



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: 23 September 2016

Purpose of Report:

To report to Members the business and actions of the Fire Authority committee meetings which took place in June and July 2016.

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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	17 June 2016
Finance and Resources Committee	24 June 2016
Human Resources Committee	1 July 2016
Policy and Strategy Committee	8 July 2016

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

APPENDIX A



NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AND RESCUE AUTHORITY

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

**MINUTES of the meeting held at Fire and Rescue Service Headquarters,
Bestwood Lodge, Arnold, Nottingham, NG5 8PD on 17 June 2016 from 10.00 -
10.44**

Membership

Present

Councillor Eunice Campbell (Chair)
Councillor Sybil Fielding
Councillor Brian Grocock (substituting for
Councillor Dave Liversidge)
Councillor Patience Uloma Ifediora
Councillor Roger Jackson

Absent

Councillor Ken Rigby
Councillor Dave Liversidge

Colleagues, partners and others in attendance:

Wayne Bowcock	- Deputy Chief Fire Officer, Nottinghamshire Fire and Rescue Service
Ian Taylor	- Area Manager, Nottinghamshire Fire and Rescue Service
James Welbourn	- Governance Officer

1 APOLOGIES FOR ABSENCE

Councillor Dave Liversidge	-	annual leave
Councillor Ken Rigby	-	annual leave

2 DECLARATIONS OF INTERESTS

None

3 MINUTES

The minutes of the meeting on 8 April were agreed as a correct record and signed by the Chair.

4 NEW CROSS PROJECT

Wayne Bowcock, Deputy Chief Fire Officer at Nottinghamshire Fire and Rescue (NFRS), provided Members with an update on the evaluation outcomes of the New Cross Project.

The following points were highlighted:

- (a) the project has now been made business as usual (BAU) by Ashfield District Council. The project is staffed by Ashfield District Council, alongside seconded staff from NFRS. Ashfield are now looking to employ directly to the New Cross team;
- (b) partners are being sought by Ashfield District Council to directly fund posts on the project;
- (c) cost savings have been measured per segment, for example how much does it cost the Police and homelessness services to intervene in an individual's case?
- (d) the Local Public Sector Agreement (LPSA) reward grant from central government can only be used for community safety purposes, but there is no specific strategy on how to use the money. In principle, some of this funding will be committed to support the Broom Hill and New Cross projects.

RESOLVED to:

- (1) note the report;**
- (2) ask for a further report to come back with a cost analysis.**

5 SERVICE DELIVERY PERFORMANCE MODEL

Wayne Bowcock, Deputy Chief Fire Officer at NFRS updated Committee members on the development of the Service Delivery performance model.

The following point was highlighted:

- (a) there is currently no performance culture around service delivery. Information could be richer and would help officers track performance internally;

RESOLVED to note the contents of the report and support the development of an 'Improvement through Performance' framework'. A standing report will be available for the January round of meetings onwards.



**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 24 June 2016 from 10.00 - 10.51**

Membership

Present

Councillor Malcolm Wood (Chair)
Councillor Chris Barnfather
Councillor Gordon Wheeler
Councillor Brian Grocock
Councillor Sybil Fielding
Councillor Darrell Pulk

Absent

Councillor John Allin
Councillor John Clarke
Councillor Dave Liversidge

Colleagues, partners and others in attendance:

John Buckley	- Chief Fire Officer, NFRS
Rob Disney	- County Council Auditor
Sue Maycock	- Head of Finance, NFRS
Ian Pritchard	- Head of Procurement and Resources, NFRS
Neil Timms	- Treasurer to the Authority
Zena West	- Governance Officer

1 APOLOGIES FOR ABSENCE

Councillor John Allin (Councillor Sybil Fielding substituting)
Councillor John Clarke (Councillor Darrell Pulk substituting)
Councillor Dave Liversidge (Councillor Brian Grocock substituting)

2 DECLARATIONS OF INTERESTS

None.

3 MINUTES

The Committee confirmed the minutes of the meeting held on 15 April 2016 as a true record and they were signed by the Chair.

4 OUT-TURN FOR 2015/2016

Sue Maycock, Head of Finance, presented the outturn report for 2015/16 detailing the financial performance of the Service, and analysing significant variances against the original budget.

