



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

**DRAFT Minutes of the
Dorset & Wiltshire Fire and Rescue Authority held
at 10:00 hours on Wednesday 6 June 2018 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 Abdul Amin; Cllr Richard Biggs; Cllr Ernie Clark; Cllr Malcolm Davies; Cllr Beverley Dunlop; Cllr Peter Hutton; Cllr Bob Jones; Cllr Rebecca Knox; Cllr Nick Martin; Cllr Christopher Newbury; Cllr Paul Oatway; Cllr Byron Quayle; Cllr Vikki Slade; Cllr Ann Stribley

Officer attendance: Chief Fire Officer, Ben Ansell; Director of Finance and Treasurer; Mr Phil Chow; Clerk & Monitoring Officer, Mr Jonathan Mair; Deputy Chief Fire Officer, Derek James; Deputy Chief Fire Officer, Assistant Chief Fire Officer (ACFO) John Aldridge; Director of Community Safety, ACFO Jim Mahoney; Director of People Services, Ms Jenny Long; Head of Financial Services, Mr Ian Cotter; Head of Democratic Services & Corporate Assurance, Mrs Jill McCrae; Head of Information and Communications, Mrs Vikki Shearing; Head of Prevention and Protection, Area Manager Seth Why; Administrator, Communities Programme, Ms Pascale Wells (Part 2 only); Safety Centre Education Officer, Ms Deborah Lowe (Part 2 only).

Guests: Cllr Les Burden and Cllr Susan Jefferies.

18/18 Welcome

18/18.1 The Clerk & Monitoring Officer, Mr Jonathan Mair, opened the meeting and welcomed attendees including outgoing Members Cllr Les Burden and Cllr Susan Jefferies.

Initials _____

18/19 Election of Chairman

18/19.1 The Clerk & Monitoring Officer, Mr Jonathan Mair, asked for nominations for the role of Chairman of the Authority. Cllr Flower was nominated, seconded and unanimously agreed. The Chairman, Cllr Spencer Flower, thanked Members for their continued confidence in him.

18/19.2 **RESOLVED: Cllr Flower as Chairman of the Authority for the Year 2018-19.**

18/20 Election of Vice Chairman

18/20.1 The Clerk & Monitoring Officer, Mr Mair asked for nominations for the role of Vice Chairman for the Authority. Cllr Perkins was nominated, seconded and unanimously agreed.

18/20.2 **RESOLVED: Cllr Garry Perkins be confirmed as Vice Chairman of the Authority for the year 2018-19.**

Cllr Ernie Clark arrived

18/20.3 The Chairman presented a certificate of service to Cllr Les Burden, Cllr Jefferies having received hers at an earlier date.

18/20.4 The Chairman advised Members that his experience at the awards evening left him with a feeling of great pride in the Service. The event was a positive experience and a worthwhile event.

18/20.5 Chief Fire Officer (CFO) Ben Ansell, advised Members that he had received positive feedback about the awards evening from partner agencies, families and those receiving their awards. CFO Ansell thanked Members who attended the event.

18/20.6 The Chairman advised Members that he and CFO Ansell attended a meeting in London with Her Majesty's Inspector of Constabulary and Fire and Rescue Services (HMICFRS), to receive feedback on the trial inspections and confirmed the approach moving forward, which was informative and useful.

18//20.7 CFO Ansell provided Members with context and additional information about the forthcoming inspection, confirming that further details would be provided during the Members' seminar.

18/21 Apologies

18/21.1 Apologies were received from Cllr Kevin Brookes; Cllr Pip Ridout; and the Director of Service Improvement, ACFO Mick Stead;

