



**DORSET**  
Fire & Rescue  
Service



**WILTSHIRE**  
Fire & Rescue  
Service

*Working together to make our communities safer*

**MINUTES OF THE  
2<sup>nd</sup> JOINT COMMITTEE MEETING  
of  
WILTSHIRE & SWINDON and DORSET FIRE AUTHORITIES  
19 MARCH 2015 at CITY HALL, SALISBURY**

Members Present: Chris Devine (CD), Spencer Flowers (SF), Mollie Groom (MG), Bob Jones MBE, Rebecca Knox (RK), Sue Levell (SL), Graham Payne (GPa), Garry Perkins (GP), Christopher Rochester (CR), Ann Stribley MBE (AS), Bridget Wayman (BW)

Officer Attendance: John Aldridge (JA), Phil Chow (PC), Lindsay Gowland (LG), Darran Gunter (DG), Derek James (DJ), Jonathan Mair (JM), Simon Routh-Jones (SRJ), Stephen Taylor (ST), Jill McCrae (JMc).

**1. Welcome**

- 1.1 The Chairman (CD) opened the meeting and welcomed Christopher Rochester who was replacing Barry Goldbart from Bournemouth Borough Council.
- 1.2 It was announced that the Joint Selection Committee had appointed Darran Gunter as CFO (Designate). The Chairman welcomed him to his new role.

**2. Apologies**

- 2.1 Apologies were received from Trevor Jones OBE.

**3. Declaration of Interest and Notification of Any Other Business**

- 3.1 There were no declarations or notifications.

**4. Minutes of 1<sup>st</sup> Joint Committee Meeting and Matters Arising**

- 4.1 The minutes of the 1<sup>st</sup> Joint Committee Meeting held on 26 January 2015 were approved. All matters arising had been actioned

**5. Terms of Reference (ToR) for the Shadow Board**

- 5.1 ST tabled an additional paper for this item titled Shadow Authority. JM and ST explained that the Combination Order states that shadow governance arrangements need to be in place

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after the 1 April 2015 to prepare for combination on the 1 April 2016. The Shadow Authority could be created from 1 April 2015 and would have two new Members, from Wiltshire Council and Swindon Borough Council as set out in the approved Combination Order.

- 5.2 ST advised that the Shadow Authority would be required to approve a Shadow Board and the delegation of their duties. In response to a question from GP, ST explained that there was no legal requirement for political proportionality on the Shadow Board.
- 5.3 It was recommended by ST that the meeting endorse the ToR for the Shadow Board, however, these would have to be ratified at the first meeting of the Shadow Authority.
- 5.4 It was suggested that the first Shadow Authority meeting could take place on 23 June 2015, a date already set for a Members' Seminar.
- 5.5 It was queried as to whether waiting until 23 June would delay any critical decisions. DG posed the question as to whether it would now be required to delay the appointments of the Top Team. A discussion took place regarding the best course of action. CD suggested that the Joint Selection Committee could make selection for Brigade Managers/Clerk/Treasurer and any other senior officer. This was agreed.
- 5.6 It was agreed that this should go ahead as previously discussed. JM confirmed that this was acceptable, but the Shadow Authority would need to formalise on 23 June 2015. DG and DJ confirmed that other aspects of the combination programme would not be adversely affected.
- 5.7 It was agreed that it would be expedient for the first Shadow Authority meeting to take place on 23 June 2015 and that the Joint Committee would continue to meet in the interim until 22 June 2015. However, should there be a critical event, a meeting of the Shadow Authority would be called in order that it could appoint the Shadow Board and approve its ToR in order that it could make decisions appropriately.
- 5.8 Discussion took place with regards to the wording of the ToR to ensure that it was appropriate. Agreement was made with exception of point 14, where *monitor* will be amended to *approve* and point 16, where the appointment of the Brigade Managers and Clerk will be approved by the Shadow Authority.
- 5.9 JM confirmed that he would amend the ToRs for 23 June meeting and advised that in the interim the ToR were to be used by the Joint Committee.

***Action: JM to amend terms of reference for Joint Committee in readiness for 23 June Shadow Authority.***

**Resolved: That the terms of reference be noted following amendments set out in paragraph 5.8.**

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## **6. Combination Programme Progress Report**