The final Statement of Accounts will go to the Combined Fire Authority meeting in September 2016 but, as they are still subject to audit, the outturn could change, but this is unlikely.

When the budget was approved it included a planned contribution to reserves and the outturn position reflects this. There is an £873,000 underspend for the year, which includes the £570,000 contribution to reserves. The level of reserves at the end of the year reserves puts the Service in a good position whilst the sustainability strategy is implemented over the next few years.

The variances are largely the same as have been reported previously, but the fuel underspend of £124,000 wasn't expected. This is due to a price decrease for diesel and a reduction in the amount of fuel that has been used.

Monitoring of the fuel budget needs to be more robust, and bunkered stock has to be accounted for throughout the year. The current year's fuel budget has been reduced by £30,000.

It was previously reported to the Human Resources Committee that there were a number of pension errors and negotiations had taken place with the previous pension's administrator to resolve them. This year further negotiations have taken place and the Service has received £176,000 to offset costs. This was received at the end of February and will be allocated to the reserves.

Over £300,000 of earmarked reserves have been used to support pension strain and redundancy programmes. There were an unusually high number of ill health retirements in 2014/15, which has impacted on the outturn and will continue to impact over the next two years.

Approximately £400,000 of revenue budget has been used to finance the capital programme. Capital receipts from the sale of vehicles have also been used to partially finance the capital programme.

RESOLVED to

- (1) note the contents of the report;**
- (2) approve the total capital slippage of £1.211m to be carried forward to 2016/17.**

5 REVENUE AND CAPITAL MONITORING REPORT TO MAY 2016

Sue Maycock, Head of Finance, presented the revenue and capital monitoring report detailing the financial performance of the Service to the end of May 2016, focussing on key areas where outturn variances are likely to occur.

There are some variances emerging already. The approved budget included a deficit, which was to be funded by a transfer from reserves at the end of the year. The current forecast overspend is £100,000 but this can all be funded by relevant earmarked reserves, if required.

The Wholetime pay budget reflects a reduced establishment this year and it was acknowledged by the Combined Fire Authority, when the budget was approved, that achievement of this would take place over the course of the year with the natural turnover of employees. An earmarked reserve has been created this year to support the Wholetime pay budget during this transition and to date £180,000 of this £350,000 reserve will be required to fund the overspend.

The administrative and support pay is underspent due to a number of vacancies at the end of year, but recruitment is now underway and a number of temporary posts have been approved to work on projects.

Ill health retirement costs are overspent, but the budget for injury pensions is expected to be underspent so can offset the overspend on ill health retirements.

There is an underspend on interest charges as no new long term borrowing has taken place.

The capital programme includes the slippage approved in the outturn report. The total underspend is almost £2.3m, mostly in fleet. A key issue is the sustainability strategy, which means the Service needs to review the types of vehicles it uses.

The London Road Fire Station project has a predicted underspend. The Newark, Hucknall and Worksop Fire Station projects are all in the early stages.

All ICT projects are progressing well with no projected slippage.

Members commented that the transport budget appears to miss targets regularly, so it may be appropriate to bring the transport strategy to a future meeting.

RESOLVED to

- (1) note the contents of the report;**
- (2) note that a transfer of funding of £108,000 from earmarked reserves to the Whole-time pay budget will be effected to fund the overspend of pay to date resulting from the planned over-establishment of posts;**
- (3) request that the Chief Fire Officer presents a report to the next meeting of this Committee outlining the future transport strategy and any financial implications.**

6 PRUDENTIAL CODE MONITORING REPORT TO MAY 2016

Neil Timms, Treasurer to the Fire Authority, presented the prudential code monitoring report detailing the performance of the Service to the end of May 2016 relating to the prudential indicators for capital accounting and treasury management.

There is a continual issue with limits in terms of loan maturity, which is caused because the Service isn't borrowing any long-term money, but this doesn't raise any concerns.

Treasury management is complex and there needs to be balance between available liquid funds and funds in investments or borrowed. The Service has taken out a short term loan with another Local Authority.

RESOLVED to note the contents of the report.

