



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

ANNUAL GENERAL MEETING OF THE AUTHORITY

Date: Friday, 7 June 2019 **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. Davey".

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

AGENDA

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9 EXCLUSION OF THE PUBLIC

To consider excluding 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.

10 EXEMPT MINUTES

33 - 36

Of the exempt agenda items considered at the meeting held on 15 February 2019 (for confirmation).

ANY COUNCILLOR WHO IS UNABLE TO ATTEND THE MEETING AND WISHES TO SUBMIT APOLOGIES SHOULD DO SO VIA THE PERSONAL ASSISTANT TO THE CHIEF FIRE OFFICER AT FIRE SERVICES HEADQUARTERS ON 0115 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.

**Constitutional Services Officer: Catherine Ziane-Pryor
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<https://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 15 February 2019 from 10.31 am - 12.03 pm**

Membership

Present

Councillor Brian Grocock (Chair)
Councillor Michael Payne (Vice Chair)
Councillor Andrew Brown
Councillor Eunice Campbell-Clark
Councillor John Clarke
Councillor Sybil Fielding
Councillor Vaughan Hopewell
Councillor Patience Uloma Ifediora
Councillor John Longdon
Councillor Jackie Morris
Councillor Francis Purdue-Horan
Councillor Mike Quigley MBE
Councillor Kevin Rostance
Councillor Mohammed Saghir
Councillor Parry Tsimbiridis
Councillor Jonathan Wheeler
Councillor Malcolm Wood

Absent

Councillor Jason Zadrozny

Also in attendance

Paddy Tipping, Nottinghamshire Police and Crime Commissioner

Colleagues, partners and others in attendance:

John Buckley	- Chief Fire Officer, NFRS
Wayne Bowcock	- Deputy Chief Fire Officer, NFRS
Malcolm Townroe	- Clerk and Monitoring Officer to the Fire Authority
Charlotte Radford	- Treasurer to the Authority
Becky Smeathers	- Head of Finance
Catherine Ziane-Pryor	- Governance Officer

47 APOLOGIES FOR ABSENCE

Jason Zadrozny – personal reasons

48 DECLARATIONS OF INTERESTS

None.

49 MINUTES

The minutes of the meeting held On 14 December 2018 were confirmed as a true record and signed by the Chair.

50 CHAIRS' ANNOUNCEMENTS

The Chair informed the Authority that the Service has climbed 72 places and is now ranked within the top 100 Stonewall organisations, recognising the excellent inclusion work undertaken by the Service. The thanks of the Chair were extended to all staff who had been involved in putting the submission forward.

Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) has been with the Service this week undertaking the final stage of the inspection. It is anticipated that initial feedback could be provided next week and that the full assessment will be published during the summer and will of course be presented to the Authority.

The Chair and Chief Fire Officer's meetings with MPs have resulted in a Parliamentary question being put to the Policing and Fire Minister regarding future funding, to which he responded positively. The Chief and Chair will continue to maintain the pressure on local MPs with regard to the Comprehensive Spending Review.

51 PRUDENTIAL CODE FOR CAPITAL FINANCE 2019/20

Becky Smeathers, Head of Finance, presented the Prudential Code for Capital Finance 2019/20 report of the Chief Fire Officer, which informs the Authority of the obligations under the CIPFA Prudential Code for Capital Finance and seeks approval for the proposed capital plans, prudential limits and monitoring processes.

The prudential code ensures that plans are affordable, prudent and sustainable and now also includes investment benchmarking.

RESOLVED

(1) to approve the Prudential Limits for 2019/20 as follows:

Estimate of Ratio of Financing Costs to Net Revenue Stream	5.5%
Estimate of Total Capital Expenditure to be Incurred	£5,448,000
Estimate of Capital Financing Requirement	£30,098,000
Operational Boundary	£30,600,000
Authorised Limit	£33,660,000

Upper limit for fixed rate interest exposures	100%
Upper limit for variable rate interest exposures	30%
Loan Maturity:	<u>Limits:</u>
Under 12 months	Upper 20% Lower 0%
12 months to 5 years	Upper 30% Lower 0%
5 years to 10 years	Upper 75% Lower 0%
Over 10 years	Upper 100% Lower 0%
Over 20 years	Upper 100% Lower 30%
Upper Limit for Principal Sums Invested for Periods Longer than 365 Days	£2,000,000

(2) to approve the following local indicator for 2019/20:

Upper limit for internal borrowing as a % of the Capital Financing Requirement	20%
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52 TREASURY MANAGEMENT STRATEGY 2019/20

Becky Smeathers, Head of Finance, presented the Treasury Management Strategy 2019/20 report.

The following points were highlighted and questions from Members responded to:

- (a) The report provides a summary of what the strategy includes;
- (b) The Authority is anticipated to need to borrow up to £9m during the next 3 years;
- (c) Debt is projected to be £24.1m;
- (d) Investments are predicted to be £17.1m;
- (e) It is not proposed at this point to reschedule any debts;
- (f) It is proposed to increase the investment limit with any single counterparty from £2m to £4m;
- (g) With regard to the Investment Strategy, the contract with Link has been extended within the framework, to 2 years.

