



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: 22 September 2017

Purpose of Report:

To report to Members the business and actions of the Fire Authority committee meetings which took place in June/July 2017.

CONTACT OFFICER

Name : John Buckley
Chief Fire Officer

Tel : (0115) 967 0880

Email : john.buckley@notts-fire.gov.uk

Media Enquiries Contact : Therese Easom
(0115) 967 0880 therese.easom@notts-fire.gov.uk

1. BACKGROUND

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

2. REPORT

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

Community Safety Committee	30 June 2017
Finance and Resources Committee	07 July 2017
Human Resources Committee	14 July 2017
Policy and Strategy Committee	21 July 2017

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 AND CITY OF NOTTINGHAM
FIRE AND RESCUE AUTHORITY**

COMMUNITY SAFETY COMMITTEE

**MINUTES of the meeting held at Nottinghamshire Fire and Rescue Service (NFRS)
Headquarters, Bestwood Lodge, Arnold, Nottingham, NG5 8PD on 30 June 2017 from
10.00 am - 11.44 am**

Membership

Present

Councillor Brian Grocock (Chair presiding at the meeting)
Councillor Andrew Brown
Councillor Patience Uloma Ifediora
Councillor Jonathan Wheeler
Councillor Malcolm Wood
Councillor Jason Zadrozny

Absent

Councillor Eunice Campbell, (Substituted by Councillor Malcolm Wood)
Councillor Nicki Brooks, (Substituted by Councillor Brian Grocock)

Colleagues, partners and others in attendance:

Wayne Bowcock - Deputy Chief Fire Officer, NFRS
Richard Cropley - Station Manager, NFRS
Dan Quinn - Area Manager, NFRS
Nick Spicer - Crew Manager, NFRS
James Welbourn - Governance Officer

1 APPOINTMENT OF CHAIR FOR THE MEETING

In the absence of Councillor Eunice Campbell, it was resolved for Councillor Brian Grocock to Chair the meeting.

2 APOLOGIES FOR ABSENCE

Councillor Nicki Brooks (substituted by Councillor Brian Grocock)
Councillor Eunice Campbell (substituted by Councillor Malcolm Wood)

3 DECLARATIONS OF INTERESTS

None.

4 MINUTES

The minutes from the meeting held on 24 March 2017 were agreed as a true record and signed by the Chair presiding at the meeting.

5 SERVICE DELIVERY PERFORMANCE

Dan Quinn, Area Manager at NFRS provided Members with an update on the performance of the Service Delivery Directorate.

The following points were highlighted:

- (a) new breathing apparatus is to be introduced over the next quarter. There will be a transition period to move from the old sets to the new;
- (b) a fire in a gym led to resources from Chesterfield being used. Resources from out of County were used due to them having the nearest available asset. Resources used are always the nearest available, irrespective of the Service and County boundaries;
- (c) when the crew are unavailable at a Retained Duty System (RDS) station the equipment is also unavailable. NFRS are looking at different crewing models to try and address this issue;

Following questions from Members, further information was provided:

- (d) a review of aerial ladder platforms has been undertaken at London Road and Mansfield Stations. With regard to high-rise buildings, Prevention and Protection teams are working closely with partners to identify any significant issues, as well as discussing the adoption of a fire tactical plan.

Also under consideration is the issue of access for aerial ladder platforms in certain areas of the County. Wayne Bowcock has recently chaired the Serious Risk Event Review, which asked for more statistical work on this issue. As a first step, crews will need to identify whether or not the aerial platform is suitable for different calls;

- (e) NFRS have access to modelling software that allows the identification of buildings over a certain height. This was used, in conjunction with Nottingham City Council (NCC) to identify every building in Nottingham over 18 metres in height. As a result, NCC has written to every building owner or occupier to recommend to them that they carry out a review of their fire risk assessment and take any necessary actions. NFRS can follow up this action with physical visits to sites;
- (f) the Chair of the National Fire Chief's Council has met with permanent secretaries. There is a meeting in the week beginning 3 July with all Chief Executives and senior officers from the respective District Councils, both the universities and the College;
- (g) schools have got quite specific fire safety management plans and they practice evacuation at regular intervals. Schools can generally evacuate quickly, with the possible exception of boarding schools who have the problem of 'sleeping risk' (boarding pupils);

- (h) Wayne Bowcock will write to Academy schools to ensure they are included in any discussions surrounding fire safety;
- (i) a 'special service call' refers to any call that doesn't fit within the scope of a regular fire call. These special calls could be rescuing animals, road traffic incidents or other types of incident not involving fires directly;
- (j) the incident recording system available to NFRS breaks down whether accidental dwelling fires are in public or private sector buildings.