7 INTERNAL AUDIT ANNUAL REPORT 2015/2016

Neil Timms, Treasurer to the Fire Authority, and Rob Disney, County Council Auditor, presented the internal audit report for 2015/16.

The internal auditors prepare an annual report which gives the opportunity to review internal audit, as required under the Code of Practice on Local Authority Accounting, to analyse efficiency and effectiveness. The report shows the Service meets the standards expected.

6 final reports and 3 draft reports were issued last year, and 4 audits were ongoing at year end. The findings for 3 of the audits were that all but one of the draft and final reports carried positive opinion. The exception was on the Princes Trust Partnership, but this has now been finalised and will be reported on at a later stage. The auditors are satisfied with the overall level of control, and the findings can be carried through to the annual governance statement.

The 2016/17 plan is based on an audit risk assessment which uses a range of risk factors for different areas that might be covered. The outcome sets out the assessed levels of risk in place for each of the different areas of the plan. There is flexibility in the schedule as risks need to be kept under review and there needs to be ability to respond to any new and emerging risks coming through.

RESOLVED to note the contents of the report.

8 REVISED PROPERTY STRATEGY

Ian Pritchard, Head of Procurement and Resources, presented the revised property strategy detailing minor revisions to the strategy that was agreed in October 2014.

When the strategy was first presented in October 2014 it was agreed that it would be reviewed every year. The revisions are relatively minor and mainly focus on changing the terminology used, emphasis on cooperating with other organisations, and updating estimated costs for the future.

It is now proposed for the review every to take place every 2 years.

RESOLVED to note the contents of the report.

9 NEW LONDON ROAD FIRE STATION PROJECT UPDATE

Ian Pritchard, Head of Procurement and Resources, presented the update report on the new London Road Fire Station Project.

The new station is on the former Gresham works site on London Road and will be about a third of the size of the Central Fire Station. The Service agreed a value of £600,000 with the City Council, and also agreed to share accommodation with the Council's Emergency Planning Team. 4 tunnels running under London Road have been found on site which the Service has agreed to fill and has been incorporated into the contract.

The development was competitively tendered and 6 were shortlisted, and it was won by J Tomlinsons who are Nottinghamshire based. The planning permission had 29 conditions, the majority of which were to do with the land contamination.

The Station will be linked to the district heating system, and negotiations are to agree a contract for the price over the next 20 years. There will be the maximum amount of photovoltaic panels installed on the roof, which will reduce heating and electricity costs. There is also a 30% CO₂ emission reduction. The thermal insulation on the building has been increased at minimal cost to reduce costs going forward.

The project is predicted to be completed under budget. The budget is £5m, and costs currently stand at between £4.6m and £4.7m, but ICT and furniture are still being sourced, so the final cost is not known yet. The final report on the budget will probably be about 6 months after the Service has moved in.

The station will include a greenwave traffic management system so when a mobilisation occurs the traffic control centre will control traffic depending on what direction the engines want to travel in from the station.

The build is due to finish in August with an estimated moving in date of 13 September.

RESOLVED to note the contents of the report.



**NOTTINGHAMSHIRE AND 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 1 July 2016 from 10.00 - 11.06**

Membership

Present

Councillor Michael Payne (Chair)
Councillor Liaqat Ali
Councillor Eunice Campbell
Councillor Brian Grocock (substituting for
Councillor Mike Pringle)
Councillor Liz Yates
Councillor Jason Zadrozny

Absent

Councillor Mike Pringle

Colleagues, partners and others in attendance:

Wayne Bowcock	- Nottinghamshire Fire and Rescue Service (NFRS)
Tracy Crump	- Head of People and Organisational Development, NFRS
Sue Maycock	- Head of Finance, NFRS
Ian Pritchard	- Head of Procurement and Resources, NFRS
Matt Sismey	- Equality and Diversity Officer, NFRS
James Welbourn	- Governance Officer

1 APOLOGIES FOR ABSENCE

Councillor Mike Pringle (substituted by Cllr Brian Grocock)

2 DECLARATIONS OF INTERESTS

None.

3 MINUTES

The minutes of the meeting held on 22 April were agreed and signed as a true record by the Chair.