RESOLVED to approve:

- (1) the Treasury Management Strategy 2019/20 as set out in the report;
- (2) the proposed increase to the counterparty limit as set out in paragraphs 2.44. to 2.55 in the report;

- (3) **the use of Link's Agency Treasury Service as set out in paragraph 2.45 in the report;**
- (4) **the proposed investment risk benchmarks as set out in paragraphs 2.48 to 2.51 in the report;**
- (5) **the Minimum Revenue Provision policy 2019/20 as set out in paragraphs 2.52 to 2.55 of the report;**
- (6) **for Members of the Authority to attend Treasury Management training to be organised after the May elections as detailed in paragraph 2.57 of the report.**

53 BUDGET PROPOSALS FOR 2019/20 TO 2021/22 AND OPTIONS FOR COUNCIL TAX 2019/20

Becky Smeathers, Head of Finance, presented the joint report of the Chief Fire Officer and Treasurer to the Fire Authority.

The report presents proposals for the Revenue and Capital budgets for the period 2019/20 to 2021/22 and requests that the Authority determine the level of Council Tax for 2019/20, and seeks approval for fees and charges for 2019/20 and the continuation of the payment of Members' Allowances within the approved scheme.

The following points were highlighted and questions from members responded to:

- (a) The Capital Programme is the same as was presented to the Finance and Resources Committee in January;
- (b) The Revenue budget requirement has increased by £288k since its submission to the Finance and Resources Committee. This is due to final adjustments to the expenditure budget and a £127k reduction in collection fund surpluses;
- (c) The employers' contribution rates are set to increase for the firefighters' pension fund following changes by the Treasury to discount rates used in pension valuations. The exact employer rates are not yet known but costs are expected to be in the region of £2.2m with the Home Office providing a grant of £2m to part fund the additional expenditure. Furthermore, there is an ongoing court case regarding the transitional arrangements to the 2015 Firefighters' pension scheme. Dependant on the outcome of the case, there could be significant additional costs which would need to be funded from reserves;
- (d) Some savings are projected into 2019/20 including Mixed crewing (£800k), Joint Control Room (£350k) and budget manager reductions (£200k) as outlined in the report, with further savings required;
- (e) Projections of the budget deficit with a 2.95% Council Tax Rise in 2019/20 and 1.95% increase thereafter, are provided in table 3 within the report;
- (f) It is difficult to produce finance projections and longer term objectives as it is not yet known what the funding levels from Central Government will be beyond 2019/20. It is hoped that there will be an indication by the spring of next year. For the purposes of

planning it has been assumed that funding will be provided at a flat rate. The impact of a 5% variance in Central Government funding would be approximately £600k.

Members of the Authority made the following comments:

- (g) Authority members of all political parties thanked Becky Smeathers and the Finance Team for undertaking the budgetary work and providing detailed and comprehensive information;
- (h) No joy is taken by members in increasing council tax by 2.95% but political unity is developing in that services like the Fire and Rescue Service depend on local funding so it is hoped that in the circumstances, the 2.95% increase is acceptable to citizens;
- (i) The recommendation of a 2.95% increase is agreed as although savings are consistently sought, there is concern at the ongoing requirement and reliance on the use of reserves. This is not sustainable;
- (j) Further information is requested for the Finance and Resources Committee regarding where further savings have been and could be achieved.

The Chair assured the Authority that he and the Chief Fire Officer would continue to raise with MPs the pressing concerns around the future funding of the Service.

Members voting in favour of implementing a 2.95% increase of Council Tax precept are:

Councillor Brian Grocock (Chair)
Councillor Michael Payne (Vice-Chair)
Councillor Andrew Brown
Councillor Eunice Campbell-Clark
Councillor John Clarke
Councillor Sybil Fielding
Councillor Vaughan Hopewell
Councillor Patience Ifediora
Councillor John Longdon
Councillor Jackie Morris
Councillor Francis Purdue-Horan
Councillor Mike Quigley
Councillor Kevin Rostance
Councillor Mohammed Saghir
Councillor Parry Tsimbiridis
Councillor Jonathan Wheeler
Councillor Malcolm Wood

Member not present: Councillor Jason Zadrozny

RESOLVED

- (1) to approve a 2.95% Council Tax increase, with the balance of £1.448m to be met by funding from reserves in line with the Medium Term Financial Strategy;**

- (2) to task the Chief Fire Officer to identify options for addressing the 2020/21 £798k deficit to enable the Fire Authority to approve a balanced budget going forward, as required by law;**
- (3) for the 2019/20 precept level to be notified to the Billing Authorities based on the information set out in Section 2 and Appendix C to the report, as required by statute;**
- (4) to approve the fees and charges for 2019/20, as set out in Appendix D to the report;**
- (5) to approve the payment of Members Allowances for 2019/20 in accordance with the approved scheme.**

54 STRATEGIC PLAN 2019 – 2022 CONSULTATION OUTCOMES

John Buckley, Chief Fire Officer, presented the report which informs the Authority of the consultation outcomes regarding the draft Strategic Plan 2019-2022 and asking that the Authority approve the adoption of the final amended Plan.

Prior to the meeting, a revised report was circulated, paper copies were available at the meeting, and the revised report is issued with the initial publication of the minutes.

Members of the Authority and Officers were disappointed that although having received the best response volume to date, that the numbers were still low, even though the Service had proactively encouraged and promoted engagement, including via social media. It is noted that low levels of response are not unusual for non-controversial consultations.

RESOLVED to approve the adoption of the Strategic Plan 2019-2022 as per Appendix B to the revised report.