Initials _____

- 18/22 Code of Conduct, Declarations of Interest and Notifications of Any Other Business**
- 18/22.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the localism act. There were no disclosures.
- 18/23 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on 9 February 2018.**
- 18/23.1 The Chairman asked Members to review and approve the minutes from the last meeting.
- 18/23.2 CFO Ansell, confirmed to Members that the Fire & Rescue National Framework for England (May 2018) was now published and was available to download:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705060/National_Framework_-_final_for_web.pdf
- 18/23.3 **RESOLVED that the minutes be confirmed and signed by the Chairman as a correct record without amendment.**
- 18/24 Minutes of the Finance, Governance & Audit meeting on 8 March 2018.**
- 18/24.1 The Chairman asked Members to review the minutes from the Finance, Governance and Audit meeting.
- 18/24.2 Cllr Bob Jones (Chairman of Finance, Governance and Audit Committee) advised the meeting that there were changes to the Audit Programme for 2017/18.
- 18/24.3 **RESOLVED that Members noted the Finance, Governance and Audit minutes.**
- 18/25 Minutes of the Policy & Resources Committee meeting on 19 October 2017.**
- 18/25.1 The Chairman asked Members to review and approve the minutes from the final Policy & Resources Committee meeting which took place on 19 October 2018.
- 18/25.2 **RESOLVED that the minutes be received and signed off by the Chairman as a correct record.**

Initials _____

18/26 DWFRA Appointments 2018 - 19

- 18/26.1 Clerk & Monitoring Officer, Mr Jonathan Mair, introduced the paper and reminded Members of the content of the Dorset & Wiltshire Fire and Rescue Authority (Combination Scheme) Order 2015, which set out the entitlement of the five constituent councils to places on the Dorset & Wiltshire Fire and Rescue Authority (the Authority).
- 18/26.2 Mr Mair advised Members that this report provided confirmation of the 18 appointed Members along with details of the committees, boards, groups and other bodies requiring the appointment of Members during 2018-19.
- 18/26.3 Members were advised that prior to this meeting Group Leaders were asked to confirm nominations for these appointments with the Head of Democratic Services & Corporate Assurance, Mrs Jill McCrae.
- 18/26.4 Mr Mair took members through each proposed nomination and received Members endorsement. A full list would be appended to these minutes
- 18/26.5 **RESOLVED: Members approved the appointed Members to serve on the Finance & Governance committee for 2018-19.**
- 18/26.6 **RESOLVED: Members Elected the Chairman of Finance & Governance committee as Cllr Bob Jones and the Vice Chairman as Cllr Byron Quayle.**
- 18/26.7 **RESOLVED: Members approved the appointed Members to all boards, groups and other bodies for 2018-19, and any named substitutes detailed within the report.**
- 18/26.8 **RESOLVED: Members appointed a Member Champion to each of the Service's five priorities for the year 2018-19.**
- 18/26.9 **RESOLVED: Members noted that Member Buddies will be discussed and assigned as part of the Members' seminar following the meeting.**
- 18/26.10 **RESOLVED: To delegate Buddy Member selection action to the Chairman & Chief Fire Officer for the Seminar following this meeting.**
- 18/26.11 **ACTION: Democratic Services to append an Addendum to these minutes recording the final details of the resolutions at 18/26.5 to 18/26.9 above.**

Initials _____

18/27 Treasury Management Annual Report 2017 - 18

- 18/27.1 The Head of Financial Services, Mr Ian Cotter, reminded Members that at the meeting of the Authority on 9 February 2018 Members received and approved the Treasury Management Strategy Statement and Prudential Indicators for 2017-18.
- 18/27.2 Mr Cotter advised Members that this report updated them on the actual Treasury Management performance for 2017-18 and follows on from the six-monthly report presented in December 2017.
- 18/27.3 Mr Cotter advised Members that no risk issues had arisen directly from this report.
- 18/27.4 Mr Cotter took Members through the remainder of the report adding that when taking account of repayments made during the year, and that no new borrowing had been undertaken, the Authority's total amount of outstanding long-term debt had reduced to £10.758m as at 31 March 2018.
- 18/27.5 Mr Cotter further advised Members that net investments of surplus funds decreased by £3.008m during the year, bringing the total invested at 31 March 2018 to £9.541m, compared to £12.549m at the beginning of the financial year. Investment returns totalled £58k compared to an original budget target of £80k.
- 18/27.6 Members discussed the potential for refinancing. The Director of Finance and Treasurer, Mr Phil Chow, explained that current loans were taken out through a Government borrowing facility, the Public Works Loans Board, and that options were regularly reviewed, adding that refinancing would have penalties and costs attached.
- 18/27.7 **RESOLVED: Members noted the report.**

18/28 Community Safety Plan

- 18/28.1 The Deputy Chief Fire Officer (DCFO), Derek James, introduced the report advising Members that the Community Safety Plan 2018-22 was written in non-technical language for the public to gain a broader appreciation of the strategic intent and work of the Dorset & Wiltshire Fire and Rescue Authority and Dorset & Wiltshire Fire and Rescue Service
- 18/28.2 In support of the paper, DCFO James delivered a presentation providing Members with further oversight and assurance on the Service's approach and delivery of the Community Safety Plan.
- Cllr Newbury arrived.
- 18/28.3 DCFO James added that if approved, the plan would be made available on the website, with a limited number of paper copies provided to main libraries and Council offices.