4 HUMAN RESOURCES UPDATE

Tracy Crump, Head of People and Organisational Development at Nottinghamshire Fire and Rescue Service (NFRS) updated Members on key Human Resources metrics for the period 1 April -30 June 2016.

The following points were highlighted:

- (a) recruitment to posts is ongoing, so the figures within the report will change in due course;
- (b) paragraph 2.5 within the report contains an error – whole-time establishment currently stands at 483, not 493;
- (c) NFRS is committed to increasing its retained workforce, with a close to continual recruitment program;
- (d) there has been no recruitment to whole time firefighting roles since 2012, and this accounts for the equality figures not moving substantially. Around 97% of the operational workforce is men. It is proving difficult to recruit more women into the service, but this is being tackled by using open days, and other avenues to try and develop an interest in joining NFRS amongst women;
- (e) it is positive to see more people aged under 25 coming into NFRS, mainly due to recruitment in the retained section. Clearly there are more people at NFRS closer to retirement age – NFRS need to make sure that succession planning is in place for these posts;
- (f) employees will declare any disabilities that they have – in addition to this, questions around disability and reasonable adjustments are asked at interview. There are also employees that might redefine as non-disabled – this could be due to a reasonable adjustment being made at work, or simply a temporary issue that has been resolved;
- (g) over the last 18 months an increase in declarations of diversity has been seen;
- (h) the 25 new starters are retained duty staff. The reduction in minorities is proportionate to the overall shrinkage of the workforce. It can prove difficult to attract women, members of the BME community and members of the LGB community to retained roles as there is the rule that retained firefighters must live 5 minutes from their station.

In addition to this point, there are low levels of recruitment for women nationally;

- (i) NFRS have revisited the tests that are run to encourage people to join the organisation, to see if anything can be improved on;
- (j) staff from NFRS go into colleges, universities and schools, particularly in the run up to a recruitment campaign.

RESOLVED to endorse the report, with a further report on equalities to come back to the next Human Resources Committee.

5 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 and 3 of Schedule 12 A to the Act.

6 POST OF ESTATES MANAGER

Wayne Bowcock, Deputy Chief Fire Officer at NFRS presented the report on the post of Estates Manager.

RESOLVED to support the recommendations contained within the report and added to at the meeting.

7 REGRADING OF POSTS

Wayne Bowcock, Deputy Chief Fire Officer at NFRS presented the report on the regarding of posts.

RESOLVED to note the report.



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

**NOTTINGHAMSHIRE & CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY -
POLICY & STRATEGY**

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood
Lodge, Arnold Nottingham NG5 8PD on 8 July 2016 from 10.01 - 10.34**

Membership

Present

Councillor Darrell Pulk (Chair)
Councillor Chris Barnfather
Councillor Sybil Fielding
Councillor Brian Grocock
Councillor Gordon Wheeler
Councillor Malcolm Wood

Absent

Colleagues, partners and others in attendance:

John Buckley	- Chief Fire Officer, Nottinghamshire and City of Nottingham Fire & Rescue Authority
Gavin Harris	- Head of ICT, Nottinghamshire Fire and Rescue Service
Craig Parkin	- Assistant Chief Fire Officer, Nottinghamshire Fire and Rescue Service
Ian Taylor	- Head of Strategic Projects, Nottinghamshire Fire and Rescue Service
Neil Timms	- Treasurer to the Fire Authority
Malcolm Townroe	- Clerk to the Fire Authority
James Welbourn	- Governance Officer

1 APOLOGIES FOR ABSENCE

None.

2 DECLARATIONS OF INTERESTS

None.

3 MINUTES

Councillor Chris Barnfather asked the Chair for an update on future governance of the Fire Authority. It was agreed this would be provided to members after the close of the meeting.

The minutes of the meeting dated 29 April 2016 were agreed and signed by the Chair.

4 PAY POLICY

John Buckley, Chief Fire Officer at Nottinghamshire Fire and Rescue Service (NFRS) presented a Pay Policy statement for approval by the Fire Authority, as well as an opportunity to review the terms of the service's Discretionary Compensation Payment Policy.

