



**DORSET & WILTSHIRE  
FIRE AND RESCUE  
AUTHORITY**

**Minutes of the  
Dorset & Wiltshire Fire and Rescue Authority held  
at 10:00 hours on Thursday 6 June 2019 at the  
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury**

Members present: Cllr Rebecca Knox (Chair); Cllr Byron Quayle (Vice Chair); Cllr Abdul Amin; Cllr Steve Baron; Cllr Pete Barrow; Cllr Richard Biggs; Cllr Ernie Clark; Cllr Malcolm Davies; Cllr Paul Hilliard; Cllr Peter Hutton, Cllr Toby Johnson; Cllr Bob Jones; Cllr Brian Mattock; Cllr Christopher Newbury; Cllr Paul Oatway; Cllr Garry Perkins; Cllr Ann Stribley.

Officer attendance: Chief Fire Officer, Ben Ansell; Head of Financial Services and Treasurer, Mr Ian Cotter; Clerk & Monitoring Officer, Mr Jonathan Mair; Deputy Chief Fire Officer (DCFO), Derek James; Director of People Services, Ms Jenny Long; Head of Strategic Planning & Corporate Assurance, Mrs Jill McCrae; Head of Information and Communications, Mrs Vikki Shearing; Head of Prevention and Protection, Area Manager (AM) Seth Why; Democratic Services Officer, Marianne Taylor

**19/15            Welcome**

19/15.1        The Clerk & Monitoring Officer, Mr Jonathan Mair, opened the annual meeting and welcomed attendees.

**19/16            Election of Chair**

19/16.1        Mr Mair asked for nominations for the role of Chair of the Authority for 2019-20. Cllr Rebecca Knox was nominated by Cllr Christopher Newbury and seconded by Cllr Bob Jones. Members unanimously agreed this nomination, and Cllr Rebecca Knox was duly elected.

19/16.2        Cllr Rebecca Knox thanked Members for their confidence in her and warmly welcomed new members to the Authority. She reminded them of the induction seminar that was to follow on from the meeting.

19/16.3        **RESOLVED: Cllr Rebecca Knox was elected as Chair of the Authority for the year 2019-20.**

*Initials* \_\_\_\_\_

**19/17 Election of Vice Chair**

19/17.1 Cllr Rebecca Knox asked for nominations for the role of Vice Chair of the Authority. Cllr Byron Quayle was nominated by Cllr Ann Stribley and seconded by Cllr Paul Oatway.

19/17.2 **RESOLVED: Cllr Byron Quayle was elected as Vice Chair of the Authority for the year 2019-20.**

**19/18 Apologies**

19/18.1 Apologies were received from Cllr Pip Ridout; Director Community Safety, ACFO Jim Mahoney; Director of Service Support, ACFO Byron Standen. Apologies were also received from retiring Members Cllr Beverley Dunlop, Cllr Spencer Flower, and Cllr Vikki Slade.

**19/19 Code of Conduct and Declarations of Interest.**

19/19.1 The Chair asked Members for any disclosures of pecuniary interests under the Localism Act. There were no disclosures.

**19/20 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting on 12 February 2019 and any matters arising.**

19/20.1 The Chair asked Members to review and approve the minutes from the last meeting.

19/20.2 Referring to item 19/06.6 the Treasurer to the Authority, Mr Ian Cotter advised Members that HM Treasury had agreed £115m to be provided to the fire and rescue sector for 2019-20 in relation to pensions liabilities, and that Dorset & Wiltshire Fire and Rescue Authority's share would be approximately £2.7m.

19/20.3 CFO Ansell referred Members to item 19/08 of the Minutes and advised Members that the Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) inspection report would soon be released, along with others from 'Tranche two' of the Inspection programme. The Service was anticipating the final report to be published in mid-June.

19/20.4 **RESOLVED that the minutes be confirmed without amendment and signed by the Chair as a correct record.**

*Initials* \_\_\_\_\_

**19/21 Receive the draft minutes of the Finance & Governance Committee meeting on 7 March 2019.**

19/21.1 The Chair of the Finance & Governance Committee, Cllr Bob Jones, presented the minutes as seen. They would be approved at the meeting in July.

19/21.2 **RESOLVED: Members received the draft minutes of the Finance & Governance Committee meeting of the 7 March 2019.**

**19/22 Dorset & Wiltshire Fire and Rescue Authority Appointments 2019-20**

19/22.1 The Clerk and Monitoring Officer, Mr 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 now four constituent councils to places on the Dorset & Wiltshire Fire and Rescue Authority.