RESOLVED to note the contents of the report.

6 RETAINED DUTY SYSTEM SUPPORT

Wayne Bowcock, Deputy Chief Fire Officer at NFRS updated Members on the governance arrangements for the support of Retained Duty System (RDS) staff.

The following points were highlighted:

- (a) there is a significant effort towards keeping retained staff. Currently at NFRS, there are 257 RDS staff employed; the majority of this number have employment elsewhere and give cover in their spare time. Historically there have been problems with daytime cover; one of the Group Managers at NFRS chairs a task group looking into this nationally;
- (b) the pay structure and remuneration systems for retained staff haven't been adequately modernised, which can lead to problems with keeping staff, this is being considered nationally;
- (c) over the last two decades the training requirements for retained staff have increased, and the technical nature of the job has become more complex;
- (d) a permanently established body, headed up by an NFRS Group Manager who works nationally has been started to look at issues affecting recruitment and retention;

Following questions from Members, further information was provided:

- (e) a new approach to recruitment is being taken at Misterton Fire Station to try and target individuals that could come and help NFRS. It can be difficult in areas like Misterton to attract retained staff as the old industries that provided shift work, which previously enabled individuals to offer their services to NFRS, are no longer as prevalent;
- (f) training students from Nottingham as retained firefighters is risky, as they will probably leave the city after they have finished their studies. However, the benefit is a fresh and youthful impetus into the workforce, along with the possibility of those individuals staying within the Fire Service, albeit in different parts of the country to Nottinghamshire;

- (g) the 'on-call review' has been running for over two years. It has increased the number of retained staff being brought into the Service; however, there have been more leavers. Managers who lead the retained sections come together on a quarterly basis.

Overall the approach has been successful, but has plateaued recently, which is why the sustainable model approach has been put forward.

RESOLVED to note the contents of the report and endorse the Service's approach to governance and support for Retained Duty System staff.

7 SAFE AND WELL PROJECT UPDATE

Richard Cropley, Station Manager at NFRS updated Members on the progress of the safe and well project.

The following information was highlighted:

- (a) 'safe and well' started out as a piece of work recognising that fire and rescue across the UK were seeing over a million people in their homes over the course of a year;
- (b) there is information sharing with NHS partners. There are service level agreements and a Memorandum of Understanding in place to make sure that information is shared securely;
- (c) NFRS is believed to be the only fire service in the country performing their safe and well check electronically. There are somewhere in the region of 5000 home safety checks over the course of the year;
- (d) three large stakeholder events have been held and were attended by over 80 partners. This has been effective in guiding NFRS on what they can provide to people in their homes;
- (e) the blood donor service have wanted to use fire stations; NFRS have talked to health partners about making this a wider health clinic. This is potentially an opportunity to speak to people who know vulnerable people in the community;
- (f) other areas that fire officer could collaborate with health partners with are:
- Falls prevention
 - Psychoactive substances
 - Beating bowel cancer
 - Stopping smoking
 - Mental health
 - Warmer homes;
- (g) the safe and well project is the second biggest the service is undertaking currently, at an estimated cost of £68,000. There has been a successful bid for £10,000 for technology; the opportunity exists to submit further bids to a transformation fund to develop Safe and Well, NFRS will work with Public Health England to access appropriate funding.

RESOLVED to note the contents of the report and continue to endorse the development of 'fire as a health asset' and specifically the safe and well project.

8 WORKING WITH RURAL COMMUNITIES

Nick Spicer, Crew Manager at NFRS updated Members of the Community Safety Committee on the prevention work which is taking place within the rural communities of Nottinghamshire.

The following points were highlighted:

- (a) 80% of Nottinghamshire is classed as being rural, with over 600 farms. If a member of the rural community is affected by rural crime they can feel isolated and vulnerable;
- (b) the Police and Crime Plan 2013-18 has identified that the north of the county is affected by rural crime. In 2016 there was an increase of 12.1% of rural crime reporting;
- (c) an arson reduction checklist is trialling in Edwinstowe in July; talking to farmers will be a key part of this;
- (d) Operation Decelerate looks at reducing road traffic collisions on rural roads. NFRS may get involved with education of drivers in conjunction with the Police. Nottinghamshire County Road Safety Partnership is also involved with this;
- (e) the Rural Community Safety Guide is similar to a guide produced by Lancashire Fire and Rescue, and will provide best practice advice, and safety measures for rural residents on a range of topics;
- (f) Police in Nottinghamshire have expressed a real interest in the introduction of a rural intervention vehicle.

