



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

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

# GOVERNANCE ARRANGEMENTS

## Report of the Chief Fire Officer

**Date:** 26 April 2024

**Purpose of Report:**

To advise Members of the updated arrangements for the provision of the Clerk and Monitoring Officer following the termination of the existing provision arrangements with Nottingham City Council.

**Recommendations**

It is recommended that:

- The arrangements with regard to the direct employment of the Clerk and Monitoring Officer be noted;
- Members note that arrangements for provision of governance services will be reviewed in due course.

### CONTACT OFFICER

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## **1. BACKGROUND**

Since inception of the Authority in 1998 Clerking and Monitoring Officer arrangements along with governance services have all been provided by Nottingham City Council under a buy-back of services arrangement. Irrespective of this provision, the Authority still had to formally appoint the Monitoring Officer which it did with the current incumbent, Malcolm R. Townroe, in July 2005. Mr Townroe has now confirmed his retirement from Nottingham City Council with effect from 28 April 2024 and this report confirms the arrangements that are now proposed to be put in place to ensure continuity of the Clerk and statutorily required Monitoring Officer role.

## **2. REPORT**

- 2.1 Following confirmation of the proposed retirement of Mr Townroe from Nottingham City Council the Chief Fire Officer, in consultation with the Chair of the Authority, served notice on Nottingham City Council to terminate the buy-back of the Clerk and Monitoring Officer provision. This takes effect from the date of Mr Townroe's retirement. It does not affect the provision of governance services which will be the subject of further review going forwards.
- 2.2 Given that Mr Townroe has already been appointed to act as the Authority's Clerk and Monitoring Officer, it is proposed that he be appointed directly as an employee of the Authority on an annualised hours or part time basis immediately following his retirement from Nottingham City Council. This will ensure continuity of the current Clerk and Monitoring Officer provision and also provide an element of corporate memory around the governance agenda. Given that Mr Townroe is also a qualified solicitor his title with the Authority will be reviewed to reflect this.

## **3. FINANCIAL IMPLICATIONS**

The cost of employing the Clerk and Monitoring Officer directly will be contained within the existing financial envelope for the provision of Clerk, Monitoring Officer and governance services.

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

There are no human resources implications arising from this report other than the Clerk and Monitoring Officer will now be employed directly by the Authority.

## **5. EQUALITIES AND ETHICAL IMPLICATIONS**

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. ENVIRONMENTAL AND SUSTAINABILITY IMPLICATIONS**

There are no environmental or sustainability implications arising from this report.

## **7. LEGAL IMPLICATIONS**

There is a legal requirement for the Authority to appoint a Monitoring Officer. The proposed direct engagement of Mr Townroe ensures continuity of the existing arrangement.

## **8. RISK MANAGEMENT IMPLICATIONS**

Failure to have an appointed Monitoring Officer would be a breach of a statutory requirement.

## **9. COLLABORATION IMPLICATIONS**

There are no collaboration implications arising from this report.

## **10. RECOMMENDATIONS**

It is recommended that:

- 10.1 The arrangements with regard to the direct employment of the Clerk and Monitoring Officer be noted;
- 10.2 Members note that arrangements for provision of Governance Services will be reviewed in due course.

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

None.

Craig Parkin  
**CHIEF FIRE OFFICER**