19/22.2 Mr Mair confirmed to Members that two Independent Members had aligned themselves with the Liberal Democrat Group prior to the meeting. He noted how this alignment effected the appointments to the Finance & Governance Committee, with the Conservative Group retaining the majority with entitlement to five appointments, and three from the newly formed Liberal Democrats Alliance Group.

19/22.3 Cllr Jones confirmed that Members from the Liberal Democrats Alliance Group to be appointed were:

Cllr Richard Biggs  
Cllr Paul Hilliard  
Cllr Bob Jones

19/22.4 Four Conservative Members to be appointed to the Committee were named by Cllr Knox as:

Cllr Peter Hutton  
Cllr Brian Mattock  
Cllr Pip Ridout  
Cllr Ann Stribley

19/22.5 The Chair confirmed that the eighth member of the Committee would be decided outside of the meeting in consultation between Group Leaders and ungrouped Members, and that she would notify Mr Mair in due course.

19/22.6 Mr Mair asked for nominations for Chair and Vice Chair of the Finance & Governance Committee. Nominations for Chair were received for Cllr Bob Jones from Cllr Ann Stribley and Cllr Richard Biggs. Nomination for Vice

*Initials* \_\_\_\_\_

Chair was received for Cllr Brian Mattock from Cllr Amin. Cllrs Bob Jones and Cllr Brian Mattock were elected Chair and Vice Chair respectively.

- 19/22.7 Members delegated the appointments to all of the committees, groups, additional bodies and Member Champions to Mr Mair, in consultation with the Group Leaders and ungrouped Members.
- 19/22.8 Mr Mair advised that once the committee membership was agreed, a full list would be appended to the meeting minutes.
- 19/22.9 CFO Ansell drew Members' attention to section 8 of the report on the Member Buddy Scheme and highlighted the Service's Community Area Map.
- 19/22.10 Members discussed and agreed that alignment of Members to Communities would be delegated to Officers, in consultation with Members and that the outcome would be emailed to Members.
- 19/22.11 **RESOLVED: Seven Members were appointed to the Finance and Governance Committee. The eighth member of the Committee to be decided outside of the meeting in consultation between Group Leaders and ungrouped Members. The Chair to notify the Clerk and Monitoring Officer in due course.**
- 19/22.12 **RESOLVED: Members elected the Chair of the Finance & Governance Committee as Cllr Bob Jones and the Vice Chair as Cllr Brian Mattock.**
- 19/22.13 **RESOLVED: Members delegated the appointment of Members to all boards, groups and other bodies for 2019-20, and any named substitutes detailed within the report to the Clerk & Monitoring Officer, in consultation with the Group Leaders and ungrouped Members.**
- 19/22.14 **RESOLVED: Members delegated the appointment of a Member Champion to each of the Service's five priorities for the year 2019-20 to the Clerk and Monitoring Officer, in consultation with the Group Leaders.**
- 19/22.15 **RESOLVED: Member Buddies alignment to Communities was delegated to the Chief Fire Officer, in consultation with Members following the meeting, and that the outcome would be emailed to Members.**
- 19/22.16 **ACTION: The Clerk and Monitoring Officer to appoint the eighth Member to the Finance & Governance Committee once provided with the name by the Chair.**

*Initials* \_\_\_\_\_

19/22.17 **ACTION: Democratic Services to append an addendum to these minutes recording the final details of the resolutions at 19/22.11 to 19/22.15 above.**

19/22.18 **ACTION: Once agreed, following consultation with Members, the alignment of Member Buddies to Communities to be emailed to Members.**

**19/23 Member Allowances – update (verbal)**

19/23.1 Mr Mair reminded Members of the background to the current scheme of allowances which was put in place at combination on 1 April 2016. He added it was now timely to review that Allowance Scheme.

19/23.2 Mr Mair advised Members that the Independent Remuneration Panel was in place and had commenced its review. He added that it was anticipated that recommendations would be brought to the Authority at its meeting on 30 September 2019.

**19/24 Local Pension Board Terms of Reference**

19/24.1 Mr Cotter introduced the report and explained that some minor changes were required to the Local Pension Board Terms of Reference, mainly covering membership arrangements following the reduction in Authority membership from 30 to 18.

19/24.2 **RESOLVED: Members approved the revised Terms of Reference for the Local Pension Board.**

**19/25 Treasury Management Annual Report 2018-19**

19/25.1 Mr 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 2018-19. He noted that this report provided Members with an update on the Treasury Management performance for 2018-19 and followed on from the six-monthly report presented in December 2018.