RESOLVED to note the contents of the report and the ongoing work and development of collaboration between Fire, Police and partners, targeting the safety of rural communities.

9 FIRE PROTECTION PROJECT UPDATE

Wayne Bowcock, Deputy Chief Fire Officer at NFRS updated Members on two of the current projects being managed by the Fire Protection Team. These are:

- The use of operational crews to carry out hazard spotting activities in non-domestic premises, and;
- The use of a predictive incident risk scoring database to influence the service's risk based audit programme for non-domestic premises.

The following points were highlighted:

- (a) the responsibility for buildings' compliance with fire legislation shifted in 2005 from the fire service to the building owner/occupier they need to be fully responsible for safety standards and need a suitable risk assessment in place. If NFRS consider there to be

deficiencies in these standards, they can investigate, give advice, and potentially prosecute;

- (b) the opportunity to understand layouts of buildings is useful for any future events that may happen at those buildings;
- (c) operational crews are proposed to be used to carry out low level audits, and would gather risk information to support tactical plans;

Following questions from Members, further information was provided:

- (d) the fire service cannot go into the private areas of a suspected house of multiple occupancy (HMO). However, the local authorities do have some enforcement powers with environmental health; NFRS do not have any enforcement powers beyond communal areas;
- (e) NFRS were involved with the Police in investigating people trafficking and modern slavery. As a result, crews are being trained on how to deal with these issues and give advice to residents affected.

RESOLVED to support the increased use of operational crews in the reduction of risk in non-domestic premises.



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

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

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood
Lodge, Arnold Nottingham NG5 8PD on 7 July 2017 from 10.00 am - 11.12 am**

Membership

Present

Councillor Malcolm Wood (Chair)
Councillor John Clarke
Councillor Brian Grocock
Councillor Francis Purdue-Horan
Councillor Mike Quigley MBE

Absent

Colleagues, partners and others in attendance:

Simon Allsop	-	Derbyshire Fire and Rescue
Councillor Andrew Brown	-	observing
John Buckley	-	Chief Fire Officer, NFRS
Theresa Channell	-	Head of Strategic Finance
Craig Parkin	-	Assistant Chief Fire Officer, NFRS
Ian Pritchard	-	Head of Procurement and Resources, NFRS
James Welbourn	-	Governance Officer

1 APOLOGIES FOR ABSENCE

None.

2 DECLARATIONS OF INTERESTS

None.

3 MINUTES

The minutes of the meeting held on 31 March were agreed as a true record and signed by the Chair.

4 REVENUE AND CAPITAL OUTTURN FOR 2016/17

Simon Allsop of Derbyshire Fire and Rescue reported to Members on the financial performance of the Service in the year 2016/17.

The final position will also be reported in the Statement of Accounts for 2016/17 at the Combined Fire Authority meeting in September 2017.

The following points were highlighted:

- (a) as the Service looks at more collaborative projects timescales can be a little more difficult to predict;
- (b) NFRS are moving towards depreciating assets over 15 years. Previously, assets have been depreciated over 10, 12 or 13 years.

IT equipment is slightly different and has a lifespan of 5 years. Property assets are depreciated over the life granted by the valuation office. Most property assets have a lifespan of 30 years, although some are longer;

- (c) the demographics of certain areas within Nottinghamshire are not providing NFRS with the requisite number of shift workers any more. Some towns that have previously provided shift workers, such as Misterton or Southwell are now becoming dormitory towns.

Recruitment has been significantly increased, and there is a look towards a more attractive model for retained staff;

- (d) NFRS always try and avoid slippage within the accounts; sometimes this slippage could be down to projects lasting longer than a financial year. With a station build for example, this could last around 18 months.

Sometimes the purpose for a slippage might be a rethink, where NFRS can potentially make savings. The new transport strategy last year was more robust, due to learning provided by more thinking;

- (e) the National Joint Council (NJC) have put a pay award offer to the Fire Brigades Union (FBU) of a 2% increase. NFRS have budgeted for 1%; if the 2% was carried forward this may lead to an in-year deficit of £250,000 for NFRS.

