



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

DRAFT Minutes of the
Swindon Local Performance and Scrutiny Committee
held at 1000 hours on Thursday 2 September 2016 at the
DWFRS Westlea Fire Station, The Chesters, Stonehill Green, Westlea, SN5 7DB

These are draft minutes prepared by officers to be approved by the Committee at their next meeting.

Members present: Cllr Joe Tray, Cllr Abdul Armin, Cllr Garry Perkins, Cllr Nick Martin (Part)

Officer attendance: ACFO Ben Ansell, AM Craig Baker, Commander Bournemouth, Poole & Swindon; Glyn Moody, Deputy Area Commander, Swindon; Mrs Jane Barnes, Performance & Evaluation Manager; Mr Bob Ford, Head of Strategic Planning; Mrs Marianne Taylor, Democratic Services Officer.

Observers: Damien Bence, Station Manager

1 Welcome

- 1.1 With the Chairman to be elected ACFO Ben Ansell opened the meeting and welcomed attendees to the first meeting of the Swindon Performance & Scrutiny Committee.

2 Apologies

- 2.2 Apologies were received from Cllr John Haines.

3 Election of the Chair

- 3.1 The ACFO asked Members to nominate and approve a Chairman from interested Members.
- 3.2 Cllr Joe Tray was nominated by Cllr Abdul Amin and seconded by Cllr Garry Perkins to the role of Chairman. There being no other nominations Members confirmed their approval of Cllr Joe Tray as the Chairman of this performance and scrutiny committee.

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3.3 Resolved: Cllr Joe Tray as Chairman

4 Code of Conduct, Declarations of Interest and Notifications of Any Other Business

4.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the localism act.

4.2 No Declarations were made.

5 Public Questions

5.1 No public questions were received and no members of the public attended the meeting.

6 Performance and Monitoring for the preceding quarter

6.1 Mr Bob Ford, Head of Strategic Planning, was introduced to the Members. Members asked if any adjustments had been made following the briefing in May. Mr Ford confirmed that this was the case. He also confirmed that the risk mapping element, not currently available, will be added to the Member Dashboard in due course.

6.2 Mr Bob Ford outlined the three priorities (Help you make safer and healthier choices; Protect you and the environment from harm; be there when you need us) to be scrutinised by this committee the fourth (Make every penny count) to be scrutinised at the Finance and Audit Committee. Mr Ford went on to explain the Key Lines of Enquiry (KLOE) and the resulting Key Performance Indicators (KPI).

6.3 Appendix A: KLOE Baseline Assessment, which briefly describes and gives a background to each KLOE, was taken as read.

6.4 Mr Ford introduced the dashboard. Cllr Amin didn't think he had received the log-on details. Mr Ford confirmed that the dashboard was not available to the public yet.

6.5 Priority - Help you make safer and healthier choices (prevention). KLOE education programmes. Mr Ford talked through the figures showing how the Service is doing, highlighting the fact that it is joint with Wiltshire area.

6.6 AM Baker talked about the passing-out parade for the Salamander group recently, highlighting the pride and pleasure felt by supporters and families.

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- 6.7 Members asked about safe drive/stay alive courses adding that a Member had spoken with a number of ex pupils from local schools who were promoting it to their peers. GM Moody confirmed this still takes place and is expanding with support from military.
- 6.8 Currently there are no KPIs but there is more to do on evaluation and ways of measuring outcomes like behaviours. Members were interested to know if any schools are not involved. GM Moody will find out and report back.
- 6.9 The Chairman asked for invitations to be sent to Members for next round of safe drive.
- 6.10 KLOE: vulnerable people. Training and resources are being improved to allow associate fire safety staff to become safe & well advisors. Members were concerned about safety in Homes in Multiple Occupation (HMO). AM Baker outlined the procedures they carry out working with landlords and assure Members that where necessary referrals are made. Members were interested to know more about various partnership links which the AM outlined. Members suggested that the Harbour Project should be added to the list to support immigrants to understand about fire safety.
- 6.11 KLOE: Working with partners. There are no KPIs for this KLOE yet. Work is ongoing to see what partners expect as an outcome. The AM outlined the work with One Swindon which should help increase the number of safe & well visits. DAC Moody said that sometimes the Service is not represented at meetings because the Service is not aware of the meeting. He added that he is happy to attend meetings to assess if there is need for the Service to be in attendance.
- 6.12 KLOE: Road Safety. We rely on police for information. Data is only available to the end of April. Members were concerned that M4 would be included. Mr Ford said he is unable to separate out at the moment.
- 6.13 Priority - Protecting you and the environment from harm. KLOE: Safeguarding. There will be a KPI on numbers referred. The AM confirmed that referrals been made and the Service ensures they are followed up. The AM outlined a referral he was involved with. The ACFO outlined that the procedure that ensures all safeguarding concerns are addressed either during officer hours or out of hours.
- 6.14 KLOE: Support for business. The aim is to support business so they remain viable. The primary focus is on referrals about building regulations and carrying out audits. Whilst retaining the enforcement role the Service will provide information, help and support before taking legal action. Care homes have been highlighted as a critical area for audit and licencing, working in partnership with the Care Quality Commission (CQC).
- 6.15 KLOE: Risk to community & heritage. AM Baker advised that given the growth of Swindon area, a lot of work is being undertaken to ensure future build in the in and around Swindon is safe. The AM assured the they do, and make suggestions as and when necessary.