Initials _____

- 18/28.4 DCFO James provided assurance that the Community Safety Plan; its associated Service Delivery Plan and the performance management reporting system provided a sound performance management framework.
- 18/28.5 DCFO James confirmed that this framework is broadly aligned to the emerging inspection and would help enable the Authority and Service to provide clear evidence of how we meet our statutory responsibilities.
- 18/28.7 Members discussed and acknowledged the importance of the clear and concise plan which would support community and partner understanding. Officers were complimented on the approach being taken.
- 18/28.8 **RESOLVED: Members approved the Community Safety Plan 2018-22.**

- 18/29 Policy Review**
- 18/29.1 The Deputy Chief Fire Officer (DCFO), Derek James, advised Members that there were 13 high level policies in place which had been adopted on the inception of the new Authority in April 2016.
- 18/29.2 DCFO James, added that with the review of the Community Safety Plan and the associated Service Delivery Plan, the potential to rationalise the number of policies by embedding some of the current content within these documents had arisen.
- 18/29.3 DCFO James advised Members that this will both simplify and better define the Authority's policy position.
- 18/29.4 DCFO James confirmed that the revised policies would also act as a vehicle for nominated directors to provide annual assurance to the Authority via the Statement of Assurance and enable clear assurance through performance management and governance arrangements
- 18/29.5 Members discussed and considered the proposal and agreed that connections with safeguarding boards should be identified within the policy.
- 18/29.6 **RESOLVED: Members agreed the draft policies, subject to the amendment at 18/29.6.**
- 18/29.7 **ACTION: the DCFO to amend the wording to safeguarding policy to clearly stated that the Authority is complies with our statutory duties under our safeguarding responsibilities.**

- 18/30 Annual Performance Review**
- 18/30.1 The Chief Fire Officer (CFO) Ben Ansell introduced the report and provided a presentation on the Service's performance confirming that scrutiny of

Initials _____

Service performance was carried out quarterly with corporate summaries provided to the Authority every six months.

- 18/30.2 CFO Ansell reminded Members that Priorities 1, 2 and 3 were scrutinised quarterly by the four Local Performance and Scrutiny (LPS) Committees, and Priorities 4 and 5 were scrutinised by the Finance, Governance and Audit Committee.
- 18/30.3 CFO Ansell advised Members that this report provided the annual summary of performance at a Service level for 2017-18 against the Community Safety Plan and its associated Service Delivery Plan.
- 18/30.4 Members were interested in understanding the national average times for attendance at fire and rescue incidents at their LPS meetings and ACFO Jim Mahoney advised Members that he would ensure Members had the information at the next round of LPS meetings in August.
- 18/30.5 Cllr Stribley left the room
- 18/30.6 Members asked to be updated about the Grenfell fire inquiry outcomes and the Hackitt Review. CFO Ansell advised that outcomes from the inquiry and updates for other ongoing inquiries would be provided at the Members Seminar in September.
- 18/30.7 CFO Ansell outlined the three significant events which took place during March and brought to Members attention the impact this had and how all agencies had worked together to provide the best Service possible to their communities.
- Cllr Stribley returned
- 18/30.8 CFO Ansell provided information regarding sickness and absenteeism reminding Members this was covered under Priority 5 at Finance and Governance Committee. The Chairman of the Finance & Governance (F&G) Committee, Cllr Bob Jones asked that benchmarking statistics be available for contextualisation at the next F&G Committee meeting.
- 18/30.9 CFO Ansell was pleased to advise Members that the Rt Hon Lord Justice Fulford wrote to the Service to advise that there were 'no risks' under Regulation of Investigative Powers Act 2000 (RIPA) for the Authority.
- 18/30.10 CFO Ansell was also pleased to report that the collaborative work being undertaken with the Royal National Lifeboat Institution (RNLI) on leadership development was going well and that there had been an exchange of high level ideas and work practices.
- 18/30.11 Members discussed the report noting with interest a number of items, including the use of Police Community Fire Safety Officers (PCFSO) in collaboration with the Police Service.

