



**DRAFT Minutes of the
Wiltshire Local Performance and Scrutiny Committee
held at 10:00am on Thursday 1 November 2018 at the
Training & Development Centre, Devizes**

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

Members present: Cllr Ernie Clark, Cllr Peter Hutton, Cllr Bob Jones, Cllr Christopher Newbury, Cllr Paul Oatway, Cllr Pip Ridout

Officer attendance: Director of Community Safety, Assistant Chief Fire Officer (ACFO) Jim Mahoney; Area Manager (AM), Byron Standen; Group Manager (GM), Andy Cole; Democratic Services Officer, Mrs Marianne Taylor

Guest: Representative from the Wiltshire Gazette & Herald

Observers: Group Manager Kathy Collis; Safe and Well Team Leader – Wiltshire, Ms Tracy Jenkins; Safe & Well Manager, Ms Vikki Thomas Service Delivery Facilitator – Wiltshire, Ms Rachel Dowse

18/31 Election of Chairman

18/31.1 The Director of Community Safety, ACFO Mahoney, opened the meeting and asked Members for their nominations for the role of Chairman. Cllr Paul Oatway was nominated, seconded and agreed.

18/31.2 **RESOLVED: Cllr Paul Oatway be Chairman of the Wiltshire LPS.**

18/32 Welcome

18/32.1 The Chairman, Cllr Paul Oatway, opened the meeting and welcomed observers and a representative from the Wiltshire Gazette & Herald.

- 18/32.2 The Chairman asked observers present to introduce themselves for the benefit of guests and included uniformed officers who were observing.
- 18/33 Apologies**
- 18/33.1 Apologies were received from AM Seth Why
- 18/34 Code of Conduct, Declarations of Interest and Notifications of Any Other Business**
- 18/34.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the localism act. There were no disclosures.
- 18/35 Public Questions**
- 18/35.1 One member of the public was present. Democratic Services had not received any public questions prior to the meeting.
- 18/35.2 Members discussed the lack of attendance by the public and suggested that a link to papers be sent to Parish Council's in Wiltshire.
- 18/35.3 **ACTION: Democratic Services to circulate the link to public papers to all Parish Councils in Wiltshire.**
- 18/36 Minutes of the Wiltshire LPS meeting on 15 May 2018**
- 18/36.1 The Chairman asked Members to review and approve the minutes from the last meeting.
- 18/36.2 Members requested that the final sentence under item 18/20.1 be amended to read "Members were minded to take this item in the presence of Cllr Ridout, Cllr Ridout having been delayed to this meeting".
- 18/25.3 **RESOLVED: Minutes were approved as an accurate record with one amendment. Amendment was made to the matter of selection of the Chairman as outlined in 18/36.2 above.**
- 18/37 Action Progress Report**
- 18/37.1 The Democratic Services Officer, Mrs Marianne Taylor, advised Members that since the last meeting all actions had been progressed and were pending input from Members and Officers.
- 18/37.2 Mrs Taylor confirmed to Members that there were eight actions to report on. Since the last meeting one action had been completed, one action was

pending and the remaining six were in progress and subject to reporting during the performance report.

18/37.3 Actions numbered 165, 166, 167, 168, 169 and 181 were confirmed as complete as outlined in Quarter 2 performance report later in this meeting.

18/37.4 **RESOLVED: Members noted the actions.**

18/38 Performance monitoring and briefing

18/38.1 Area Manager (AM) Standen, took Members through Quarter 2's Performance Report for Wiltshire Local Performance & Scrutiny (Appendix A).

18/38.2 The three priorities that AM Standen has responsibility for in his area are:

Priority 1 Help you make safer and healthier choices

Priority 2 Protect you and the environment from harm; and

Priority 3 Be there when you need us.

Priority 1

18/38.3 Safe & Well Manager, Ms Vikki Thomas confirmed that Safe and Well (S&W) visits resulted in occasional loans of heaters to vulnerable people. AM Standen confirmed that 80% of S&W visits were to vulnerable people.

