



**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:** 15 February 2019

**Purpose of Report:**

To report to Members the business and actions of the Fire Authority committee meetings which took place in January and February 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	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

## **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 Fire and Rescue Service Headquarters, Bestwood Lodge, Arnold, Nottingham, NG5 8PD on 11 January 2019 from 10.02 am - 10.31 am**

#### **Membership**

##### Present

Councillor Eunice Campbell-Clark (Chair)  
Councillor Patience Uloma Ifediora  
Councillor Francis Purdue-Horan (minutes 17 -18)  
Councillor Kevin Rostance  
Councillor Parry Tsimbiridis  
Councillor Jason Zadrozny

##### Absent

#### **Colleagues, partners and others in attendance:**

Councillor Brian Grocock  
Craig Parkin - Assistant Chief Fire Officer  
Becky Smeathers - Head of Finance  
Catherine Ziane-Pryor - Governance Officer

#### **14 APOLOGIES FOR ABSENCE**

None.

#### **15 DECLARATIONS OF INTERESTS**

None.

#### **16 MINUTES**

The minutes of the meeting held on 11 October 2018 were confirmed as a true record and signed by the Chair.

#### **17 SERVICE DELIVERY PERFORMANCE UPDATE**

Craig Parkin, Assistant Chief Fire Officer, presented the Service Delivery Performance Update report which summarises the Service's activity between 1 July and 30 September 2018.

The following points were highlighted:

- (a) There were a total of 3,577 incidents in the period, 715 more compared to the same period last year, but the increase cannot wholly be attributed to the hot dry summer. A breakdown of incident types and the comparison with those of the previous year is provided in the report;
- (b) On-call availability as increased to an average of 81.89%, which places NFRS near the top of the East Midlands Regional availability rating. However, there are still concerns regarding lower availability of some stations including Retford at 56.60% and Southwell at 40.94%;
- (c) An update on the Collingham incident will be provided to members following the meeting;
- (d) All Fire and Rescue Services continue to closely watch recommendations resulting from the Grenfell Tower incident. This includes reconsidering the 'stay put' advice to residents. Historically, due to building construction, fires should be contained within a compartment. However, this was not the case at Grenfell and fire spread rapidly on the outside of the building. Meetings with partners continue nationally to decide how best to future advise citizens in buildings over 18 metres high;
- (e) During 2019 response crews will undertake 'hazard spotting' at lower risk sites to help increase capacity of the dedicated Protection Enforcement Team to focus on higher risk premises. Colleagues welcome that the two temporary posts in Fire Prevention and Protection have been made permanent. An update on progress will be reported to a future committee meeting.

Members' questions were responded to as follows:

- (f) With regard to the new crewing arrangements, the transition period is still in the early days at Ashfield and Retford Fire Stations, whole time ridership has increased and sickness levels have reduced. A hybrid approach may be required but management are confident that the objectives can be met.
- (g) Where patterns of behaviour, increased risk or incidents occur, a Local Reduction Plan will be put into place to focus on preventing further incidents. This may include additional promotions of smoke alarms, or deterring unsafe behaviours. It is of great concern that following the recent Collingham fire in which three members of the same family sadly died, local crews actively made contacts with residents of the area and to their found that homes in the area did not have operating smoke alarms. As a result the benefit of smoke alarm ownership was promoted in the area;
- (h) It is intended that local crews become more active in community partnerships as prevention can save the cost of an incident, both financially and socially ;
- (i) Many of the secondary fires can be attributed to the hot dry summer and not necessarily as direct arson, but fire prevention and safety education is still required;

- (j) Although not all incidents are recorded within the presented timeframe, the year to date has been very testing and with 11 fatalities already, higher than the average for recent years.

Members of the Committee requested that it be noted that many Fire Authority Members take a consistent interest in the local activity of the Service and community risk factors within constituent wards.

In addition, members of the Committee requested that their thanks are formally forwarded to all Fire Station Crews and Service staff for the valuable work they do, particularly with regard to distressing incidents. Such dedication is much appreciated.