55 APPOINTMENT OF DEPUTY CHIEF FIRE OFFICER

John Buckley, Chief Fire Officer, presented the report which informs the Authority that following Deputy Chief Fire Officer Wayne Bowcock's acceptance of the post of Chief Fire Officer for Gloucestershire Fire and Rescue Service, an independent recruitment and selection process had been undertaken and successful candidates interviewed by the Appointments Committee.

The Appointments Committee recommends the appointment of current Assistant Chief Fire Officer Craig Parkin as Deputy Chief Fire Officer.

It is recommended that the Head of Procurement and Resources, Ian Pritchard, is appointed as Interim Assistant Chief Fire Officer as a temporary arrangement until the outcome of a review later in the year.

Members of the Authority were concerned that consultants costing £12k had been engaged to ensure that the recruitment process was independent when alternative independent options, including engaging with partner organisations, were available and should be more thoroughly explored in future.

Members of the Authority congratulated Wayne Bowcock on his appointment and wished him well for the future.

RESOLVED

- (1) to appoint Mr Craig Parkin as the Deputy Chief Fire Officer, with effect from 25 February 2019, as recommended by the Appointments Committee;**
- (2) to support the proposal of the Chief Fire Officer to temporarily appoint Mr Ian Pritchard as the Assistant Chief Officer pending a review and report to the Fire Authority later in 2019.**

56 PAY AND GRADING REVIEW (GREEN BOOK)

John Buckley, Chief Fire Officer, presented the report which seeks authority to amend the grading structure following the outcomes of national pay negotiations and as approved by the Human Resources Committee at its meeting on 25 February 2019.

The Authority is presented with two options to choose from; either retain the current pay grading arrangements or the simplified and amended arrangements which remove all overlaps in pay grading and provide a fairer progression by providing a uniform number of scales within each grade, as attached as Appendix A to the report.

RESOLVED to approve the local grading structure, as set out as Option 2 to the report as the basis for a collective agreement with UNISON.

57 NOTTINGHAMSHIRE FIRE SAFETY LTD UPDATE

Wayne Bowcock, Deputy Chief Fire Officer presented the report which informs members of the progress made with the review and development of the trading company.

As a result of the review to date and with the agreement of current Directors:

- (i) the number, make up and method of appointing Directors is under review;**
- (ii) the company will become a 'Community Interest Company' (CIC) which will change the name of the organisation to 'Nottinghamshire Fire Safety CIC';**
- (iii) a dedicated business Development Manager will be appointed;**
- (iv) reviews of Service Level Agreements between the Company and NFRS.**

The Chair and Lead Opposition member thanked Wayne for the huge amount of work he has dedicated to the review and supporting the trading Company Directors.

RESOLVED

- (1) to note the report;**
- (2) to agree that at the Fire Authority AGM each year, Directors' positions are considered and nominations made to maintain a minimum of five company directors.**

58 COMMITTEE OUTCOMES

John Buckley, Chief Fire Officer, presented the report which provides the minutes of the following sub-committees:

Community Safety Committee 11 January 2019
Finance and Resources Committee 18 January 2019
Human Resources Committee 25 January 2019
Appointments Committee 30 January 2019
Policy and Strategy Committee 01 February 2019

RESOLVED to note the report.

59 PROPOSED DATE OF NEXT MEETING

As this is the last meeting to be attended by some City Council members who are not standing for re-election at the forthcoming City Council Local Election in May, the Chair, Councillor Brian Grocock, who himself is standing down after 24 years as a councillor, thanked all members of the Authority and Fire Service staff with whom he had worked during his time as Chair, adding that it had been an honour and a pleasure.

The Vice-Chair, Councillor Michael Payne, specifically thanked the Chair for his exemplary contribution, even handed and passionate approach, adding that he was widely respected and liked.

Lead Opposition Member, Councillor Andrew Brown, echoed the comments of the Vice-Chair and wished all exiting members well for the future.

RESOLVED to note that the Fire and Rescue Authority is next proposed to meet on 7 June 2019 for the AGM.

60 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.

61 EXEMPT MINUTES

The exempt minutes of the meeting held on 14 December 2018 were confirmed as a true record and signed by the Chair.

62 JOINT HEADQUARTERS COLLABORATION PROGRAMME

John Buckley, Chief Fire Officer, presented the report.

RESOLVED to approve the recommendations as set out in the report and added to in the meeting.



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

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

Report of the Clerk and Monitoring Officer

Date: 7 June 2019

Purpose of Report:

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

CONTACT OFFICER

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1. BACKGROUND

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

2. REPORT

2.1 The City Council has appointed the following members:-

Councillor Jawaid Khalil(Labour)
Councillor Gul Nawaz Khan (Labour)
Councillor Salma Mumtaz (Labour)
Councillor Toby Neal(Labour)
Councillor Shuguftah Quddoos (Labour)
Councillor Nick Raine (Labour)

2.2 The County Council has appointed the following members:-

Councillor Andrew Brown (Conservative)
Councillor John Clarke (Labour)
Councillor Sybil Fielding (Labour)
Councillor Vaughan Hopewell (Mansfield Independent)
Councillor John Longdon (Conservative)
Councillor Michael Payne (Labour)
Councillor Mike Quigley MBE (Conservative)
Councillor Sue Saddington (Conservative)
Councillor Parry Tsimbiridis (Labour)
Councillor Stuart Wallace (Conservative)
Councillor Jonathan Wheeler (Conservative)
Councillor Jason Zadrozny (Ashfield Independent)

2.3 Committee Structure

Following the last County Council elections in 2017, the committee memberships were reviewed to take account of the political balance requirements. The latest City Council elections held in May 2019 have not altered the political balance. Consequently, not all committees have the same number of members. It should also be noted that, as at the County Council, the Conservative and Mansfield Independent Forum members have asked to be treated as one group.