- 6.1 DJ took Members through the programme governance arrangements as agreed at the Joint Committee at its January meeting. He provided Members with details on how the programme would be governed and managed, including the structure of future progress reports.
- 6.2 PC outlined how the financial management and reporting arrangement would operate from 1 April 2015. He summarised the programme finances, detailing existing resources, the transformation grant and the transformation reserve. It was requested that future meetings be shown a breakdown of how the grant was divided up and any ring-fencing.
- 6.3 DJ emphasised how the programme will be managed and the structure of the programme team, highlighting the corporate calendar and meeting structure, financial summaries, risk management, stakeholder management and forward preparation and planning schedule. DJ advised that auditors have been heavily engaged within the business case and that this would continue, including appropriate assurances.
- 6.4 Members complimented officers on the level of work that has been put into the programme.
- 6.5 JM asked Members if they would like to endorse the arrangements.
- 6.6 DJ then presented the programme progress report for February 2015, including the forward work programme.
- 6.7 RK raised concerns with regards to the length of the Members' Seminars, suggesting that meeting times could be increased to meet agenda needs. It was agreed that the length of time diarised for Members' Seminars would be reviewed after the first, which includes the first Shadow Authority meeting. The first meeting has been increased in time and extended with a finish time of 2 pm.
- 6.8 Members were requested to put forward names to support the progress of the first three workstreams. The following was confirmed:
- ◆ Workstream 1: CD, SF, TJ, AS
  - ◆ Workstream 2: RK, GPa, BJ, SL
  - ◆ Workstream 3: MG, GP, BJ, CR
- 6.9 DG/JM highlighted that due to the number of commitments the Members have there may be times where meetings will need to go ahead without all Members in attendance as it is important for the programme to progress.
- 6.10 It was suggested that conference call facilities should be used where possible to prevent unnecessary travel and support attendance. Officers from the programme team offered to support Members with this where needed.

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**Resolved: Members confirmed their endorsement and support of the programme delivery and confirmed their assurance.**

**Resolved: The nominations for Members for workstreams 1,2 and 3 be agreed and that workstream meetings may ahead without all Members in attendance to ensure the continued progress of the programme.**

### **7. Safety Centre Progress**

7.1 JA presented a paper on the Safety Centre and highlighted that the location was likely to be a compromise, taking into account a number of factors including availability of land and stakeholders.

7.2 BW queried the level of commitment from other stakeholders. JA advised that the Police have committed their support, although at this stage there is no confirmation on financial support. CD highlighted that he would discuss this with Wiltshire's Police and Crime Commissioner, Angus McPhearson.

7.3 JA then advised that whilst other parties were interested, they were yet to be fully committed. CD was asked to progress this with the leaders within Swindon and Wiltshire.

***Action: CD to discuss safety centre with Leaders of Wiltshire Council and Swindon Borough Council and PCC.***

7.4 DG highlighted that the sustainability of the Safety Centre was critical and that they needed to ensure that the whole funding stream was in place. It was still planned to put the Safety Centre under the auspices of the SafeWise Charity.

7.5 BJ queried how soon funding had to be committed and PC responded that he was awaiting confirmation from DCLG.

7.6 JA confirmed that an options appraisal will be presented at the Joint Committee on 4 June 2015.

***Resolved: That the report be noted and that a detailed options appraisal be brought back to the Joint Committee on 4 June 2015.***

### **8. Workstream 3: Strategic Hub Progress Report**

8.1 JA outlined his paper to the meeting. CD requested that the draft outline specification for the strategic hub be forwarded to all Members for their comments.

***Action: JA to forward draft outline specification for the strategic hub be forwarded to all Members.***

8.2 MG suggested contacting the National Build Centre. JA will discuss further with MG.

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**Resolved:** That the report be noted and that a further paper be brought back to the Joint Committee on 4 June 2015.

### 9. Workstream 3: Joint Command and Control and Networked Fire Control Services Partnership (NFCSP) Progress Report

- 9.1 JA updated the meeting on NFCSP, highlighting that the overall programme involving the four existing Services had slipped, but that he was confident that Wiltshire would go live in July 2015 and begin to take Dorset's calls from August 2015.
- 9.2 JA advised that the Joint Command and Control project (JCCC) was reliant upon the dates being met by the NFCSP, which is the cause of the delay. Both projects would work in tandem.
- 9.3 JA advised that there was a good understanding of the staff wishing to move from Dorset's control to Wiltshire's, and highlighted the arrangements being put in place to facilitate this ensuring that the Service was meeting its employment law requirements.
- 9.4 Members asked about the health and safety of employees travelling from Dorset to Wiltshire following their shifts. JA confirmed that this was being considered with flexible options being looked into, including shared travel and overnight accommodation.

**Resolved:** That the report be noted.

### 10. Stakeholder Engagement

- 10.1 DG outlined the stakeholder engagement plan and its supporting arrangements. He gave examples of typical monthly communications and advised that stakeholder engagement and communications will be reviewed on-going throughout the programme. A synopsis of what happened in the last month and what would be happening in the near future would be provided to each meeting.
- 10.2 GP raised concern as to whether the correct TV and radio stations and press have been highlighted within the plan. DG confirmed that this would be looked into and the stakeholder plan amended.
- 10.3 RK highlighted the Adrian Thomas review within fire and rescue services and suggested that Members should review the initial findings. A presentation would be circulated to Members.

**Action:** *JMc to circulate presentation to Members.*

**Resolved:** That, subject to some identified amendments, the stakeholder plan be approved and monitored through the programme progress report.

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**11. Date of Next Meeting**

11.1 The date of the next meeting was confirmed as 30 April 2015 from 10am-12.30 pm, Milford Hall Hotel, 206 Castle Street, Salisbury, Wiltshire SP1 3TE.

Meeting duration 10.30am-1pm