



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

AFFILIATION OF THE NOTTINGHAMSHIRE FIRE AND RESCUE RETIRED MEMBERS ASSOCIATION

Report of the Chief Fire Officer

Date: 23 September 2016

Purpose of Report:

To seek formal adoption of a Memorandum of Understanding between Nottinghamshire Fire and Rescue Service and Nottinghamshire Fire and Rescue Retired Members Association.

CONTACT OFFICER

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1. BACKGROUND

- 1.1 The Nottinghamshire Fire and Rescue Service Retired Members Association (NFRRMA) is an organisation open to all existing and previous employees of Nottinghamshire Fire and Rescue Service, and provides a supportive and social environment for all of those involved.
- 1.2 The NFRRMA also own and manage the Nottinghamshire's Fire-Fighters Memorial located at St Marys Church in the City. This memorial is inscribed with the names of all previously known Firefighters who have lost their lives in the line of duty within Nottinghamshire.
- 1.3 The Authority has had a long term relationship and formal agreement with the NFRRMA in that they have access to and manage the licensed facilities at Stockhill Fire Station.

2. REPORT

- 2.1 Although the Nottinghamshire Fire and Rescue Service Retired Members Association (NFRRMA) has a number of members who have all served within Nottinghamshire Fire and Rescue Service, no formal affiliation exists between the two entities. This report presents a memorandum of understanding (MOU) to Members with the aim of creating that formal link. The document can be found at Appendix 1.
- 2.2 The MOU formally recognises the NFRRMA as an affiliated partner and sets clear expectations on each of the partners. Below are the main areas covered by the document:
 - The NFRRMA may use the official badge of NFRS, adapted to form a recognisable brand;
 - Members of NFRRMA will be expected to adhere to and uphold the NFRS values and behaviours;
 - NFRS will actively promote the benefits of being a member of NFRRMA to all employees;
 - NFRS agrees to fund the inscription on the Fire-Fighters Memorial of any serving employee that loses their life in the line of duty, subject to the consent of the family.
- 2.3 It is hoped that this MOU will strengthen and formalise the existing positive interaction between the two organisations, and help to provide a supportive and social environment to and increased number of current and past employees.
- 2.4 If the proposal is agreed, a member of the NFRRMA will be in attendance at the Authority meeting to jointly sign the document with the Chair of the Fire Authority.

3. FINANCIAL IMPLICATIONS

In the event that a serving member of staff should lose their life in the line of duty, the Authority agrees to fund the inscription of the individuals name on the Nottinghamshire Fire-Fighters Memorial. At an estimated cost of less than £100, this would be minimal in the context of what would be a significant event for the Service.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

There are no Human Resources and Learning and Development implications arising from this report.

5. EQUALITIES IMPLICATIONS

An Equality Impact Assessment has not been undertaken as this report does not seek to alter workforce policy or service delivery provisions.

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

Enabling another organisation to be formally recognised as having an affiliation to NFRS does pose a small element of risk in that the positive brand and reputation of the service could be affected by the affiliated partner. This is addressed within the MOU by the clear expectation that members of NFRMA will be expected to uphold the NFRS Values and Behaviours and therefore the risk is considered to be minimal.

9. RECOMMENDATIONS

It is recommended that Members formally adopt the MOU with the Nottinghamshire Fire and Rescue Retired Members Association, and agree for the Chair of the Authority to countersign it on their behalf.

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

None

John Buckley
CHIEF FIRE OFFICER



NOTTINGHAMSHIRE
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Memorandum of Understanding

between

**Nottinghamshire Fire and Rescue
Service**

and

**Nottinghamshire Fire and Rescue
Retired Members' Association**

This Memorandum of Understanding (MOU) is made and entered into by and between Nottinghamshire Fire and Rescue Service (NFRS) and Nottinghamshire Fire & Rescue Retired Members Association (NFRMA).

1. INTRODUCTION

- 1.1 NFRS are committed to working in a collaborative way where it adds value to the service by building relationships with our partners.
- 1.2 NFRS recognise the significance of the NFRMA and feel it is important to forge a link between the past, present and future generations of Fire Service personnel, by creating this memorandum, to establish a long lasting framework from which to cement the bond between the both parties.

2. PURPOSE

- 2.1 The purpose of the memorandum is to record a formal agreement between NFRS and the NFRMA, which is intended to give clarity for the future by detailing expectations and also promoting an effective working relationship between both parties.
- 2.2 The MOU forms an agreement between the two parties to specifically outline:
 - The use of the NFRS Badge.
 - Expectations as an affiliated partner, with reference to the NFRS values and behaviours.
 - The future funding of inscriptions for the Nottinghamshire Fire-Fighters Memorial.
 - Formal Memorial Service(s) partner agreement.
 - Future NFRS commitment to promoting the NFRMA.

3. AGREEMENT

3.1 NFRS badge

- 3.1.1 NFRS consent to the use of the NFRS badge within the NFRMA's logo, for use in an official capacity, which is professional, appropriate and will reinforce NFRS values. (Please see Appendix A for examples).