2.4 Committee Membership

2.4.1 The Authority is asked to appoint members to the Committees set out in the table below in accordance with the political balance rules and, from those appointments, to appoint the chair of the Human Resources, Community

Safety and Finance and Resources Committees. The Chair of the Authority will act as Chair of the Policy and Strategy and Appointments Committees. The Chair of the Personnel Committee will be appointed at each meeting.

- 2.4.2 Following the previous changes to the Standards Regime the Authority resolved to address any issues of a Standards nature through the Policy and Strategy Committee. Since that change was made, there have been no Standards issues to address.
- 2.4.3 In addition to the committee appointments, the Authority is asked to appoint members to the Strategic Inclusion Board on the basis of 3 Labour Group places, 2 Conservative and Mansfield Independent Group places and 1 Ashfield Independent Group place.
- 2.5 Pensions Board – the Authority is asked to appoint 1 councillor member and 1 officer member together with a councillor substitute. The current councillor member is Councillor Fielding and the officer member DCFO Craig Parkin. There is no current councillor substitute as the previous incumbent is no longer a member of the Authority.
- 2.6 Trading Company – the Authority is asked to appoint up to 6 directors to the trading company. Councillors who are directors currently are Councillor Brown, Councillor Quigley and Councillor Wheeler. The other current directors have ceased to be members of the Authority.

Committee (total places)	Labour Group places	Conservative and Mansfield Independent Group places	Ashfield Independents
<u>Policy and Strategy Committee (6)</u> – to include the Chair of the Fire and Rescue Authority plus 5 other members	4	2	
<u>Human Resources Committee (5)</u>	3	2	
<u>Community Safety Committee (6)</u>	3	2	1
<u>Finance and Resources Committee (5)</u>	3	2	
<u>Personnel Committee (7)</u> – to include 1 member from the HR Committee.	4	3	
<u>Appointments Committee (6)</u> - to include the Chair and Vice Chair of the Authority	3	2	1

2.5 Dates of Future Meetings

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

2.5.1 Nottinghamshire and City of Nottingham Fire and Rescue Authority (10.30 am unless otherwise stated)

26 July 2019 (1.30pm)

27 September 2019

13 December 2019

28 February 2020

(05 June 2020 AGM)

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

2.5.2 Policy and Strategy Committee (10.00 am)

12 July 2019

08 November 2019

31 January 2020

01 April 2020

2.5.3 Human Resources Committee (10.00 am)

05 July 2019

18 October 2019

20 January 2020

24 April 2020

2.5.4 Community Safety Committee (10.00 am)

21 June 2019

04 October 2019

10 January 2020

27 March 2020

2.5.5 Finance and Resources Committee (10.00 am)

28 June 2019

11 October 2019

17 January 2020

03 April 2020

2.5.6 The Personnel Committee will meet as required.

2.5.7 The Appointments Committee will meet as required.

2.5.8 The Strategic Inclusion Board will meet at the rising of each full Fire Authority meeting excluding the AGM.

3. FINANCIAL IMPLICATIONS

3.1 The City Council provides the Clerk and Monitoring Officer for all meetings of the Fire and Rescue Authority, Policy and Strategy Committee and Personnel Committee. It also provides for a Constitutional Services Officer to be present for all committee meetings identified in 2.5 above, for which agendas and minutes will be circulated by the Clerk. For 2019/20 the cost to Nottinghamshire and City of Nottingham Fire and Rescue Authority for these services will remain at £40,000 plus VAT. Any additional services and printing costs will be recharged separately.

3.2 An independent remuneration panel reconsidered the allowances to be paid to Fire and Rescue Authority Members in 2017 and the outcome of the panel's deliberations were reported to the Policy and Strategy Committee in July 2017 prior to being adopted by the full Fire Authority at its meeting in September 2017. The panel effectively recommended that the previously adopted scheme should continue and that, as before, these should be up rated annually in accordance with Local Government pay awards. The payment of Members' Allowances under the September 2017 Scheme was re-approved by the Authority at its meeting on 15 February 2019.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

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

5. EQUALITY IMPACT ASSESSMENT

An equality impact assessment has not been undertaken because this report does not amend existing policy or service provision. There are no specific equality issues arising from this report.

6. CRIME AND DISORDER IMPLICATIONS

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

7. LEGAL IMPLICATIONS

There is a legal requirement for the Authority to hold an annual general meeting.

8. RISK MANAGEMENT IMPLICATIONS

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

9. COLLABORATION IMPLICATIONS

There are no collaboration implications arising out of the contents of this report.

10. RECOMMENDATIONS

It is recommended that:-

- 10.1 appointments to the Fire and Rescue Authority be noted;
- 10.2 the committee structure be approved;
- 10.3 appointments to committees and appointments of committee chairs be made and dates of meetings be approved;
- 10.4 appointments be made to the Strategic Inclusion Board, Pensions Board and Trading Company.

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

None.

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



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

COMMITTEE OUTCOMES

Report of the Chief Fire Officer

Date: 07 June 2019

Purpose of Report:

To report to Members the business and actions of the Fire Authority committee meetings which took place in March and April 2019.