The Chair thanked Tracey Stevenson and her team for all the work on this item.

RESOLVED to:

- (1) **note the contents of the report;**
- (2) **approve the total capital slippage of £1,679k to be carried forward to 2017/18.**

The breakdown of the slippage is as follows:

Transport	£297k
Equipment	£87k
Premises	£834k
ICT	£461k
Total	£1,679k

5 PRUDENTIAL CODE MONITORING REPORT TO MAY 2017

Simon Allsop of Derbyshire Fire and Rescue informed Members of performance for the three month period to 31 May 2017 relating to the prudential indicators for capital accounting and treasury management.

NFRS is mindful of best value – any investments should be prudent. There is no immediate borrowing need.

RESOLVED to note the contents of the report.

6 INTERNAL AUDIT ANNUAL REPORT 2016/17

John Buckley, Chief Fire Officer at NFRS introduced Rob Disney and Angela Wendels from Internal Audit at Nottinghamshire County Council.

The annual report includes the Internal Audit Strategy for 2017/18 to 2019/20.

The following points were highlighted:

- (a) Part B of the report summarises levels of assurance. There are three levels: limited, reasonable and substantial. In summary, the Authority has performed satisfactorily, and this feeds through to the annual governance statement;
- (b) limited assurance has been given to some ICT work on environmental controls, and has also been awarded to retained firefighters' remuneration. Positive responses to these issues have been received, as well as actions to tackle the limited assurance;
- (c) the 17/18 plan included in Part D of the report was agreed with the former Head of Finance at NFRS. It was a risk based approach that is being implemented flexibly;
- (d) Internal Audit will take a two-stage approach to follow-up work with finance colleagues within NFRS. The first stage will be an 'Management Assurance' approach, followed by a second stage of compliance testing assurance;

Following questions from Councillors, further information was provided:

- (e) retained staff have different arrangements for attending drill nights and training. Issues in the audit relating to remuneration of retained staff related to consistency of administration at certain stations.

In the future, payments will be recorded in a more structured way;

- (f) Internal Audit are focusing on the high priority recommendations for now, along with some of the medium priority issues.

RESOLVED to note the contents of the report and approve the Internal Audit Strategy for 2017/18 to 2019/20, as set out in Section D of the Internal Audit Annual Report 2016/17.

7 CORPORATE RISK MANAGEMENT

Craig Parkin, Assistant Chief Fire Officer provided Members with an overview of the Corporate Risk Management process and the current version of the Corporate Risk Register.

The following points were highlighted:

- (a) the key risks listed in the Appendix to the report are:
 - preventable deaths – the aim will always be to get this number down to zero;
 - mobilising risk. This is a risk with any organisation. This is recognised now that NFRS have transferred to the SYSTEL mobilising system;
- (b) the Airwave system is still used for emergency responders, although it is coming to the end of its life, with the Emergency Services Network (ESN) project being its replacement. ESN is the only option available; however, currently there are only handheld devices available. There is currently a 13 month delay on this project nationwide;
- (c) the use of service vehicles remains a high risk, and it is possible that this will be the case permanently. Lower speed issues are more the issue here rather than high speed driving;
- (d) a lot of effort internally goes into improving project management; this improved effort is required due to a reduction in resources and workforce. Reducing resources does sometimes have a knock on effect with slippage;

Following questions from Members, further information was provided:

- (e) transition to ESN was due to start towards the end of 2017, but this is now looking more likely to be 2019. It is also likely that there will be an incremental transition across the county to this service, rather than every service transitioning at the same time;
- (f) the Public Services Network (PSN) requires that bodies signed up to it need to meet a certain standard of cyber protection first.

RESOLVED to note the contents of the report.

8 ROAD RISK GROUP

Craig Parkin, Assistant Chief Fire Officer provided Members with an update of progress made by the Road Risk Group.

It has taken around 2 and a half years to reach this point with the Group. The intention is to go back and audit all of the arrangements over the next 12 months.

NFRS are working with Derbyshire Fire and Rescue on a joint approach to road risk, and this may give more consistency on issues such as driver training. Driver training was required this week after a fire engine was found to be in a ditch in Hucknall.

RESOLVED to note the contents of the report.

9 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.

10 ESTATES UPDATE

Ian Pritchard, Head of Procurement and Resources at NFRS introduced the Estates Update.

RESOLVED to approve the recommendations as listed in the report.



