



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

DRAFT Minutes of the
Wiltshire Local Performance and Scrutiny Committee
held at 1000 hours on 1 September 2016 at the
DWFRS Trowbridge Fire Station, Hilperton Road, Trowbridge BA14 7JB

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

Members present: Cllr Peter Edge, Cllr John Knight, Cllr Graham Payne, Cllr Bridget Wayman, Cllr Ernie Clark, Cllr Chris Devine, Cllr Ricky Rogers, Cllr Mollie Groom, Cllr Bob Jones.

Officer attendance: ACFO Mick Stead; Mr Bob Ford, Head of Strategic Planning; Mrs Jane Barnes, Performance & Evaluation Manager; AM Gus Cuthbert, Area Commander Wiltshire; Marianne Taylor, Democratic Services Officer

Part 1

1 Welcome

- 1.1 The ACFO Mick Stead opened the meeting and welcomed attendees to the first meeting of the Performance & Scrutiny Committee. ACFO Stead outlined the format of the meeting.

2 Apologies

- 2.2 Apologies were received from Cllr Chris Newbury

3 Election of the Chair

- 3.1 The ACFO asked Members to nominate and approve interested Members for the role of Chairman.
- 3.2 Cllr Chris Devine was nominated by Cllr Ricky Rogers and seconded by Cllr Ernie Clark to the role of Chairman. There being no other nominations Members

confirmed their approval of Cllr Chris Devine as the Chairman of this performance and scrutiny committee.

3.3 Resolved: Cllr Chris Devine as chairman of this committee.

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 There were none.

5 Public Questions

5.1 No questions were received and there were no members of the public present.

6 Performance and Monitoring for the preceding quarter

6.1 Mr Ford introduced the presentation and outlined the background. 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 Appendix A: Key Lines of Enquiry (KLOE) Baseline Assessment, which briefly describes and gives a background to each KLOE, was taken as read.

6.3 Mr 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 KLOEs and the resulting Key Performance Indicators (KPI).

6.4 The baseline assessment covers 3 descriptor areas: developing, established and advanced projects, programmes and protocols for each KLOE. It is designed to show improvement year on year. Each level has been assessed on its own merit. More work needs to be done around evaluation.

6.5 Appendix B, Quarterly Assessment, shows graphs and narrative. Members will be aware they have influenced the report through earlier briefings. Mr Ford offered a Dashboard Master Class at the end of the meeting. Mr Ford went on to explained that current information is not yet available to the public and is therefore private to Members. He added that data will be published once all four performance & scrutiny meetings have taken place and any agreed changes can be incorporated then. He is also aware that some clarification needs to be added to some areas.

- 6.6 Prevention - KLOE: Education programmes. The teams in Wiltshire are working with young people in schools and in the community. Jnr Good Citizen and Salamander were given as examples. The ACFO is working towards strengthening outcomes, using evidence gained from referring agencies and other sources. A report is due to be presented at the November meeting of the Fire & Rescue Authority. He confirmed that there were no KPIs at present but that this will change once outcomes have been identified.
- 6.7 Members made a number of suggestions about how this could be done. Members would like to see contributing information from the education lead on the report for the next meeting.
- 6.9 KLOE Vulnerable groups: Home safety checks/safe & well checks. Members were concerned about assistive technology (AT), the ACFO assured Members that the Service is already working with Millbrook in Dorset which is piloting on telecare and AT. DWFRS Safe & Well officers are inputting information directly with their database. The ACFO said he hoped to try to progress something similar with Wiltshire Council in the future, but this is dependent on the contract tendering of telecare services which is believed to be planned for November 2016 and existing contractual arrangements. The position would be monitored for opportunities. He confirmed that Safe & Well is aligned within districts and to Area Boards as far as is possible with limited numbers of advisors. Members asked for an update on AT and working with Wiltshire Council and Millbrook. Members noted the challenges in getting a full quota of Safe & Well advisors and were content that this was being addressed.
- 6.10 KLOE: Working with Partners. Members suggested working partnership with Police on school visits. ACFO will bring that up in his meeting with the Assistant Chief Constable.
- 6.11 KLOE: Road Safety. Mr Ford was unable to provide recent data on this as the Police provide information to the Service. Members agreed there needs to be harmonisation of data across DWFRS on reporting this KLOE while keeping a Wiltshire focus at P&S meetings.
- 6.12 Priority - Protection. KLOE: Safeguarding reporting and using partners to keep people safe. The ACFO gave an example and confirmed that referrals have been made.
- 6.13 KLOE: Local Business. Enforcement and Prohibition: there are systems and procedures in place and legal action is used as a last resort. The role of the Service is to enable businesses to sustain their business in a safe environment. Members were concerned that many small business owners don't understand their legal obligations. Members asked about the relaxed emphasis on sprinklers in new build properties and in schools. Members present agreed to sign a notice of a cross-party motion to be put to Wiltshire Council to impress upon the Council the need for sprinklers in all new schools. Members also asked for a letter to be drafted along the lines suggested and sent to Wiltshire MPs, the relevant Portfolio holder, the leader of Wiltshire Council, the Home

Office (Fire) and others. Members understand that ACFO Ben Ansell is currently drafting a similar letter to the Home Office which they would like to see. Members agreed that their letter was to be signed by the P&S Chair on their behalf. Members were pleased that local teams work with Local Authorities on licencing properties for their use.

- 6.14 Members were pleased to learn that local teams work with Local Authorities on licencing properties for use, sharing information on best practice.
- 6.15 KLOE: Environment & Heritage. This is about showing what we do to reduce the risk to local heritage. Members advised that Wilton FS have recently carried out a visit to Wilton House for routine checks. The ACFO confirmed that all local stations carry out visits to help with prevention and recovery in the event of a fire. The Chairman and Mr Ford to meet and discuss the layout of future graphics for performance reporting.
- 6.16 KLOE: Local Resilience. No concerns or queries raised.
- 6.17 Priority - Be There When You Need Us. KLOE: appliance attendance/response. Members agreed that being a rural area made it more difficult to respond in the timescales given, however they were concerned about the figures compared with Dorset locality which is also rural. The Area Manager explained larger Geographical area with fewer resources. He accepts there are issues around response times. Members would like to see this as a priority subject for them to monitor and scrutinise at future meetings. Members voiced their concerns about recruitment and would like more information about recruitment methods. They would like to see a KLOE on recruitment and how it affects performance and availability. It would also be good to have comparators about why they are different from Dorset. The ACFO outlined the difficulties in retention of RFF which has an impact on resources for prevention. Members would also like to know what is happening with recruitment in Wiltshire.
- 6.18 Members suggested that they would like to see shorter paragraphs on earlier KLOEs and the focus on remaining ones. Response is very important and integral to the way the public perceives the Service. Members would like more statistical information based on where the fire/rescue occurs, where the nearest Fire Station is and how it is crewed.
- 6.19 KLOE: How Efficient and Effective is the Service. No issues raised
- 6.20 KLOE: Competence. Members asked about the differences between Wiltshire and Dorset. The ACFO said all competencies are the same but there is a different way of recording. Dorset have 4 measure and Wiltshire have 17 measures. He said these will be aligned. Members asked for a more in depth explanation for future meetings so that the variations can be better understood by them so they can explain variations to the public. The ACFO stated that both current systems will be changed to one standard log on competencies in due course.
- 6.21 KLOE: Operational Learning. No points raised.

- 6.22 **Action: Education lead (Yasmine Ellis) to provide information in the next cycle report on activity within the Wiltshire area and which schools haven't been active in taking up our programmes.**
- 6.23 **Action: ACFO to provide a verbal update on assistive technology opportunities in Wiltshire.**
- 6.24 **Action: ACFO to discuss partnership working on school visits with the Assistant Chief Constable**
- 6.25 **Action: Members agreed to sign a notice of a cross-party motion to be put to Wiltshire Council to impress upon the Council the need for sprinklers in all new schools.**
- 6.26 **Action: ACFO to get details of letter and details of when commitment to fit sprinklers in schools was changed.**
- 6.27 **Action: Chairman and Mr Ford to work on Wiltshire format for performance.**
- 6.28 **Action: Competency comparators to be explained to show how these statistics are different from other areas, particularly north south measures.**

7 Briefing from Area Manager

- 7.1 AM Cuthbert reminded members about 10min response times for the first appliance to attend an incident. This is made up by adding the following: 90 second call handling time + 5 minutes for manning units leaving 3.5minutes to attend the incident.
- 7.2 AM Cuthbert presented his report to Members. He highlighted training needs which were being planned in and looking at different ways of recruiting to retained service. Members would like to see some flexibility for times and qualifications and asked that the service consider the criteria. The ACFO said that the Integrated Risk Management Programme (IRMP) will be looking at the way the Service is delivered not only in Wiltshire but right across the Service area. Members would like to see data specifics about each individual fire station to include crewing, pumps and other appliances. Full Authority are asked to look at this at the next FRA meeting (November). The ACFO said the Service has all the data and can provide what is asked. Members said a graphic representation would be helpful for them. Members agreed they would like to see information at the next meeting relating to recruitment, retention, core numbers and the effect on performance.
- 7.3 **Action: Provide information for layout for stations, WDS, RDS and actual crew shortage for Wiltshire at the next meeting.**
- 7.4 **Action: Agenda item is requested for the next FRA to include information about stations and crews (by station) across all areas of the Service.**

7.5 **Action: For the next LPS Agenda please add an in depth look at recruitment and retention.**

8 Issues Raised by Members

8.1 No other business.

10. Date of Next Meeting

10.1 The chairman confirmed with Members the date of the next Wiltshire Local Performance and Scrutiny Committee meeting as 10am on 23 November 2016 at the DWFRS Devizes Training Centre.

Part 2

9 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.

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

Meeting closed at 12.25

Signed: _____