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- 6.16 Members asked that access issues are to be highlighted at future meetings. Members may be able to apply pressure to Swindon Borough Council. Members suggested the Service visits new areas where restrictions on parking indicate no 'on road' parking to ensure they are comfortable with access.
- 6.17 KLOE Local Resilience partnerships. Members wondered if the KPI are managed with the local resilience forum. The AM said officers are fully engaged with this and reminded Members that CFO is a member of the executive on the Wiltshire and Swindon Local Resilience Forum? (W&SLRF).
- 6.18 Priority: Be there when you need us. Appliance availability. AM Baker gave some background to this and assured Members that each incident has been investigated in order to learn and, where needed, make training available. Members asked if stations are in the right places, is the crewing correct and how much this is likely to be affected by local growth. SM Bence (an observer) confirmed that risk assessments are being undertaken to answer these questions. Members wondered when this would be completed and requested a report on the outcomes.
- 6.19 KLOE: Crewing arrangements. KPIs include the number of people rescued. AM outlined that the Service reviews incidents and undertake various debriefs both internally and with partners. The ACFO reiterated that every single incident is investigated. He felt it was important to praise the success. Analysis will go to Policy & Resources for the response of the Service, which will include types of crewing and risk from growth in communities through building and planned building. A Member asked for clarity with Bournemouth which has lower population numbers.
- 6.20 KLOE: learning and operational licences. AM Baker advised Members there is a high level of competence. Members asked if Service was maintaining two training centres, and how much is done there. The ACFO outlined how training is planned and that there are currently two competency databases, which will be aligned in due course. The plan is to maintain two training centres with the option to use of the Fire Service college for some specialist training. The AM talked through the different assessments, stating that recording is done differently but competencies are the same.
- 6.21 KLOE: Risks and learning from key events. AM Baker outlined the learning that has been gained from national events plus the local events. GM Moody outlined some recent training which was based on a specific incident.
- 6.22 Mr Ford said that feedback from Members was welcome, could be used and some changes made. Members are impressed and recognised they could use the information in other arenas.
- 6.23 **Action: Mr Ford to add the risk mapping element to the Members dashboard.**
- 6.24 **Action: Mr Ford to resend log-on details to Cllr Amin.**

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- 6.25 **Action: GM Moody to let Members know if any schools are not involved with Salamander or similar initiatives.**
- 6.26 **Action: GM Moody to invite Members to Safe Drive**
- 6.27 **Action: GM Moody to make contact with the Harbour Project on advice from Members.**
- 6.28 **Action: Members would like access issues as a regular part of the performance report.**
- 6.29 **Action: GM Moody to ensure Swindon Fire station officers attend meetings where planning does not allow for 'on road' parking.**

7 Briefing from Area Manager

- 7.1 AM Baker talked through his presentation. GM Moody highlighted areas that were considered deliberate fire lighting. He asked for support from Councillors to be aware the difficulties faced from time to time with major incidents.

Cllr Martin arrived.

- 7.2 The learning from the incidents relating to unused and derelict property included working with site agents. Members wondered if once the land has been agreed for demolition and re-build, can demolition take place as soon as possible. Members were assured that the Service does visit known unused & derelict building to carry out an interim risk assessment. Members felt they may be able to work with local authorities to find a way forward that would support and progress issues around derelict and redundant buildings, whilst maintaining the integrity of heritage sites.
- 7.3 The DAC outlined an incident involving an appliance and a private vehicle, confirming that no serious harm or damage had resulted. He also confirmed an investigation was carried out.
- 7.4 Future events were highlighted.
- 7.5 Concern was raised about sprinklers in schools. Members were updated with the plan of Wiltshire LPSC to write to MPs and Council leaders about this. The ACFO advised that CFO and Chair of the FRA have written to the Education Minister.

8 Issues Raised by Members

- 8.1 No issues raised.

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9 Date of Next Meeting

- 9.1 The Chairman confirmed with Members the date of the next Swindon Local Performance and Scrutiny Committee meeting as 10am on 24 November 2016 at the DWFRS Westlea FS, Swindon

Part 2

- 10 To consider passing the following resolution:
In accordance with Section 100A (4) of the Local Government Act 1972, to exclude the press and public for the business specified below because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act.

- 10.1 **Resolved: to close the meeting to Members of the Public for an exempt item.**

Meeting closed at 12.10

Signed: _____

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