CONTACT OFFICER

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Chief Fire Officer

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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	22 March 2019
Finance and Resources Committee	29 March 2019
Human Resources Committee	05 April 2019
(Policy and Strategy Committee	April 2019 meeting was cancelled)

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. COLLABORATION IMPLICATIONS

There are no collaboration implications arising from this report, as the report seeks to provide Members with an update on the business and actions of Fire Authority committee meetings which have taken place in the last quarter.

10. RECOMMENDATIONS

That Members note the contents of this report.

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

None.

John Buckley
CHIEF FIRE OFFICER



**NOTTINGHAMSHIRE & CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY -
COMMUNITY SAFETY COMMITTEE**

MINUTES of the meeting held at Fire and Rescue Service Headquarters, Bestwood Lodge, Arnold, Nottingham, NG5 8PD on 22 March 2019 from 10.00 am - 11.15 am

Membership

Present

Councillor Eunice Campbell-Clark (Chair)
Councillor Patience Uloma Ifediora
Councillor Francis Purdue-Horan
Councillor Kevin Rostance
Councillor Parry Tsimbirdis

Absent

Councillor Jason Zadrozny

Colleagues, partners and others in attendance:

Councillor John Longdon	- Observing
Craig Parkin	- Deputy Chief Fire Officer
Michael Sharman	- Area Manager Service Delivery
Catherine Ziane-Pryor	- Governance Officer

(19) APOLOGIES FOR ABSENCE

Councillor Jason Zadrozny - unwell

(20) DECLARATIONS OF INTERESTS

None.

(21) MINUTES

The minutes of the meeting held on 11 January 2019 were confirmed as a true record and signed by the chair.

(22) SERVICE DELIVERY PERFORMANCE UPDATE

Craig Parkin, Deputy Chief Fire Officer, presented the report which updates the Committee on service delivery performance for year Quarter 3, between 1 October and 31 December 2018.

The following points were highlighted and questions from the Committee responded to:

- (a) It should be noted that the Service not only attends incidents but also undertakes significant prevention work, which may be reflected in the 13 incident decrease in accidental dwelling fires;
- (b) A total of 2,565 incidents were attended during Quarter 3, which is an increase of 77. The breakdown of incidents is contained within the report, but most notably there were 8 fire fatalities compared to 4 during the same period in 2017;
- (c) All data is scrutinised for patterns, which can then be addressed however, some relate to the time of year such as exceptionally hot dry weather;
- (d) Now that Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) inspections are taking place, it will be possible to compare on-call availability of NFRS to other fire services. Appendix A to the report provides comprehensive availability data for each station including movements on the last quarter's data, with nine of the 16 stations achieving 90% availability or more;
- (e) With regard to Retford Fire Station and mixed crewing, transitional support will be needed whilst more on-call officers are recruited but the focus on recruitment has attracted five more applicants resulting in the size of the section doubled within a year;
- (f) The Service has historically struggled to recruit on-call firefighters in the area of Southwell Fire Station, which has a low availability of 45.58%. This is possibly down the assumption of demographics where financial incentive is not enough to attract recruits. However, in addition to financial incentive, the Service relies on community support within an area, which can make recruitment difficult. Focused recruitment campaigns will continue within the Southwell area;
- (g) The exceptionally high availability of 99% at East Leake Fire Station reflects the admirable commitment of the staff and community;
- (h) Following the sad incident at Collingham, officers undertook comprehensive 'community reassurance and engagement activities'. It is a huge concern that a substantial number of properties did not have smoke alarms, but also that where smoke alarms were fitted, some were fitted incorrectly and others were not regularly tested and maintained. The importance of having an escape plan should a fire occur was also heavily promoted;
- (i) The Service and Nottingham Health Care Trust has been shortlisted for an 'Advancing Health Award' for reducing risk of harm from fire. The awards event will take place on 12 April 2019;
- (j) With regard to fire safety inspections, the Service does take enforcement action but it is proportionate and the likelihood of not only winning a prosecution but also achieving the award of costs is considered due to the substantial cost of progressing legal proceedings. As different services have different approaches, it is expected that the HMICFRS inspection will enable a national comparison. It is anticipated that following the Grenfell Tower incident, there will be a stronger focus on regulation and enforcement in future;
- (k) With the introduction of business safety checks, when not attending incidents, fire crews will undertake lower risk premises inspection, which will leave specialist inspectors

available to undertake inspections of higher risk businesses. Firefighters will need to be trained but overall, long-term benefits are predicted;

- (l) The full impact of the Grenfell Tower incident will not be known for some time yet, but it is anticipated that there will be changes to evacuation procedures and policies, particularly in properties where there is only one staircase. The 'stay put' policy for medium and high-rise properties relies on being safe within a compartment, but this was not the case with Grenfell Tower, so the policy is under review.

Members of the Committee expressed concern at the lack of interest shown by residents of the Southwell area in the role of retained firefighters, suggesting that community engagement is required for the benefit the Southwell community and the communities of surrounding villages to ensure that the fire station remained viable, open and operational.

It is noted that the demographic of the area maybe a contributory factor and that Southwell is a significant commuter town where residents are not available and working within the immediate area to be available as on-call firefighters. In addition, firefighters need to commit to training time. Although there is pride in being a firefighter, as incident prevention improves there are fewer incidents which results in less pay and engagement.

RESOLVED to note the report.

(23) 2018 FATAL FIRES REVIEW REPORT

Craig Parkin, Deputy Chief Fire Officer, presented the report which informs the Committee of the Fatal Fires Review which is being undertaken by Michael Sharman, Area Manager Service Delivery, who was also in attendance and contributed to the discussion.

Following points were highlighted and responses provided to members' questions:

- (a) There has been a rise in fatalities in the past year with 10 fatalities in seven fires during 2018, so a fatal fire review is being undertaken to investigate the background to these incidents to ensure fire prevention targeting of the most vulnerable people in the community, including an understanding of how circumstances can change and people may become vulnerable;
- (b) The profile of the deceased showed that three of 10 did not have English as a first language. Whilst the Service does have access to interpreters, it is recognised that some communities present specific engagement challenges, especially within the City;
- (c) Partners are assisting in rolling out of the 'Charlie' profile, which highlights factors that contribute to vulnerability, but also takes forward the Service's fire safety messages with their own work. Safe and Well Visits will also be reviewed with a plan to provide 50% more Safe and Well Visits in 2019/20. There will also be a new 'Fire Kills' campaign launched which is expected to ensure that individual and community awareness is raised;
- (d) The National Fire Chiefs Council continues to lobby Central Government for sprinklers to be fitted in all new build homes, and not just flats;

- (e) Following the Collingham incident, some staff are still receiving emotional support. Staff from all departments within the Service volunteered to help promote the fire safety message within the area of the Collingham community.

Members of the Committee were alarmed at how many homes within the village of Collingham either didn't have smoke detectors or they did have them, but they weren't working properly or the battery been removed. Concern was raised that this may not be an isolated issue, and may be a more widespread issue.

RESOLVED to note the report.

(24) SAFE AND WELL UPDATE

Craig Parkin, Deputy Chief Fire Officer, presented the report which updates members of the Committee on the performance of Safe and Well Visits.

The following points were highlighted and questions responded to:

- (a) The Service has been undertaking Home Safety Checks for citizens since 1999, but the current Safe and Well Checks include gathering information for partner agencies to help identify and support vulnerable citizens;
- (b) There has been a significant increase in the number of households receiving the service from 1510 in 2017/18, to 1909 by February 2019. 20% of visits this year identified residents at high or very high risk within their home;
- (c) Other partner agencies have also had resources reduced so it is more important than ever to ensure that referrals for Safe and Well Visits are appropriate;
- (d) Whilst HMICFRS praised the Service for 49% of visits being to citizens aged over 65 and 23 % to registered disabled citizens, the Service needs to increase the number of visits.

RESOLVED to note the report.

(25) OPERATIONAL ACTIVITY UPDATE 2018

Craig Parkin, Deputy Chief Fire Officer, presented the report, which includes an Appendix document providing comprehensive detail on the operational performance of the Service, which will be available on the Service website.

The following points were highlighted and questions responded to:

- (a) There were 11,278 incidents during the calendar year 2018;
- (b) These consisted of:
 - 4591 were false alarms;
 - 1778 were primary fires;
 - 2256 were secondary fires road traffic collisions;
 - 2065 incidents were special service incidents classified as unknown/other;

- (c) With the exception of 'unknown/other' incidents, occurrences increased within each category;
- (d) With regard to the 12% increase in traffic incidents attended by the Service, at this moment it is not possible to explain why there has been an increase but a lot of data is held by other emergency responders and can be difficult to get a consolidated picture;
- (e) Initially the target to attend 90% of incidents within 10 minutes was introduced only for domestic fires, but has since morphed to include all incidents. Following consultations and focus group consideration, this has now changed to an average attendance measure.

RESOLVED

- (1) to note the operational activity levels for 2018;**
- (2) to support the publication of the report to the NFRS website.**



**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 29 March 2019 from 10.01 am - 10.39
am**

Membership

Present

Councillor Malcolm Wood (Chair)
Councillor Andrew Brown
Councillor John Clarke
Councillor Brian Grocock

Absent

Councillor Mike Quigley MBE

Colleagues, partners and others in attendance:

John Buckley	- Chief Fire Officer, NFRS
Neil Harris	- Ernest & Young LLP
Charlotte Radford	- Treasurer (F&R & PCC)
Becky Smeathers	- Head of F&R Finance
Kate Morris	- Governance Officer

27 APOLOGIES FOR ABSENCE

Councillor Michael Quigley MBE

28 DECLARATIONS OF INTERESTS

None.

29 MINUTES

The minutes of the meeting held on 18 January 2019 were confirmed as a true record and signed by the Chair.

30 PRUDENTIAL CODE MONITORING REPORT TO FEBRUARY 2019

Becky Smeathers, Head of Finance, presented the report of the Chief Fire Officer which informs Members of performance for the three month period to 28 February 2019 relating to the prudential indicators for capital and treasury management.

It was noted that there was additional temporary borrowing in January 2019 of £2million to take advantage of low rates. This brought the total borrowing at the end of February to £23.642million which is well within the operational boundary. Further borrowing has also taken place and this will be reported to the next meeting of this committee.