## **RESOLVED**

- (1) to note the report;**
- (2) if not submitted to Full Fire Authority, for an agenda item on the changes and progress at Ashfield and Retford Fire Stations to be submitted to the next meeting;**
- (3) for the thanks and appreciation of the Committee are forwarded to all Fire Station Crews (and Command Officers) for the valuable work they do, particularly with regard to distressing incidents.**

## **18 NEW CROSS AND BROOMHILL PROJECT**

Craig Parkin, Assistant Chief Fire Officer, presented the report which updates members on the New Cross and Broomhill Project which the Service supported since 2015.

The multiagency project was established in 2014 by Ashfield District Council to focus prevention work to support 'troubled families' and 'complex persons' who were placing a high demand on a range of public services.

The project was evaluated by Nottingham Trent University which concluded that for every £1 spent on the projects, £12 was collectively saved across the partner organisations, resulting in estimated £3.4 million worth of combined public savings.

However, following changes to the structure of the projects and funding, Ashfield District Council has assimilated caseworkers into their wider Complex Case Team and mainstreamed activity. Whilst partnership connections continue, NFRS has now withdrawn its seconded District Prevention Officer and does not financially contribute to the projects in their current form.

Members of the Committee welcomed the achievements of the projects, it is believed that the value of the prevention work is evident, particularly for the individuals for whom it was most targeted.

The thanks of the committee to the officers involved should be noted.

**RESOLVED to note the report.**



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

### **FINANCE AND RESOURCES COMMITTEE**

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood Lodge, Arnold Nottingham NG5 8PD on 18 January 2019 from 10.00 am - 10.45 am**

#### **Membership**

##### Present

Councillor Malcolm Wood (Chair)  
Councillor Andrew Brown  
Councillor Brian Grocock  
Councillor Mike Quigley MBE  
Councillor Michael Payne (as substitute)

##### Absent

Councillor John Clarke

#### **Colleagues, partners and others in attendance:**

John Buckley - Chief Fire Officer  
Charlotte Radford - Treasurer to the Authority  
Becky Smeathers - Head of Finance  
Catherine Ziane-Pryor - Governance Officer

### **21 APOLOGIES FOR ABSENCE**

Councillor John Clarke – Councillor Michael Payne attended as a substitute.

### **22 DECLARATIONS OF INTERESTS**

None.

### **23 MINUTES**

The minutes of the meeting held on 19 October 2018 were confirmed as a true record and signed by the Chair.

### **24 REVENUE AND CAPITAL MONITORING REPORT TO 30 NOVEMBER 2018**

Becky Smeathers, Head of Finance, presented the detailed report of the Chief Fire Officer which informs members of the financial performance of the Service up to 30 November 2018 for the 2018/19 financial year.

Budget variances are identified and explained in the report in the following areas:

- (a) Revenue Budget overall underspend of £84,000 consisting of:
  - (i) Wholetime Pay (overspend by £551,000);
  - (ii) Retained Pay (underspend by £244,000);
  - (iii) Non-Uniformed Pay (underspend by £219,000);
  - (iv) Provision for Pay Awards (£183,000 returned to Revenue);
  - (v) Car Tax Liabilities (overspend £225,000);
  - (vi) Pension costs (underspend £85,000) ;
  - (vii) Training (underspend £83,000);
  - (viii) Premises related costs (overspend £55,000);
  - (ix) Transport related costs (underspend £21,000)
  - (x) Supplies and Services costs (overspend by £45,000)
  - (xi) Prince's Trust income (deficit £121,000);
  - (xii) Capital Financing (underspend £141,000);
  - (xiii) Reserves;
  
- (b) Capital Programme forecast underspend of £338,000 including:
  - (xiv) Transport;
  - (xv) Equipment;
  - (xvi) Estates;
  - (xvii) ICT.