Initials _____

- 18/30.12 Cllr Stribley complimented the Strategic Leaders and their teams for the hard work since combination in 2016 and the drive for continued improvement.
- 18/30.13 The Chairman congratulated the CFO on his presentation and the way it reflected good practice and provided a good overview of the Service
- 18/30.14 **RESOLVED: Members noted the Annual Service Performance Review 2017-2018**
- 18/30.15 **ACTION: Director of Community Safety to provide benchmarking figures for attendance times at fire and rescue incidents at the August round of LPS Committee meetings.**
- 18/30.16 **ACTION: Director of People Services to provide context for absences against national average at the F&G Committee in July.**
- 18/30.17 **ACTION: Director of Community Safety to ensure communication with Wessex Water, about working together in the community, takes place.**
- 18/31 Charter for Families Bereaved Through Public Tragedy**
- 18/31.1 The Chief Fire Officer (CFO) Ben Ansell advised Members that, following the Manchester arena bombings in 2017, the Kerslake Arena Review was set up at the request of Andy Burnham, Mayor of Greater Manchester.
- 18/31.2 CFO Ansell advised Members that on the 12 January 2018, a progress report on the work of the independent panel was published. A recommendation was made in this report that the leaders of public bodies in Greater Manchester and the rest of the North West, supported the proposal contained in the Hillsborough report by signing up to a 'Charter for Families Bereaved through Public Tragedy'.
- 18/31.3 CFO Ansell advised that at a recent meeting of the National Fire Chiefs' Council (NFCC) the Chief Fire Officers suggested that the NFCC and Fire and Rescue Authorities signed up to the charter.
- 18/31.4 CFO Ansell advised that signing up to the Charter for Families Bereaved through Public Tragedy will provide additional assurance to our communities should an event happen within the Dorset & Wiltshire Fire and Rescue Service area.
- 18/31.5 Members discussed the report and agreed its signing and supported its introduction across all relevant partner agencies.
- 18/31.6 **RESOLVED: Members unanimously agreed that the Authority sign up to the Charter for Families Bereaved through Public Tragedy included in Appendix A of the report.**

Initials _____

18/32 Member Development

- 18/32.1 The Chairman, introduced the report reminding Members of the background and their discussion on 9 March 2017. The Chairman added that the Member Development Programme was designed to support individual Members and allows the Authority to demonstrate effective Governance arrangements.
- 18/32.2 The Chairman advised that the programme would be available for all Members and would provide a personalised opportunity to increase Members' understanding of the complexity of the Service with an opportunity to attend a development meeting.
- 18/32.3 The Chairman added that, following his recent visit to HMICFRS, he understood that governance might well fall within the remit of HMICFRS to inspect.
- 18/32.4 Members debated the requirement for Members to attend a biennial development review meeting and requested that the wording in the programme be updated from "...mandatory..." to "...should attend ...".
- 18/32.5 Following the appointments to committees the Head of Democratic Services and Corporate Assurance provided a presentation in support of the Member Buddy programme.
- 18/32.6 **RESOLVED: Members approved the Member development plan subject to the amendment in 18/32.4**
- 18/32.7 **RESOLVED: Members agreed the Member Buddy programme.**

18/33 Member Podcast

- 18/33.1 The Head of Information and Communications, Mrs Vikki Shearing, introduced the Member podcast.
- 18/33.2 The Chief Fire Officer thanked Mrs Shearing and her team, adding that he had received a letter from the Prime Minister praising the Service and the Services personnel who were involved in the aftermath of the Salisbury nerve agent incident and which is now framed and on display.

Initials _____

18/34 To consider passing the following resolution:

18/34.1 In accordance with Section 100A (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 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.

18/34.2 **RESOLVED: To close the meeting to the press and public.**

18/35 Date of Next Meeting

18/35.1 The Chairman confirmed the date of the next DWFRAs meeting as Friday 28 September 2018 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Rd, Salisbury SP1 3NR, from 10am.