RESOLVED to note the report

31 REVENUE AND CAPITAL MONITORING REPORT TO 31 JANUARY 2019

Becky Smeathers, Head of Finance, presented the report of the Chief Fire Officer which informs members of the financial performance of the Service in the year 2018/19 to the end of January 2019. She highlighted the following information:

- (a) Figures are mainly in line with those reported in January, however overall underspend has fallen to £67,000 from £84,000;
- (b) There has been a slightly lower than expected use of reserves over 2018-19. In order to rationalise the number of Earmarked Reserves, a review will be undertaken going forward;

Following questions from Members the following further information was highlighted

- (c) The Car tax liabilities relate to the lease car arrangements previously reported to this committee and have been included in the forecast outturn figures;
- (d) An element of the unplanned overtime relates to support given to Greater Manchester Fire and Rescue Services. These costs have been recovered;
- (e) The retained pay underspend is attributed to some stations not yet fully achieving the 3hrs of drills per week, built into the budget;
- (f) There are a number of options being considered for the site of the old Newark Fire Station, these will be brought to this committee in the new financial year.

RESOLVED to:

(1) Note the contents of the report; and

(2) Approve the proposed changes to earmarked reserves which are set out in Paragraph 2.22 and Appendix C of the published report.

32 INTERNAL AUDIT REPORT 2018/19 UPDATE

Becky Smeathers, Head of Finance, presented the report drawing members attention to the outcome of reports commissioned by Nottinghamshire Fire and Rescue Service, prepared by the Authority's Internal Auditors.

In line with recommendations by this committee in June 2018 this report brings forward audit reports on a rolling basis. A reasonable level of assurance was given on all reports.

RESOLVED to note the content of the report.

33 EXTERNAL AUDIT PLAN 2018/19

Neil Harris, Ernest & Young LLP, presented the report of the external auditors detailing the audit plan for work which they intend to carry out on the Authority's 2018/19 financial statements and value for money arrangements.

He outlined the indicative audit plan and detailed the areas of focus as set out in the report. He emphasised that financial resilience would be a focus, as would value for money, although on review of previous audit reports this was not as a result of any concerns.

RESOLVED to note the contents of this report.

34 CORPORATE RISK MANAGEMENT

Chief Fire Officer John Buckley introduced the report intended to provide an overview of the corporate risk management process and the current version of the Corporate Risk Register.

The only addition of note to the register is to capture the risk associated with the Joint Fire Control projects with Derbyshire Fire and Rescue Service and the control measures which are being implemented to mitigate this risk.

RESOLVED to note the content of the report.

35 MANAGEMENT OF OCCUPATIONAL ROAD RISK

Chief Fire Officer John Buckley, presented the report to members giving an overview of the activities associated with the management of occupational road risk. He highlighted the following points:

- (a) The insurance premium has increased again, this is not attributable to accidents, but is as a result in changes to the fleet;
- (b) The number of accidents reported has been steadied, however there is still a high number of minor accidents, predominantly slow speed manoeuvring;
- (c) The Service is working with Nottingham Trent University on eLearning which supplements existing driver training around hazard perception, this is being rolled out across the Service;

RESOLVED to note the actions being taken by the Service to reduce the risk associated with Occupations Road Risk

Thanks were offered to both Councillor Malcolm Wood and Councillor Brian Grocock for their many years' service to the Nottinghamshire and City of Nottingham Fire and Rescue Authority as this was their last meeting.

Both Councillor Wood and Councillor Grocock thanked the Committee members and the Officers for their support and hard work for the Authority



NOTTINGHAMSHIRE & CITY OF NOTTINGHAM FIRE AND RESCUE AUTHORITY

NOTTINGHAMSHIRE & CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY - HUMAN RESOURCES

MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood Lodge, Arnold, Nottingham, NG5 8PD on 5 April 2019 from 10:05am to 11:18am

Membership

Present

Councillor John Clarke (Chair)
Councillor John Longdon
Councillor Brian Grocock
Councillor Mohammed Saghir (items 32-34)

Absent

Councillor Vaughan Hopewell
Councillor Jackie Morris

Colleagues, partners and others in attendance:

Tracy Crump	- Head of People and Organisational Development
Adrian Mann	- Governance Officer
Craig Parkin	- Deputy Chief Fire Officer

28 APOLOGIES FOR ABSENCE

Councillor Jackie Morris - Caring responsibility

29 DECLARATIONS OF INTERESTS

None.

30 MINUTES

The minutes of the meeting held on 25 January 2019 were confirmed as a true record and signed by the Chair.

31 HUMAN RESOURCES UPDATE

Tracy Crump, Head of People and Organisational Development, presented a Human Resources Update for Quarter 4 of the 2018/19 municipal year. The following points were discussed:

- (a) due to the timing of the meeting in relation to the review period, it was not possible to include an analysis of the absence figures in the report for Quarter 4, so the data will be presented to the next meeting. The Service recorded below the national average for sickness days for both whole-time/control staff and the full workforce, placing it 11th of 30 services for the former category and 15th of 29 for the latter. Compassionate support processes are in place for staff who need to take time off sick and initiatives continue to reduce the level of sickness in the workforce. Although staff have been through a continued period of change, morale generally remains good, on the whole;
- (b) there is one grievance process and one pension scheme appeal underway. An Employment Tribunal case will be heard during June. The costs are being met from the designated budget, but the ongoing expenditure will be monitored carefully;
- (c) most recent leavers departed the Service due to retirement. To ensure continuity across the projected upcoming retirements, whole-time staff numbers are slightly above establishment level, while approximately 25 new firefighters are now at stations following two recent trainee courses. Achieving and retaining the needed level of on-call staff is a challenge and there is a continual recruitment process to maintain the numbers. A dedicated team supports on-call staff and a high degree of active management is required to ensure that overall staffing remains stable through regular turnover. Focused engagement is being carried out with communities around some stations with low numbers of on-call staff in the local area, to improve recruitment.