3.2 Affiliated Partner Expectations

- 3.2.1 There will be an expectation that as an affiliated partner to NFRS, the NFRMA members will adhere to and uphold the NFRS Values and Behaviours (Please see Appendix B for description of Values and Behaviours).

3.3 Nottinghamshire's Fire-Fighters Memorial

- 3.3.1 Nottinghamshire's Fire-Fighters Memorial is located in St Marys Church, Lace Market, Nottingham and is owned and managed by the NFRRMA. The NFRRMA is affiliated to the National Fire-Fighters Trust, which have the ethos and slogan "*Ensuring that the commitment and the dedication of members of the Fire & Rescue Service is always Remembered and Honoured*"
- 3.3.2 NFRS agrees to fund the inscription on Nottinghamshire's Fire-Fighters Memorial of any serving employee that loses their life in the line of duty. This is subject to the consent of the family.

3.4 Formal Memorial Service(s) *Partner Agreement*

- 3.4.1 There will be an understanding that when either party is made aware of a relevant Formal Memorial Service, that they will inform the other of the service. This is to give each party the opportunity to attend if it is deemed appropriate.
- 3.4.2 Furthermore, to facilitate a mutually beneficial positive working relationship, there should be continuous dialogue between both parties to keep each other abreast of any current affairs and also to notify each other of any events that may be of interest.

3.5 Promotion of the NFRRMA

- 3.5.1 When NFRS employees are due to retire, NFRS send individuals a letter thanking them for their service and wishing them well in retirement. The letter will be accompanied with information detailing the NFRRMA. This will explain who the NFRRMA are, what the benefits are of the association and also invite the retirees to be part of the social club if they so wish.
- 3.5.2 Information will also be passed to NFRS employees about the NFRRMA when they book onto a Pre-Retirement course.
- 3.5.3 NFRS welcomes the NFRRMA to contribute to the communication channels NFRS have available, to publicise suitable events organised by NFRRMA where appropriate. This may include forthcoming events that may be of interest to members of NFRS or to update on the outcome of activities carried out under the auspices of the Association.
- 3.5.4 NFRS will provide support to the NFRRMA to enable them to collate and publish their 'Informative' newsletter on a regular basis. This will include training and advice as appropriate to ensure the association is able to provide a suitable and sustainable product.

Example 1

NFRRMA logo used as a letter head



Example 2

NFRRMA logo used as a centre piece within a memorial wreath



NFRS VALUES AND BEHAVIOURAL INDICATORS

We value and respect others

By treating our community, service users and each other with respect and consideration, we become a more customer-focused and inclusive organisation.

Positive Behaviour	We show this when we...
Treat people as individuals	Treat people respectfully in a way they would wish to be treated.
Customer-focused	Go the extra mile to deliver excellent services.
Are polite and approachable	Are courteous, helpful and considerate.
Are attentive	Actively listen to what people are saying and respond in a way that shows we are listening
Trustworthy and reliable	Do what we say we are going to do

We are open to change

By understanding the need to improve, we open ourselves up to new ideas and become a more sustainable and stable organisation, ready to meet the challenges we face.

Positive Behaviour	We show this when we...
Open to change	Be open-minded about new ideas and suggestions.
Contribute to change	Take responsibility for improving the way we do things and challenge things if they can be done better.
Encourage ideas	Help other people to develop their ideas in a positive way
Supportive of change	Recognise that change is an investment in our future

We are professional in all that we do

We act professionally by being the best that we can be, behaving with integrity and taking personal responsibility for our behaviour and decisions.

Positive Behaviour	We show this when we...
High standards	Always strive to do our personal best.
Protect the good reputation of the Service	Uphold our values and reflect these in our conduct at all times

Be a role model for others	Consider how we behave; be measured and consistent in our responses
Take responsibility	Accept responsibility for our actions
Show integrity	Are open and honest in our motives and conduct. Be authentic
Act appropriately	Treat others with respect and consideration whatever the situation
Communicate effectively	Share information ensuring that we communicate information effectively so that it is readily understood.

We are one team working together

We act as One Team when we respect and value each other, and work together to create safer communities.

Positive Behaviour	We show this when we...
Share a common goal	Work collectively to provide an excellent service to the people of Nottinghamshire
Value everyone whatever their role	Respect colleagues and the contribution they make
Are supportive of colleagues	Have a positive attitude to working with others, we listen and offer constructive advice
Work collaboratively	Help others when we can, take a genuine interest in supporting others to achieve their objectives
Think about what we say and how we say it.	Communicate with each other in a constructive and polite way. Careful not to use offensive or demeaning terms.
Seek to develop others	Take time to share our experience and knowledge.

Memorandum of Understanding between Nottinghamshire and City of Nottingham Fire Authority and the NFRRMA, signatories;

Duly authorised to sign for and on behalf of the Nottinghamshire and City of Nottingham Fire Authority;

Name:

Role:

Date:

Signature:

Duly authorised to sign for and on behalf of the Nottinghamshire and Rescue Retired Members Association;

Name:

Role:

Date:

Signature: