



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

**DRAFT Minutes of the
Dorset & Wiltshire Fire and Rescue Authority held at 10:00 hours on Tuesday
27 June 2017 at the
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury**

These are draft minutes prepared by officers to be approved by the Fire and Rescue Authority at their next meeting.

Members present: Cllr Spencer Flower (Chairman); Cllr Garry Perkins (Vice Chairman); Cllr Steve Allsopp; Cllr Abdul Amin; Cllr Mark Anderson; Cllr Richard Biggs; Cllr Kevin Brookes; Cllr Steve Butler; Cllr Les Burden; Cllr Ernie Clark; Cllr Malcolm Davies; Cllr Andrew Davis; Cllr Matthew Dean; Cllr Beverley Dunlop; Cllr Brian Dalton; Cllr Peter Hutton; Cllr Colin Jamieson; Cllr Susan Jefferies; Cllr Bob Jones; Cllr Rebecca Knox; Cllr Colin Lovell; Cllr Christopher Newbury; Cllr Paul Oatway; Cllr Byron Quayle; Cllr Pip Ridout; Cllr Christopher Rochester; Cllr Vikki Slade; Cllr Ann Stribley; Cllr Robert Yuill.

Officer attendance: CFO Ben Ansell, Clerk & Monitoring Officer, Mr Jonathan Mair; ACFO John Aldridge; ACFO Jim Mahoney; ACFO Mick Stead; Director of Finance & Treasurer, Mr Phil Chow; Director of Corporate Services, Mr Derek James; Head of Democratic Services and Corporate Assurance, Mrs Jill McCrae; Head of Information Management and Communications, Mrs Vikki Shearing; Media & Communications Manager, Ms Louise Knox; HR Consultant, Mr Steve Mason; Group Manager Seth Why; Area Manager Craig Baker; Democratic Services Officer, Mrs; Marianne Taylor

17/23 Welcome

- 17/23.1 The Monitoring Officer opened the meeting and welcomed newly appointed Members to their first meeting and all attendees.

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17/24 Election of Chairman 2017/18

17/24.1 The Monitoring Officer asked for nominations for the role of Chairman of the Dorset and Wiltshire Fire and Rescue Authority: Cllr Flower was proposed and seconded, there being no other nominations and on being put to a vote Cllr Flower was elected unanimously.

17/24.2 Members supported a vote of thanks for the outgoing Chairman, Cllr Rebecca Knox.

17/24.3 **RESOLVED: That Cllr Spencer Flower be elected as Chairman of the Dorset & Wiltshire Fire and Rescue Authority for 2017/18.**

17/25 Election of Vice Chairman

17/25.1 The Chairman asked for nominations for the role of Vice Chairman. Cllr Perkins was proposed and seconded and there being no other nominations and on it being put to a vote Cllr Perkins was elected as Vice Chairman unanimously.

17.25.2 **RESOLVED: That Cllr Garry Perkins be elected as Vice Chairman of the Dorset and Wiltshire Fire Authority for 2017/18.**

17/26 Apologies

17/26.1 Apologies were received from Cllr Nick Martin and the Director of People Services, Ms Jenny Long.

17/27 Code of Conduct, Declarations of Interest and Notifications of Any Other Business

17/27.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the Localism Act. There were no disclosures.

17/28 Welcome Address

17/28.1 The Chairman welcomed all Members and especially those attending their first meeting. He thanked Members for the confidence they had shown in him and hoped that he would provide chairmanship as good as his immediate predecessor.

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17/29 Confirmation of the Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on 9 March 2017

17/29.1 The Chairman asked Members to review the minutes from the meeting held on 9 March 2017.

17/29.2 One Member asked that letters of thanks should be sent to all Members not returned to the Authority following the recent elections. The Clerk & Monitoring Officer confirmed that letters of thanks were sent to Members who were not standing. He would extend this to Members not re-elected or not returned to the Authority by their constituent Council. The previous Chairman confirmed that Certificates of Service were given to retiring Members.

17/29.3 The Chairman asked Members to review and approve the minutes from the meeting of 9 March 2017.

17/29.4 **RESOLVED: that the minutes of the meeting of the Authority held on 9 March 2017 be confirmed without amendment, and signed by the Chairman as a correct record.**

17/29.5 **ACTION: The Clerk and Monitoring Officer will write letters of thanks to Members not re-elected or returned to the Authority.**

17/30 Minutes of the Finance, Governance & Audit (FG&A) Committee meeting on 22 March 2017

17/30.1 The Chairman of the FG&A summarised the main business considered by the Committee.

17/30.2 **RESOLVED: The Minutes of the above meeting be received.**

17/31 Appointments to Committees 2017/18

17/31.1 The Dorset & Wiltshire Fire and Rescue Authority (Combination Scheme) Order 2015 sets out the proportions in which the constituent councils are each entitled to appoint councillors to serve as Members of DWFRA. The Authority must then appoint Members to serve on its committees; to a range of other positions and to outside bodies.

17/31.2 The Clerk & Monitoring Officer took Members through the nomination requirements and asked Members to approve a number of appointments.

17/31.3 Nominations were invited for the roles of chairmen of each of the following Authority's main committees and on it being put to a vote, the following were elected

Chairmen 2017/18:

Policy & Resources (P&R) Cllr Spencer Flower

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Finance, Governance & Audit (FG&A) Cllr Bob Jones
Appeals Committee: Cllr Matthew Dean.
Note the Chairman of the Authority is also the Chairman of the
Appointments, Complaints and Disputes Committee.

- 17/31.4 Members were asked to note each political group's choice of group leader:
Conservative group leader – Cllr Spencer Flower
Liberal Democratic group leader – Cllr Bob Jones
Labour group leader – Cllr Abdul Amin
- 17/31.5 Member champions 2017/18:
Health and Safety – Cllr Bob Jones & Cllr Robert Yuill
Children and young people – Cllr Susan Jefferies
Equality, Diversity and Inclusion – Cllr Garry Perkins; Cllr Rebecca Knox
Prevention & Health Partnerships - Cllr Rebecca Knox; Cllr Colin Jamieson
Response – Cllr Christopher Newbury
Asset Management and Climate Change – Cllr Matthew Dean
On-Call – Cllr Colin Jamieson; Cllr Steve Butler; Cllr Andrew Davis
Protection – Cllr Pip Ridout
Governance – Cllr Christopher Newbury; Cllr Bob Jones
- 17/31.6 Appointments to various bodies 2017/18
Local Government Association (LGA) – General Assembly – Cllr Spencer Flower; Cllr Garry Perkins; Cllr Christopher Newbury.
LGA Fire Commission – Cllr Spencer Flower; Cllr Rebecca Knox; Cllr Garry Perkins as deputy
Bournemouth Community Partnership Board – Cllr Malcolm Davies
Safer Poole – Cllr Les Burden
Dorset Community Safety Partnership – Cllr Kevin Brookes
Swindon Community Safety Partnership – Cllr Garry Perkins
Wiltshire Community Safety Partnership – Cllr Peter Hutton
South West Councils – Cllr Spencer Flower
South West Councils Employers' Panel – Cllr Garry Perkins
Wiltshire Assembly – Cllr Spencer Flower & CFO
- 17/31.7 Members discussed future appointments where vacancies arise and agreed to the proposal in line with recommendation six of the report.
- 17/31.8 **RESOLVED: That the Committee Chairmen be elected as set out in minutes 17/31.3 and that the appointments be made as set out in minutes 17/31.5 and 17/31.6.**
- 17/31.9 **RESOLVED: Members noted the agreed group leaders.**

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- 17/31.10 **RESOLVED: That the Chairman and Monitoring Officer, after consultation with group leaders, are granted delegated authority to appoint Members to serve on outside bodies not identified in this report; or where Member vacancies arise on the Committees of the Authority.**
- 17/31.11 **RESOLVED: That the Monitoring Officer, after consultation with group leaders, is granted delegated authority to appoint Members to Committees, in line with group leader nominations.**
- 17/31.12 **ACTION: The Monitoring Officer to advise the Democratic Services Officer of Committee membership and membership of outside authorities, once completed.**
- 17/31.13 **ACTION: Democratic Services to update the various lists, the website and circulate to Members and Officers.**

17/32 Fire and Rescue Service Overview (DVD)

- 17/32.1 Members viewed the Service's June podcast which is also available to view on the website (dwfire.org.uk). The podcast covered a range of activities that had taken place to engage with the community, young people and the British military to prevent accidents, incidents and fires. A number of serious fire and rescue activities were also highlighted in the June podcast.
- 17/32.2 The Chairman thanked the Service for the work carried out to develop the podcast.

17/33 Service Performance Review 2016-17

- 17/33.1 The Chief Fire Officer gave a comprehensive presentation on the Service's performance and key activities over the last 12 months against priorities and key lines of enquiry.
- 17/33.2 Of particular note was the good work being carried out through engagement with a number of young people to change and save lives; and with vulnerable people through partnership working and safe and well visits which help to reduce risk in the home.
- 17/33.3 Positive relationships with safeguarding boards, local resilience forums and the good measures for outcomes through internal and external audits were noted.
- 17/33.4 Grenfell Tower fire, London 14/6/17
The Chief Fire Officer presented a short briefing on the Grenfell Fire Tower tragedy and reminded Members that there is an on-going public inquiry. It was important therefore not to prejudge in any way the

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outcomes of that inquiry. Members were brought up to date on the number of residential high-rise properties in our constituent/local areas. Since the tragic incident the Service has been in contact with those responsible for the buildings also identifying 'clad' buildings and ensuring adequate fire safety is in place. The Chairman and CFO has written to all local authority leaders, MPs, Police and Crime Commissioners, Chief Executives and other key stakeholders as well as working nationally to ensure local strategy is aligned with national strategy. Any extra budget expenditure as a result of this tragedy will depend on the outcome of the inquiry into the fire.

17/33.5 **RESOLVED: The report was noted.**

17/34 Draft Community Safety Plan 2017

17/34.1 The Director of Corporate Services, Derek James presented this report giving context to the Community Safety Plan, which set out the Service's key priorities and explained the drivers that have been taken into account.

17/34.2 An additional priority "supporting and developing our people" is included in the Community Safety Plan. The plan is further underpinned by a comprehensive service delivery plan and this and the delivery arrangements were outlined at the meeting.

17/34.3 Members asked for the commentary associated with *Making every penny count* to be more sensitively worded. The amended draft to be circulated and presented to the Finance, Governance and Audit Committee on 7 July. Members approved the plan in principle, subject to wording amendments.

17/34.4 **RESOLVED: The report and the Community Safety Plan 2017-21 were approved in principle, subject to some final text changes to be approved by the Finance, Governance and Audit Committee on 7 July.**

17/34.5 **ACTION: Director of Corporate Services to amend wording for the *Making every penny count* priority and seek final approval on wording from the Finance, Governance and Audit Committee on 7 July.**

17/35 Policy Amendments

17/35.1 The Authority has a number of key policies to underpin its governance arrangements. In response to changing national frameworks and positive suggestions by specialist auditors, policy amendments were proposed to the Corporate Governance Policy and the Health and Safety Policy. These changes maintain the currency and effectiveness of our overall

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governance and assurance arrangements. These policy amendments will also support both the Statement of Assurance and Annual Governance Statement which will be considered by the Finance, Governance and Audit Committee at its meeting in September.

17/35.4 **RESOLVED: Members approved the amendments to the Corporate Governance and the Health and Safety policies.**

17/36 Date of Next Meeting

17/36.1 The Chairman confirmed the date of the next DWFRA meeting as Friday 8 September 2017 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Rd, Salisbury SP1 3NR, from 10am.

Part 2

17/37 To consider closing the meeting to the press and public.

17/37.1 Members of the press and public were asked to leave the meeting.

17/37.2 Strategic Leadership Team, with the exception of the Chief Fire Officer, were also asked to leave the meeting.

17/37.3 **RESOLVED: the meeting was closed to the public and press in accordance with Section 100A (2 & 3) 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 Paragraphs 3 & 4 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.**

17/38 Strengthening the senior leadership team

17/38.1 The monitoring officer described how the Authority in its shadow form had agreed the structure of the Strategic Leadership Team (SLT) and the description of the Chief Fire Officer's current role. The structure of the SLT was agreed subject to review within two years. The report before Members represented that review.

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17/38.2 The Chief Fire Officer outlined his first six months in the role. He explained his reasoning for strengthening SLT and the improvements in organisational effectiveness this would bring. HR Advisor, Steve Mason then gave Members an overview of the proposed methodology for consultation and appointment.

17/38.3 **RESOLVED: Members approved the four recommendations and the resulting budget implications.**

The meeting closed at 12:35hrs.

Signed: _____