging for the use of facilities to all Service premises and refer this onto the full Fire Authority for approval;**
- (5) to approve the proposal to fully review fees and charges every three years, and to amend fees and charges to reflect inflationary changes in the interim years.**

20 LIVING WAGE FOR SUPPLIERS

John Buckley, Chief Fire Officer, presented the report which seeks approval to apply to become an Accredited Living Wage Employer.

In 2013 the Service implemented the living wage for its own staff and now proposes to require that all contractors providing services to Nottinghamshire Fire and Rescue, ensure that the staff providing that service received at least the living wage, which is £7.85 per hour, while the minimum wage (for 25 year olds) is £7.20 per hour. Implementing this requirement would qualify the Service to become an Accredited Living Wage Employer.

Conservative Councillors commented that whilst the wages of Service employees is the business of the Service, which should quite rightly pay a living wage, it is not for the Service to dictate to businesses how much they should pay their employees. Implementing the living wage would not necessarily be easy for smaller employers and the Service should focus on its core business.

The Chair responded that the proposal follows the ethos of the Service in that implementing the living wage for its own staff was the right thing to do, and this should be extended to other people who provide services to the organisation.

It is noted that Councillors Chris Barnfather and Gordon Wheeler voted against the recommendation. However all other Councillors in attendance voted in favour.

RESOLVED to pursue the accreditation as a Living Wage Employer through the implementation of the requirement for providers of service contracts to pay their staff the living wage through tendering processes as and when they are renewed.

21 INFORMATION SHARING AGREEMENT BETWEEN THE FIRE AND RESCUE SERVICE AND THE NATIONAL HEALTH SERVICE (ENGLAND)

John Buckley, Chief Fire Officer, presented the report which informs members of the information sharing agreement between NHS England and the Fire and Rescue Service nationally.

The agreement involves sharing information such as name and date of birth, gender and address of citizens aged over 65 years old, who may be considered vulnerable and at greater risk should a fire occur, with the following objectives;

- (i) to reduce deaths and injuries as a result of fire;
- (ii) to reduce human misery and impact on the NHS;
- (iii) improving health and well-being by working closely with health and social care.

Members welcomed the initiative.

RESOLVED to note the report.

22 PRINCIPAL OFFICER PAY REVIEW

Prior to the Committee considering this item, John Buckley, Chief Fire Officer, withdrew from the meeting and was invited to return once the recommendation had been made.

Malcolm Townroe, Clerk and Monitoring Officer to the Authority, presented the report which provided the outcomes of the Principal Officer Pay Review which is undertaken every two years.

It is noted that the Chief Fire Officer was appointed at 90% of the pay scale, which would rise in stages to 100% during a three-year period.

Councillors questions and comments were responded to as follows:

- (a) the requirements of the post have not changed since the last review;
- (b) all current pay scales have been built into the budget, including incremental payments;
- (c) not all Local Authorities have provision for incremental payments;

- (d) it should be noted that some of the Fire and Rescue Authorities within the family group at appendix B, are significantly smaller than this Authority.

RESOLVED to recommend to the full Fire Authority, to maintain the existing pay arrangements for the Chief Fire Officer including the previously agreed phasing of incremental progression as detailed on appointment.

23 EXCLUSION OF THE PUBLIC

RESOLVED to exclude the public from the meeting during consideration of the remaining items 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, as defined in paragraph 3 of Schedule 12A to the Act.

24 TRI-SERVICE CONTROL UPDATE

John Buckley, Chief Fire Officer, updated the Committee on the progress of the Tri-Service Control.

RESOLVED to note the report.

By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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