RESOLVED to note the Human Resources update.

32 EQUALITIES MONITORING REPORT

Tracy Crump, Head of People and Organisational Development, presented an Equalities Monitoring Report for the six-month period from 1 July to 31 December 2018. The following points were discussed:

- (a) women now represent 16.5% of the total workforce and 6.55% of all firefighters (31 of 473). The number of female staff is increasing slightly and the latest round of firefighter recruitment resulted in 13 women being appointed out of 44 applicants. However, the percentage of women decreases in the higher-level management roles. A great deal of work is being done to create a culture of equality and female staff are being sought to act as workplace advocates, to both receive development support from their managers for growing into more senior roles, and to help and encourage their colleagues working to follow the same career path. Currently, most people in senior operational roles have served as firefighters and it is not current practice to enter directly into these positions without this experience, so ways of diversifying the career backgrounds of staff will be explored;
- (b) 3.99% of the total workforce is of a black, Asian or minority ethnic (BAME) background, which falls short of being representative of the overall BAME community in Nottinghamshire (11.2% of the total population in 2011). It is challenging to attract people with a BAME background (particularly into

operational roles) into the Service, but a high level of positive action and engagement work is underway to promote the careers available;

- (c) the Strategic Inclusion Board continues to work towards broader diversification within the workforce, drawing information from steering groups and both internal and external forums. Managers must aim for full inclusion of all staff and internal management structures are in place to facilitate culture change and engage and empower everyone within the organisation. Following previous initiatives, additional work will be carried out to ensure that external forums for engaging with local BAME communities are as effective as possible;
- (d) there is a strong commitment to promote lesbian, gay, bisexual and transgender (LGBT) equality across the Service, which has been recognised in the top 100 of the Stonewall Workplace Equality Index for its commitment to promoting equality issues. Nevertheless, the declaration rate for staff identifying as LGBT remains relatively low, so further work is needed to ensure that people feel comfortable being themselves at work.

RESOLVED to note the Equalities Monitoring Report and support the Fire Service's continued commitment to attracting, recruiting and retaining a more diverse workforce.

33 UPDATE ON THE PEOPLE STRATEGY

Craig Parkin, Deputy Chief Fire Officer, presented a six-monthly Update on the People Strategy. The following points were discussed:

- (a) the local policy mirrors the National Fire Chiefs' Council's strategy closely. A number of workshops are being run with a focus on the People Strategy and staff are being encouraged to engage as much as possible. Progress will be reviewed during 2019 and the equality framework will be considered for a peer assessment. Four one-day conferences for all employees will be held in May and June to focus on the Strategic Plan and to receive feedback from staff, and councillors are welcome to attend these conferences;
- (b) the recent recruitment processes have been positive and the new trainees will have placements at multiple stations, to further their development. A third trainee course is scheduled for the end of the year. A number of retirements are anticipated over the next 18 months and there has been recent turnover in middle management roles, so a significant recruitment process has been carried out to ensure continuity and enable the new staff to develop their skills and knowledge;
- (c) a new mixed-crewing model went live on 1 April at the Ashfield and Retford fire stations and the process has been relatively positive, to date. A review and closure report will be produced after three months of operating under the new system;
- (d) the planning for the joint control room with Derbyshire Fire and Rescue Service is developing further and an update report will be available for review by senior management, shortly. There will be a reduced number of roles in the joint control room, so transition support is in place for those staff who want to move to the new

unit, while some staff will retire or receive redundancy and others have been offered alternative positions within the Service;

- (e) unfortunately, the Fire Authority's association with the Prince's Trust Programme will end in July 2019, due to budget constraints. Alternatives for youth engagement are now under consideration, such as the creation of a joint cadet programme with the Police;
- (f) the detail of the proposals to implement a joint headquarters with the Nottinghamshire Police from October 2021 is under development by the Strategic Collaboration Board and conversations are underway with staff to address any concerns, particularly for those in non-uniform support roles;
- (g) the Service is taking a positive role on implementing the significant project to ensure that an integrated approach is taken to review, develop and deliver operational training in line with the National Operational Guidance, while also delivering the annual training plan.

RESOLVED to note the update on the People Strategy.

34 RELOCATION TO A JOINT HEADQUARTERS: WORKFORCE IMPLICATIONS

Craig Parkin, Deputy Chief Fire Officer, presented a report on the implementation of a joint headquarters with the Nottinghamshire Police at Sherwood Lodge, Arnold from October 2021. The following points were discussed:

- (a) the projected creation of a joint headquarters with the Police is over two years away, but a great deal of hard work will need to be done with staff, Fire Authority members, the Office of the Police and Crime Commissioner and Police colleagues to ensure that everybody is fully informed and is able to contribute to the process;
- (b) it is important to Fire and Rescue staff that the move is not seen as the Fire Service being merged into the Police Force. The joint headquarters will need to retain its level of accessibility and it will be vital to lose as few people in the move as possible, so that the Service's collected knowledge and experience is not lost unduly. The Strategic Collaboration Board is working to a collaborative framework and a number of working groups have been established with the Police. The Fire Authority still retains its full decision-making powers.

RESOLVED to note the report on the workforce implications of the proposals to relocate the Fire Service to joint headquarters with Nottinghamshire Police.

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