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

**NOTTINGHAMSHIRE & CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY
(NFRS) - HUMAN RESOURCES**

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood
Lodge, Arnold Nottingham NG5 8PD on 14 July 2017 from 10.01 am - 11.15 am**

Membership

Present

Councillor John Clarke (Chair)
Councillor Liaqat Ali
Councillor Andrew Brown
Councillor Vaughan Hopewell
Councillor Jackie Morris

Absent

Councillor John Longdon,
Substituted by Councillor Andrew
Brown

Colleagues, partners and others in attendance:

Wayne Bowcock - Deputy Chief Fire Officer, NFRS
Tracy Crump - Head of People and Organisational Development, NFRS
James Welbourn - Governance Officer

1 APOLOGIES FOR ABSENCE

Councillor John Longdon - annual leave

2 DECLARATIONS OF INTERESTS

None.

3 MINUTES

The minutes of the meeting held on 21 April were agreed as a true record and signed by the Chair.

4 REQUEST FOR UNPAID LEAVE

Wayne Bowcock, Deputy Chief Fire Officer at NFRS introduced a report outlining a request for a period of unpaid leave. The Head of this particular department has indicated that they are satisfied that the existing work can be picked up within the existing team structure,

RESOLVED to approve the request for unpaid leave.

5 WORKFORCE PLAN 2017-19

Wayne Bowcock, Deputy Chief Fire Officer at NFRS introduced a report reviewing the Corporate Workforce Plan for 2016-18, as well as informing Members of the updated plan for 2017-19.

The Workforce Plan is a key document helping NFRS to project future changes in the workforce.

The following points were highlighted:

- (a) there are approximately £2.25 million worth of savings needed by 2019;
- (b) the wholetime establishment used to include specialist rescue teams; these have been disbanded and absorbed back into two different locations. These stations now carry out specialist rescue in addition to general firefighting duties;
- (c) there are a reduced number of flexible duty officers;
- (d) NFRS is currently under-established – this has a knock-on effect into the collective agreement;
- (e) it can be difficult to keep hold of retained staff due to changes in the type of work available in small villages and towns (previously more shift work was available to allow workers to be available at other times to be a retained firefighter). There has been a big push over the last few years to try and be more flexible with retained staff; however, firefighting has become more technical, so training can be an issue for retained staff.

28 retained staff started last year, but over the course of the year, out of the total pool of retained staff, 37 have left;

Following questions from Councillors, further information was provided:

- (f) retained firefighters are remunerated at nationally agreed rates. There is an annual fee, along with payment for training nights, and a call-out fee paid when necessary. The payment system is antiquated.

Retained staff have to work or live within 5 minutes of their station;

- (g) Eastwood and Collingham Fire Stations are good examples of locations where retained firefighters get involved in medical call-outs. Collingham has just entered into the Emergency First Responder (EFR) trial, and they have responded to more EFR calls in six weeks than the total number of fire related calls they get in a year.

Expanding NFRS' role to medical emergencies is significant in local communities;

- (h) the presence of fixed term contractors in ICT is due to the enhanced ICT security that is needed at the present time;
- (i) the methodology used for turnover of staff is a prediction (based on knowledge from the previous year), so can turn out to be wrong. The prediction is made more difficult now as there are no statutory retirement dates anymore;
- (j) NFRS are going out to communities to try and encourage females and BME candidates to apply for new roles. Support is being put in place to help people through the application process;
- (k) the educational level expected of recruits is Level 2 for numeracy and literacy. Once in the role, Level 3 would be expected to be reached;
- (l) Gloucestershire Fire and Rescue and Greater Manchester Fire and Rescue have had significant success with female recruitment. Over 50% of participants on the recruitment course in Gloucestershire have been female.

It is understood that following positive action 40% of applicants within Greater Manchester were female;

- (m) the majority of long-term absences at NFRS are due to mental health issues or musculo-skeletal problems. Mental health issues are now more prevalent, and a lot of work has been done to de-stigmatise these issues;
- (n) debt counselling for all employees is provided through Westfield, MIND, or the firefighter's charity. Westfield have a 24 hour helpline;
- (o) changes to the workforce means that the rostering agreement is now out of date;
- (p) there is likely to be recruitment to wholetime firefighter positions in 2018 due to under establishment. It is anticipated that 24-27 people will leave the Service every year due to retirement and ill health;
- (q) the introduction of the Apprenticeship Levy means that from April 2017 2.3% of the organisation should be apprentices. This can be avoided by paying the Levy in full;
- (r) age will be a significant impact on the next generation of firefighters, particularly with regard to supporting those between the ages of 50 and 60.

If a firefighter gets to 55 and can no longer pass a fitness test, the authority can require them to retire or resign. An alternative is redeployment into a non-operational role; however, after changes to the Fire and Rescue Services Act 2004 there were a lot of staff redeployed into non-operational roles, and as a result, these roles no longer exist for other members of staff;

- (s) the pensions dispute between the Fire Brigades Union (FBU) and the government and fire service employers is still live, and is predicated on an appeal over age discrimination. The appeal is on 12 December;
- (t) the FBU learning fund provides money for staff to gain education and training. This year, the FBU asked if staff could have time off from their posts to attend. So far, 37 people have gone through a Level 3 NVQ in fitness advice.

The Chair and Members thanked Tracy Crump for the work that had gone into this report.

RESOLVED to note the contents of the report.

6 HUMAN RESOURCES UPDATE

Tracy Crump, Head of People and Organisational Development at NFRS updated Members on key human resources metrics for the period 1 April – 30 June 2017.

The following points were highlighted:

- (a) absence reduced by over 16% compared to the previous quarter. This is not a complete surprise, as quarter 4 includes absences from the winter season;
- (b) mental health issues tend to be long-term, and are dealt with on a case by case basis. There is support through Occupational Health, Westfield, and in some cases, a trauma counsellor;
- (c) there was a pending employment tribunal from the last quarter; this has now been struck out;
- (d) on leaving the service, employees get an exit interview as part of the leaving service.

RESOLVED to endorse the report.



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

POLICY & STRATEGY COMMITTEE

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood Lodge,
Arnold Nottingham NG5 8PD on 21 July 2017 from 10.00 am - 10.44 am**

Membership

Present

Councillor Brian Grocock (Chair)
Councillor Michael Payne
Councillor Jonathan Wheeler
Councillor Malcolm Wood

Absent

Councillor Andrew Brown
Councillor Sybil Fielding

Councillor Vaughan Hopewell
Councillor Liaqat Ali

Colleagues, partners and others in attendance:

John Buckley	- Chief Fire Officer
Malcolm Townroe	- Clerk and Monitoring Officer
Matt Sismey	- Equality and Diversity Officer
Catherine Ziane-Pryor	- Governance Officer

1 APOLOGIES FOR ABSENCE

Councillor Andrew Brown (Councillor Vaughan Hopewell substituting)
Councillor Sybil Fielding (Councillor Liaqat Ali substituting)

2 DECLARATIONS OF INTERESTS

None.

3 MINUTES

The minutes of the meeting held on 28 April 2017 were confirmed as a true record and were signed by the Chair.

4 REPORT OF INDEPENDENT REMUNERATION PANEL

Malcolm Townroe, Clerk and Monitoring Officer to the Authority, presented the report which informs members of the findings of the Independent Review Panel which examined members' allowances, and annual uplift arrangements.

The Panel found the existing arrangements to be fit for purpose, including the current application of inflators and the level of expenses.

It is noted that whilst there appears to be some disparity with allowances and inflators applied when considered against those of other Fire and Rescue Authorities (as in appendix C), the organisational structure, models, size, operation and responsibilities of members vary greatly between Authorities and so there cannot reasonably be a clear comparison.

RESOLVED for the findings of the Independent Review Panel regarding members' allowances and annual uplift arrangements to be accepted and forwarded to the full Fire and Rescue Authority meeting for adoption.

5 EX-GRATIA PAYMENTS

John Buckley, Chief Fire Officer, presented the report which requests the Committee consider increasing the ex-gratia payments available within policy at the discretion the Chief Fire Officer to from £200 to £500.

Members raised no concerns with the request but suggested that ex-gratia payments are reported to members annually.

RESOLVED

- (1) to agree that the Chief Fire Officer is given authority to approve claims for ex-gratia payments up to the value of £500;**
- (2) for details of ex-gratia payments to be reported to the Fire and Rescue Authority on an annual basis.**

6 SHAPING OUR FUTURE ORGANISATIONAL HEALTH UPDATE

Matt Sismey, Equality and Diversity Officer in the Organisational Development and Inclusion Team, presented the report of the Chief Fire Officer which updates the Committee on the organisational development of the Service, including recent past, current and future inclusion activities, as it moves towards a values based organisation with a focus on leadership instead of command and control.