18/38.4 Members discussed the Trowbridge Festival of Food; and Drug & Alcohol treatment provided by Turning Point. Members went on to discuss homelessness and AM Standen advised that under homelessness reduction act there is a responsibility on the local authority. He further advised that when the Service engages with a homeless person a referral was made to Wiltshire Council.

18/38.5 Members discussed fires in the home and were interested to learn that a forthcoming promotion to prevent kitchen fires, which account for up to two thirds of domestic fires, would be making use of kitchen tools and equipment such as tea-towels. Members went on to discuss promotion of fire safety to traveller communities including boat dwellers. AM Standen confirmed to Members that collaborative working with Wessex Water had begun and that their referrals would be made through Safe and Independent Living (SAIL).

18/38.6 GM Cole talked Members through a recent Trowbridge Fire Cadets pass out parade in August adding that the cohort also attended the National Fire Cadet Games in London. GM Cole further advised that a new cohort of cadets had just commenced their activities at Trowbridge. The Director of Community Safety, ACFO Mahoney, reminded Members that the Service is developing a cadet strategy which will be linked to Business and Technology Education Council certificates (BTEC). GM Cole added that the Trowbridge cadets would be taking part in National Armed Services day.

- 18/38.7 Members asked that as much notice as possible be provided to them of events for them to attend in Wiltshire, such as pass out parades.
- 18/38.8 AM Standen advised Members that schools education was well supported and all local schools were engaging with the education visits. He confirmed to Members that home-schooled children were provided with prevention education upon request and that local fire station planning covers traveller families and groups. ACFO Mahoney added that the key approach was about risk and that there was no evidence to support a particular risk in the groups mentioned.
- 18/38.9 Members were interested to learn of recent community events and raised awareness of the learning that takes place, which should be promoted at all opportunities, citing a recent event where there was no Service presence. Members asked for a list of forthcoming events and promotion of the Service video 'We are DWFire' at their area board meetings.
- 18/38.10 AM Standen advised Members of the success of a recent Tisbury Open Day which included the Service, Police and Military partners. He added that the Service was engaging with returning military families as part of the on-going work in education and for recruitment of firefighters.
- 18/38.11 AM Standen outlined the recent pilot of 'Close Pass', which stopped 38 drivers who had overtaken cyclists, and provided advice and information to drivers. 'Close Pass' will now be implemented Service wide, to help reduce incidents involving cyclists and drivers.
- 18/38.12 AM Standen updated Members on the road safety video discussed at the previous meeting adding that this was now called 'Survive the Drive'. He further added that the video was a collaboration with the Ministry of Defence (MoD) and once launched would be distributed nationally to all military establishments. Cllr Hutton asked for dates this would be provided to Tidworth Garrison personnel.
- 18/38.13 **ACTION: Prevention department (Christine Sharma) to provide as much notice as possible to Democratic Services about pass out parade dates.**
- 18/38.14 **ACTION: GM Cole to make available to Members an events list showing what they could attend at the next meeting.**
- 18/38.15 **ACTION: GM Cole to make available the 'We are DWFire' video at Members area board meetings. Cllr Paul Oatway to discuss with AM Standen alongside agenda.**
- 18/38.16 **ACTION: Ian Hopkins to provide dates for the Tidworth Garrison 'Survive the Drive' video launch.**