Becky Smeathers as Head of Finance and John Buckley, Chief Fire Officer, responded to Committee Members' questions regarding the Prince's Trust as follows:

- (c) It is a concern that the Prince's Trust is costing the Service £121,000 when the Authority has agreed an allocation of £90,000. There are several factors involved including the complexity of the financing system and the fact that now young people are required to remain in education or train until the age of 18, there are fewer that are eligible for the 12 week Prince's Trust programme. Whilst an enrolment number of 15 is required to ensure course efficiency, the numbers are more regularly 7-9 candidates per programme;
- (d) The funding requirement is complicated in that even if young people complete the section of the programme with the Service, if they then withdraw from the college element, then the Service doesn't receive full funding;
- (e) The Police already collaborate and contribute the time of an 1.5 Police Officers for the scheme and would be unlikely to contribute further, but it could be suggested;
- (f) Running the Prince's Trust Programme is not a statutory function but is of value to the community and so the Finance Team have been working for 4-5 months to identify potential funding options but without success;
- (g) The Service is a provider of the scheme along with the college and pays a small administration payment to the Trust and pay the college for its part. There is no contribution from the Trust and the provider is responsible for the recruitment and co-ordinates the programme;
- (h) There has been concerted media publicity to try and attract young people onto the course but it only lasts 12 weeks and there are other, more attractive options with longer-term benefits and the opportunity for qualifications.

Whilst Members appreciated the work of the Prince's Trust and the value to individuals and their communities, and did not want to see the programme finish, great concern was expressed at the increased financial cost to the Service.

Councillor Michael Payne suggested that consideration should be given to approaching the Economic Prosperity Committee to ask if it would be possible to draw on Business Rates Pool funding to support the programme, and offered to make enquiries as engagement in the programme was of benefit not only to the individual but their communities too.

**RESOLVED to note the report and for Becky Smeathers to work with Councillor Payne in approaching the Economic Prosperity Committee to enquire about the possibility of accessing funding from the Business Rates Pool to support the work with the Prince's Trust.**

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

Becky Smeathers, Head of Finance, presented the report which proposes the Service's budget for 2019/20 and the options available to the Authority with regard Council Tax for 2019/20. The recommendation of the Finance and Resources Committee will be submitted to the full Fire Authority for determination.

The report contains detailed information on the reasoning for the proposed budget and explores the available options for Council Tax as instructed by the Fire Authority at its last meeting.

The following points were highlighted and member's questions responded to by Becky Smeathers and John Buckley, Chief Fire Officer:

- (a) Within the Capital Programme, property schemes reflect the largest investment but costs will be split across the life of the buildings;
- (b) Funding for the Capital Programme is mostly from borrowing;
- (c) Within the Revenue Budgets the Service will receive a grant from Central Government of approximately £2m towards Pension costs but the Service will still need to find £200k;
- (d) A reserve of £200k is to be created for resilience purposes - £163k will be funded from 2018/19 Revenue Support Grant with the remaining £37k being allocated from 2019/20 budgets;
- (e) The approved revision of the ICT structure has resulted in a cost increase of £253k;
- (f) Savings have been achieved by establishing the Joint Control Room and the mixed crewing arrangement;
- (g) As a result of the revised National Living Wage, a review of pay grading and the Nationally agreed 2% pay increase, there will be a £180k impact;

- (h) With regard to the pay grade review, the Local Government process was followed and all overlaps in grade pay removed;
- (i) Reserve levels at the end of March 2019 are anticipated to be £5.5m, which is £1.6m above the minimum agreed level of £3.9m set by Fire Authority in December 2018. ;
- (j) There are still some minor adjustments to be made and there is uncertainty regarding funding for 2020/21 and beyond (including the potential impact of Brexit) but it is not expected that funding from Central Government will increase;
- (k) If any further funding cuts are implemented, the Service will have to undertake a fundamental review, but in the meantime, curbing spending and achieving savings remain priorities;
- (l) The projected budget for this year and up to 2021/22 is set out in the report and is to be referred to when considering Council Tax options but it is noted that even with a Council Tax increase of 2.95%, there will be an anticipated shortfall of £1.156m for 2019/20 which will create significant pressure on reserves.

The Chair commented that the Service was already running very leanly and that the reserves were modest, particularly as some other Fire Services maintained reserves of £45m.

Councillor Andrew Brown commented and the Committee agreed that in the current circumstances, where all money saving and making routes, including collaboration, had been considered or taken, there was no choice other than to propose a 2.95% increase in Council Tax.