The report details how the Service focuses on the following 3 key areas to ensure organisational health with a variety of approaches:

- an engaged and motivated workforce;
- high quality services;
- good governance and financial sustainability.

The following points were highlighted and member's questions responded to:

- (a) a staff satisfaction survey is undertaken twice a year with responses monitored and action taken to improve working conditions;
- (b) the staff suggestion scheme 'little acorns' is proving successful with a wide range of small to major improvements now implemented. The Chief Fire Officer has the discretion to make honorarium payments where suggestions are implemented and have a significantly positive impact;
- (c) winter and spring conferences have proved successful with approximately 200 staff voluntarily attending and actively engaging in each session. Attendees had access to an app called Slido which enabled participation by voting in polls and posing questions and suggestions without having to speak publicly;
- (d) locally relevant motivational posters have been produced which relate to feedback on local Service activity and achievements, providing a personal link for employees;
- (e) Watch Manger development days, Service Delivery Forums, the Springboard Leadership Programme for women, the Future Leaders Programme, and the Coaching and Mentoring Strategy are also included in the drive to develop staff and improve the service;
- (f) dyslexia is estimated to affect 10% of the population but is predicted to be of a particularly high proportion in the Emergency Services. The Organisational Development and Inclusion Team have established the Tri-Service Dyslexia Network with Derbyshire and Leicestershire Fire and Rescue Services and the assistive software 'TextHelp Read and Write Gold' is now available to all staff;
- (g) the Service continues to be placed in the Stonewall Top 100 employers;
- (h) workforce diversity remains a challenge, particularly as the Service has not recently recruited. Underrepresented groups are actively targeted for recruitment and although the Service generally attracts a proportion of applications which nearly matches the BME working population of 11.2%, it is frustrating that those applicants do not successfully progress through the recruitment process. It should also be acknowledged that some rural populations have a lower than average proportion of BME citizens, so BME applications from such areas will be lower;
- (i) staff continue to be engaged in the sustainability strategy and change process and there is an expectation that information shared at middle management meetings is cascaded to staff, ensuring that everyone is informed of changes and developments;
- (j) the National Pilot of the Emergency First Responder continues and is proving successful in saving lives which may otherwise have been lost, although there are complexities regarding the impact of firefighters who experience incidents in a very different environment to what they may otherwise have expected;
- (k) expansion of the health partnership continues with 'safe and well visits', 'FireFit' sessions and engagement at the New Community Safety Hubs;

- (l) future activity is proposed to include:
- i. embedding of the new 'NFRSLearn' learning management system;
 - ii. continued employee engagement;
 - iii. progress of the Aspiring Leadership Programme;
 - iv. more thorough engagement with stakeholders via 'MyNet' SharePoint;
 - v. recruitment of wholetime firefighters in 2018;
 - vi. participation in 'Tap the Gap'.

Members of the Committee were keen to highlight that in Local Government, that by ensuring that BME staff are visibly placed in senior roles, this had a positive effect on BME recruitment.

The Chair encouraged members to attend the Equalities meetings (which are held following full Fire and Rescue Authority meetings), to see the work being done to benefit staff and the Service.

Members welcomed the achievements to date and the planned activity of the Organisational Development and Inclusion Team.

RESOLVED to note the report.

7 EMERGENCY SERVICES NETWORK (ESN) UPDATE

John Buckley, Chief Fire Officer, presented the report which provides the Committee with a quarterly update on the Emergency Services Network (ESN) local activity and progress.

The current airwaves contract for emergency services and other public safety users is due to expire in 2020 so a secure integrated alternative with voice and broadband data services, using 3G/4G/5G, is required.

A Regional Programme Board has been established with representatives from each Fire and Rescue Authority to work towards developing and embedding ENS locally. NF&R have received a contribution of £791,000 from Central Government towards this work for which NF&R has established a dedicated team.

Initially ESN was predicted to be implementation ready by 2018; however schedule slippage has already occurred due to Central Government issues, and is predicted to slip further with implementation ability not predicted before 2019. As a result, further funding bids may be submitted from Fire and Rescue Authorities to cover or contribute to the additional costs as all initial bids were submitted on the understanding of a shorter schedule.

Members of the Committee were dismayed that Central Government schedule slippage is likely to have a financial impact on the Authority.

RESOLVED to note the contents of the report and agree to receive further updates as the project develops, including any costs to the Authority beyond Central Government funding.