18/36 Safety Centre

18/36.1 The Director of Service Support, ACFO John Aldridge, introduced this report which discussed options for the Swindon Safety Centre.

18/36.2 The Chairman clarified that delegated authority would be given to the Chief Fire Officer, in conjunction with the Members Safety Centre Working Group, to use funds to work up a business case.

18/36.3 ACFO John Aldridge confirmed that day to day management of the Swindon safety centre would be with SafeWise.

18/36.4 Members discussed options, budget requirements and risks, and thanked all those involved in the Safety Centre Working Group on the work carried out so far in the provision of a safety centre in Wiltshire.

18/36.5 **RESOLVED: Members approved proceeding with Recommendation 1 as outlined in the report.**

18/36.6 **RESOLVED: Members approved proceeding with Recommendation 2 as outlined in the report.**

18/36.7 **RESOLVED: Members approved proceeding with Recommendation 3 as outlined in the report.**

18/36.8 **ACTION: Members requested a note of thanks be sent to Swindon Borough Council for their support with the safety centre project.**

Initials _____

18/37 Tisbury Fire Station – Business Continuity

- 18/37.1 The Director of Service Support, ACFO John Aldridge introduced the report and presentation to Members. The ACFO advised there were budget implications and that Members should consider the report and presentation.

Cllr Knox left the meeting.
- 18/37.2 ACFO Aldridge provided detail to underpin the options provided to Members.
- 18/37.3 CFO Ansell took Members through the risks and associated budget requirements which Members discussed.
- 18/37.4 **RESOLVED: Members approved Recommendation 2 as outlined in the report.**

Meeting closed at 1:10pm

Signed: _____

ADDENDUM (6 June 2018)

Fire & Rescue Authority and Finance & Governance Committee	
Chairman and Vice Chairman of Fire & Rescue Authority	Chairman – Cllr Spencer Flower Vice Chairman – Cllr Garry Perkins
Finance & Governance Committee <i>Political Proportionality Applies</i>	Chairman – Cllr Bob Jones Vice Chairman – Cllr Byron Quayle
	Members: 6 Conservative Members <ul style="list-style-type: none"> • Cllr Byron Quayle • Cllr Malcolm Davies • Cllr Nick Martin • Cllr Peter Hutton • Cllr Ann Stribley • Cllr Pip Ridout 2 Liberal Democrat Members <ul style="list-style-type: none"> • Cllr Bob Jones • Cllr Richard Biggs
	Membership – 8 (Quorum 3)
Appointments to other related groups and committees	
Group Leaders	Conservatives – Cllr Spencer Flower Liberal Democrats – Cllr Bob Jones
Local Pension Board	Members: Cllr Pip Ridout; Cllr Peter Hutton (in reserve - Cllr Richard Biggs)
	Other members: Karen Gibson Dorset CC; Craig Payne Wilts Council; Cyril Moseley
	Membership – 2
	Overall Membership – 6 (Quorum 3)
Local Government Association (LGA)	Cllr Spencer Flower, Cllr Christopher Newbury, Cllr Bob Jones
	Membership - 3
LGA Fire Commission	Cllr Spencer Flower, Cllr Rebecca Knox (Deputy: Cllr Garry Perkins)
	Membership - 2 plus deputy

Initials _____

South West Councils	Cllr Spencer Flower
	Membership – 1
South West Councils Employers' Panel	Cllr Garry Perkins
	Membership - 1
Wiltshire Assembly	Cllr Spencer Flower, CFO Ansell
	Membership – 1 plus CFO
Wiltshire Public Service Board	Cllr Spencer Flower, CFO Ansell
	Membership – 1 plus CFO
Appointment to constituent authority Community Safety Partnerships (One Member per committee)	
Bournemouth	Cllr Malcolm Davies
Dorset	Cllr Kevin Brookes
Poole	Cllr Ann Stribley
Swindon	Cllr Garry Perkins
Wiltshire	Cllr Peter Hutton
Member Champions - (One Member per Priority)	
Priority One Help you to make safer and healthier choices	Cllr Rebecca Knox
Priority Two Protect you and the environment from harm	Cllr Byron Quayle
Priority Three Be there when you need us	Cllr Christopher Newbury
Priority Four Make every penny count	Cllr Bob Jones
Priority Five Supporting and Developing our people	Cllr Paul Oatway

Initials _____