Priority 2

- 18/38.17 AM Standen provided statistical information to show safeguarding and protecting adults' referrals in a breakdown by month and what outcomes there will be to principal areas of work.
- 18/38.18 Fire safety statistics were provided by AM Standen to support work undertaken. AM Standen outlined the prohibition notices in place which are checked at regular intervals for compliance. He also outlined work being carried out, adding that referrals come from a range of sources including the public, housing and the police. AM Standen advised that work was ongoing in relation to modern slavery.
- 18/38.19 AM Standen provided information relating to Airbnb adding that there was no requirement for fire safety to attend. Members were content with the response to their query from the previous meeting.
- 18/38.20 AM Standen was pleased to advise that accidental dwelling fires were trending downward, over the longer period and provided Members with information about upcoming promotions and safety campaigns during November and December.
- 18/38.21 GM Cole outlined deliberate fires adding that the hot weather in the summer resulted in more fires than usual. GM Cole added that education about risk associated with fire setting was carried out by an Arson Reduction Co-ordinator.
- 18/38.22 AM Standen confirmed to Members that every community station was aware of local fires and incidents through mapping. AM Standen confirmed to Members that there were no specific risks associated with litter bins in lay-bys.
- 18/38.23 GM Cole took Members through a recent exercise which took place at Longleat to test response and ensure adequacy thereof. Following the visit a renewed plan and risk assessment has been put in place for the Aerial Ladder Platform (ALP) and familiarisation of property. ACFO Mahoney confirmed that building risk information was held on Mobile Data Terminals (MDT) and Removable Data Terminals (RDT) and was under review.
- 18/38.24 AM Standen outlined the work undertaken by the Local Resilience Forum (LRF) to co-ordinate emergency services and utilities response to events. He added that learning from the snow event in March was being implemented into future response to events.
- 18/38.25 **ACTION: GM Cole to provide information at the next meeting about Station Mapping.**
- ## **Priority 3**
- 18/38.26 Response figures were outlined for Members and more detail can be found in Appendix A. Members were interested to learn how the service overcomes road traffic collisions (RTC) in remote areas. AM Standen

outlined methods used to pinpoint RTCs adding that mobile phone technology has helped improve response to incidents and the use of Satellite Navigation (SatNav) equipment with map references.

- 18/38.27 GM Cole outlined methods used to recruit firefighters to roles and the recent turnover of staff due to retirements and promotion. ACFO Mahoney added that a significant On-Call review was taking place.
- 18/38.28 Members were provided with information relating to On-Call establishment and how this impacts on appliance availability. AM Standen outlined methods used to overcome and mitigate risks for shortfalls in establishment. Members suggested a legend be attached to the report and asked for a comparison reporting on one (average) station to be brought to the next meeting.
- 18/38.29 Members discussed Ramsbury Fire Station and the Chairman added that he was very impressed with the willingness he observed when he visited recently. Members added that they would appreciate an On-call firefighter attending so they could understand the role better.
- 18/38.30 **RESOLVED: Members noted the Quarter 2 report and completion of a number of actions.**
- 18/38.31 **ACTION: GM Cole to arrange for On-call firefighters to attend a meeting to assist Members in their understanding of the role.**
- 18/39 LPS Working Group Terms of Reference – nominated deputy**
- 18/39.1 Members discussed the nominated deputy for the LPS Working Group and agreed Cllr Pip Ridout.
- 18/39.2 Members discussed the election of a Vice Chairman for Wiltshire LPS meetings. Mrs Taylor confirmed to the meeting that it would be in order to elect a Vice Chairman for the Wiltshire LPS, following an earlier conversation she had had with the Authority's Clerk & Monitoring Officer.
- 18/39.3 Cllr Newbury nominated Cllr Pip Ridout as Vice Chairman, and this was agreed unanimously.
- 18/38.4 **RESOLVED: Cllr Pip Ridout to represent the Wiltshire LPS at the LPS Working Group meeting in the event the Chairman is unable to attend.**
- 18/39.5 **RESOLVED: Cllr Pip Ridout was elected Vice Chairman of this meeting to act as deputy in the event the Chairman was not able to attend.**

18/40 Issues raised by Members (agreed with Chairman)

- 18/40.1 Members were asked to pass anything they would like brought up for the Chairman to take to the LPS working group meetings relating to how meetings could be improved.
- 18/40.2 Members recommended that Member Buddy visits should be referred back to the of the FRA to discuss allocations.
- 18/40.3 **ACTION: Cllr Bob Jones will approach the Chairman of the FRA to discuss Member Buddy station allocations.**

18/41 Date of Next Meeting

- 18/41.1 The Chairman confirmed the date of the next Wiltshire Local Performance and Scrutiny Committee meeting as 13 February 2018 from 10:00am at Training & Development Centre, Devizes, if there was availability.

Meeting ended at 12:00hrs

Signed: _____