The following points were raised and discussed by Members:

- (a) discretionary payments are in place for members who are eligible for the Local Government Pension Scheme (LGPS). This does not affect whole-time firefighters;
- (b) there is a mixed picture with what services do with discretionary payments. NFRS use actual pay, which is capped at 66 weeks with the opportunity through special circumstances to increase this cap to 104 weeks. However, these 'special circumstances' are used extremely rarely;
- (c) the Discretionary Payments Compensation Board sits and provides advice to the Fire Authority Human Resources Committee, who then in turn report to the Fire Authority;
- (d) policy is now in place at NFRS that will follow the expected statute. Compensation payments are capped at £95,000, although there are other statutory payments that must be made. NFRS have raised the question of what pieces of substantive legislation could legitimately allow the £95,000 cap to be exceeded, and are waiting for a response;
- (e) Conservative Councillors observed that the Discretionary Payments Scheme seemed to be different to other local authorities, and that NFRS was being more generous to its employees than other places of work. Also, new employees are covered by this scheme. Finally, there are three different sets of pension regulations available, so non-uniformed staff should not necessarily be treated differently.

The Chair responded by saying that there have been a lot of changes in a short period of time at NFRS, including the loss of some of the workforce. This passage has been smoothed by looking after staff, and where they have had to be released, it has been done sequentially.

RESOLVED to:

- (1) endorse the Statement of Pay Policy at Appendix B of the agenda pack and agree for it to be presented to the full Fire Authority for approval;**
- (2) endorse the revised Discretionary Compensation Payments Scheme Policy at Appendix C of the agenda pack;**
- (3) approve the adoption of Repayment of Exit Payments Policy at Appendix D of the agenda pack.**

Councillors Barnfather and Wheeler asked that it be noted that they voted against the second recommendation.

5 EMERGENCY SERVICES NETWORK (ESN) PROJECT UPDATE

Gavin Harris, Head of ICT at NFRS provided the Committee with an update on progress with the Emergency Services Network (ESN) programme and the inter-related developments for the achievement of Public Sector Network (PSN) accreditation for Nottinghamshire Fire and Rescue Service.

The following points were highlighted:

- (a) a large number of security processes need to be implemented so that NFRS can align to the code of connection policy set by the Public Sector Network (PSN). This will lead to additional staff being needed in the short-term;
- (b) the programme is using funding set aside as an earmarked reserve, built into the budget back in 2014/15. Staff will be working through a large number of vulnerabilities that have been flagged, with quite a tight deadline;
- (c) if more, or less support is needed on the programme the Finance and Resources Committee will be consulted;
- (d) one issue with cost at the moment concerns confusion over what elements of the PSN programme are 'in scope' and what will fall outside of scope. £20 million has been allocated from the Home Office for Fire Services nationally but this is not likely to be sufficient given the emerging costs.

RESOLVED to note the contents of this report and agree to receive further updates as the programme progresses.

6 TRI-SERVICE CONTROL UPDATE

John Buckley, Chief Fire Officer at NFRS updated Members on the progress of the Tri-service Control System.

The following points were highlighted:

- (a) the system has moved to 'roadmap 4'. Subtle improvements in the control room have been made, such as foot pedals for staff;

- (b) the Chief Fire Officer has been to meetings with the Yorkshire services involved with the system – there is a lot of development that is a priority for all services involved;
- (c) commercial pressure is still being applied and maintenance costs are not being paid. Close work with the Yorkshire services makes certain that progress won't be destabilised;
- (d) the property tour attended by Members was useful to see the Control Room first hand, and was also an opportunity to talk to staff;
- (e) the contract with Systel was procured under Official Journal of the European Union (OJEU) regulations. With the result of the EU referendum being a leave vote, Members asked if there is a need to revisit the terms of the contract. The Chief Fire Officer agreed to look into the issue and bring it back to the Committee if relevant.

RESOLVED to note the content of the report and the progress made with the Tri-Service Control Programme.

7 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 Part 1 of Schedule 12A of the Act.

8 EXEMPT MINUTE

The Committee confirmed the exempt minute of the meeting held on 29 April 2016 as a true record and it was signed by the Chair.