## **RESOLVED**

- (1) to recommend to the Fire Authority, to increase Council Tax by 2.95%;**
- (2) for the Chief Fire Officer to identify options for addressing the deficit to enable the Fire Authority to approve a balanced budget, as required by law.**

## **26 PRUDENTIAL CODE MONITORING REPORT TO NOVEMBER 2018**

Becky Smeathers, Head of Finance, presented the report which informs the Committee of financial performance relating to the prudential indicators for capital accounting and treasury management for the three month period ending 30 November 2018.

It was noted that an additional £2m was borrowed in December, and that if interest rates drop further, further borrowing may be considered, but if rates increase, other options will be investigated.

**RESOLVED to note the report.**



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

### **HUMAN RESOURCES COMMITTEE**

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood Lodge, Arnold Nottingham NG5 8PD on 25 January 2019 from 10.03 am - 10.41 am**

#### **Membership**

##### Present

Councillor John Clarke (Chair)  
Councillor Vaughan Hopewell  
Councillor John Longdon  
Councillor Jackie Morris  
Councillor Mohammed Saghir

##### Absent

#### **Colleagues, partners and others in attendance:**

Councillor Brian Grocock  
Craig Parkin - Assistant Chief Fire Officer  
Tracy Crump - Head of People and Organisational Development  
Catherine Ziane-Pryor - Governance Officer

#### **19 APOLOGIES FOR ABSENCE**

None.

#### **20 DECLARATIONS OF INTERESTS**

None.

#### **21 MINUTES**

The minutes of the meeting held on 9 November 2018 were confirmed as a true record and signed by the Chair.

#### **22 HUMAN RESOURCES UPDATE**

Tracy Crump, Head of People and Organisational Development, and Craig Parkin, Assistant Chief Fire Officer, jointly presented the Human Resources Update report which provides detailed statistics of key human resources metrics for the third quarter of 1 October to 31 December 2018.

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

- (a) There has been a recent focus on sickness absence by HR, Occupational Health and Managers in which the paperwork requirements were reviewed and revised to ensure that quality information on absences can be collected;
- (b) There has been a significant decrease in sickness absence by 22% on the previous quarters absence;
- (c) Whilst harassment and bullying are ranked as zero instances, this is a reflection that such reports would not have entered the formal process. There has been a positive change in culture in that initial reports of harassment and/or bullying have risen as staff are more confident to step forward, challenge behaviours and support colleagues against inappropriate behaviour. Where issues are raised, informal resolution mechanisms are activated before the issue is formally registered. Often it turns out that there has been a misunderstanding and the issue can be amicably resolved. Part of the culture change may be that whereas before, reporting inappropriate behaviour was seen as a weakness, there is now a better understanding of mental health and the impact that such behaviour can have;
- (d) The predictions of the Workforce Profile were correct, in that 23 members of staff left the Service and this is balanced by the level of the new intake of recruits;
- (e) Tax changes in 2010 regarding the firefighter pension scheme do not allow a retiring employee to then immediately re-enter the workforce, even under different terms. As a result, and to retain some of the wealth of experience of retiring staff, for those interested in continuing involvement with the Service such as in a retained firefighter role, it is advised that once retired, they take a break of at least 6 months and then consider applying. In this mutually beneficial method, the wealth of experience is not lost to the Service.

**RESOLVED to note the report.**

### **23 PAY AND GRADING REVIEW (GREEN BOOK)**

Craig Parkin, Assistant Chief Fire Officer, presented the report which sets out proposals for a change to the grading structure for employees employed under NJC for Local Government Services (Green Book) conditions of service, to take account of the outcomes of national pay negotiations.

Following the engagement of a consultant to advise the Service on the most appropriate way forwards, The Committee is requested to consider two options regarding a local grading structure and a national model, with a recommendation to select the local model to the Fire and Rescue Authority for adoption as there are no 'overlaps' in pay with regard to different grades.

Concerns have been raised that if the national model were adopted, the presence of pay overlaps across grades could leave the Service open to challenge with regard to gender and age implications, whilst the local model provides a simplified and transparent 5 increment stage within each grade and there are no pay overlaps.

Consultation with Trades Unions has been positive towards the local model option.