19/25.2 **RESOLVED: Members noted the Treasury Management Annual Report 2018-19.**

*Initials* \_\_\_\_\_

**19/26 Annual Service Performance Review 2018-19**

- 19/26.1 CFO Ansell reminded Members that the Authority carried out quarterly scrutiny of Service performance with Priorities 1, 2 and 3 being scrutinised by the respective Local Performance and Scrutiny Committees, and Priorities 4 and 5 by the Finance & Governance Committee.
- 19/26.2 CFO Ansell drew Members' attention to Appendix A which provided a summary of performance for each Priority for the year 2018-19 and noted that the Annual Report would be presented at the September Authority meeting.
- 19/26.3 For the benefit of new Members, CFO Ansell outlined the Performance Management Framework and explained the Integrated Risk Management Plan (IRMP) and Community Safety Plan.
- 19/26.4 CFO Ansell confirmed that, sadly there had been two confirmed fire related deaths during 2018-19. He advised that four further deaths at fire incidents were due to be considered by HM Coroner in 2019 or early 2020.
- 19/26.5 CFO Ansell explained the response standards and how these were measured and monitored.
- 19/26.6 CFO Ansell reported a reduction in the number of days lost to injury or ill health and in the number of reportable health and safety incidents. He was pleased to report that the Service had been awarded British Standard 18001 for occupational health and safety and was working hard to achieve the ISO 45001 Standard which is due to supersede it.
- 19/26.7 CFO Ansell explained how the Service is ranked in terms of funding (both current and the extent of reductions since 2016) and expenditure per head of population.
- 19/26.8 In summary, CFO Ansell confirmed to Members that the Service is in a good position with positive outputs and outcomes continuing to be achieved, with 87% perceived effectiveness of the Service from the HMICFRS public perceptions survey.
- 19/26.9 **RESOLVED: Members noted the Annual Service Review 2018-19**

**19/27 Local Performance & Scrutiny Feedback (verbal)**

- 19/27.1 Local Performance & Scrutiny Committee (LPS) Chairs, were invited to update the meeting about recent activity at their meetings.
- 19/27.2 Each Chair gave an update of the LPS Committees. Cllr Stribley advised Members that they were pleased to see the pilot of a partnership with the

*Initials* \_\_\_\_\_

British Red Cross to share referrals of vulnerable hospital discharge patients for Safe and Well visits. The Chair requested a briefing on this initiative for Members at some point in the future.

19/27.3 **ACTION: A briefing on the pilot of the partnership with the British Red Cross to share hospital referrals to be made to Authority Members at a future date.**

## **19/28 Integrated Risk Management Plan Strategic Principles**

19/28.1 CFO Ansell confirmed that at the meeting of the former Policy and Resources Committee on 19 May 2016, Members approved the principles that would underpin and shape the work being undertaken in terms of Integrated Risk Management Planning (IRMP).

19/28.2 CFO Ansell reminded Members that following a decision by the Authority on the 13 December 2018 a paper was taken to the Finance & Governance Committee on 7 March 2019 in relation to the proposed revisions to strategic principles four and nine.

19/28.3 CFO Ansell highlighted that following the Finance & Governance Committee scrutiny, Members were asked to review and consider their agreement of revised principles.

19/28.4 **RESOLVED: Members reviewed and agreed the proposed changes to the IRMP principles.**

## **19/29 Local Government Association (LGA) Peer Review**

19/29.1 The Head of Strategic Planning & Corporate Assurance, Mrs Jill McCrae, reminded Members that at their 6 June 2018 meeting, Members had agreed that a review of the revised governance arrangements had been requested to take place after 12 months of operation.

19/29.2 She explained the Local Government Association had agreed to deliver a peer review and highlighted their experience. This review would be free of charge to the Authority and potentially support methodologies associated with the wider fire and rescue inspection regime.

19/29.3 Mrs McCrae outlined the proposed five key areas of the review and proposed how Members might become engaged within the process.

19/29.4 Members discussed the paper and added that following the review, a paper be brought back with timescales and suggestions of how this might be taken forward through a task and finish working group.

*Initials* \_\_\_\_\_

19/29.5      **RESOLVED: Members approved the Local Government Association Peer Review.**

19/29.6      **ACTION: Following the LGA peer review, a paper to be brought back to the Authority with suggestions to progress recommendations.**

**19/30      Member Podcast**

19/30.1      The Head of Information and Communications, Mrs Vikki Shearing, introduced the Member podcast. The Chair asked that a link be provided to Members for the footage to be used at local meetings.

19/30.2      **ACTION: The Head of Communications & Information, Mrs Vikki Shearing/Democratic Services to provide a link to Members for their use.**

**19/31      Date of Next Meeting**

19/31.1      The Chair confirmed the date of the next Authority meeting as Monday 30 September 2019 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Road, Salisbury SP1 3NR, from 10am.

Meeting closed at 12:00hrs

*Signed:* \_\_\_\_\_