**RESOLVED for the proposal to apply a local grading structure, set out as Option 2 within the report, is approved and recommended to the Fire Authority as the basis for a collective agreement with UNISON.**

## **24 APPRENTICESHIP UPDATE**

Craig Parkin, Assistant Chief Fire Officer, and Tracy Crump, Head of People and Organisational Development, jointly presented the report which updates the Committee on the positive progress of apprenticeship schemes within the Service.

The following points were highlighted:

- (a) The initial application for the Service to become an accredited trainer was unsuccessful but the Service has now secured the services of Sheffield College as an approved trainer and so will be able to access the apprenticeship levy;
- (b) The Service will continue to work towards becoming recognised as an approved provider and at the time of refusal there had not been capacity to provide feedback on the unsuccessful application, but it is understood that other Services were in the same position and a different approach will be applied for the next application;
- (c) each year 4 support role apprenticeships are funded from the levy and where substantive support role vacancies appear, apprenticeships will be considered;
- (d) The Service does try to ensure that jobs can be offered/are available to apprentices once the apprenticeship is successfully completed;
- (e) If the Service can successfully qualify as an approved provider, there are no apparent reasons why the apprenticeship course could not be offered to other Fire and Rescue Services.

Members of the Committee welcomed the success of the apprenticeships.

**RESOLVED to note the report.**

## **25 EXCLUSION OF 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.**

## **26 EXEMPT MINUTES**

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

## **27 REGRAIDING OF POSTS**

Craig Parkin, Assistant Chief Fire Officer, presented the report of the Chief Fire Officer.

**RESOLVED to approve the recommendation as set out in the report.**



## NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AND RESCUE AUTHORITY

### APPOINTMENTS COMMITTEE

**MINUTES of the meeting held at Fire and Rescue Service Headquarters, Bestwood Lodge, Arnold, Nottingham, NG5 8PD on 30 January 2019 from 10.00 am - 1.58 pm**

#### **Membership**

##### Present

Councillor Brian Grocock (Chair)  
Councillor Andrew Brown  
Councillor Vaughan Hopewell  
Councillor Michael Payne  
Councillor Malcolm Wood

##### Absent

Councillor Jason Zadrozny

#### **Colleagues, partners and others in attendance:**

John Buckley - Chief Fire Officer  
Malcolm Townroe - Clerk and Monitoring Officer to the Authority  
Tracy Crump - Head of People and Organisational Development  
Christine Walker - Senior HR Consultant, MPCG

### **1 APOLOGIES FOR ABSENCE**

Councillor Jason Zadrozny - unwell

### **2 DECLARATIONS OF INTERESTS**

None.

### **3 MINUTES**

The minutes of the meeting held on 11 September 2015 were confirmed as a true record and signed by the Chair.

### **4 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.**

**5 SELECTION PROCESS FOR THE APPOINTMENT OF DEPUTY CHIEF FIRE OFFICER**

The Committee interviewed candidates for the post of Deputy Chief Fire Officer.

**RESOLVED to recommend that the Fire Authority appoint Craig Parkin to the post of Deputy Chief Fire Officer.**



## **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 1 February 2019 from 10.00 am - 10.23 am**

#### **Membership**

##### Present

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

##### Absent

Councillor Andrew Brown

Councillor Vaughan Hopewell (Substitute for Councillor Andrew Brown)

#### **Colleagues, partners and others in attendance:**

John Buckley - Chief Fire Officer  
Craig Parkin - Assistant Chief Fire Officer  
Malcolm Townroe - Clerk and Monitoring Officer  
Becky Smeathers - Head of Finance  
Catherine Ziane-Pryor - Governance Officer

### **19 APOLOGIES FOR ABSENCE**

Councillor Andrew Brown – personal (Councillor Vaughan Hopewell substituting).

### **20 DECLARATIONS OF INTERESTS**

None.

### **21 MINUTES**

The minutes of the meeting held on 16 November 2018 were confirmed as a true record and signed by the Chair.

**22 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.**

**23 PRINCE'S TRUST UPDATE**

John Buckley, Chief Fire Officer, presented the report which provides the Committee with an update on the Service's work with the Prince's Trust.

**RESOLVED to approve a revised Option 2 as outlined in the report.**