



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

Item 8

MEETING	Policy & Resources Committee Meeting
DATE OF MEETING	19 May 2016
SUBJECT OF THE REPORT	Station Buddy Programme, Committee Membership & Member Champions.
STATUS OF REPORT	For Open Publication
PURPOSE OF THE REPORT	For Approval
EXECUTIVE SUMMARY	<p>At the meeting of the Authority on 1 April, Members requested Officers to develop an arrangement where members were allocated to Stations on a buddy system. It was agreed that this and outstanding nominations for committees and appointment of member champions would be considered by Policy & Resources Committee.</p> <p>Appendix A provides the draft work place visits protocol which includes guidance and allocation of Members to workplaces.</p> <p>The protocol encourages Members to keep a strategic focus during the visit, and in particular to comment on the working environment, performance management and staff morale.</p> <p>In terms of station visits, the whole-time stations have four watches, and sometimes a retained section as well, whereas a totally RDS stations will have 'one shift', the day-crewed stations have two watches and sometimes a retained section and hub stations have a whole-time watch for day cover with an additional retained section.</p> <p>Therefore, some Members are only allocated one station, whereas others are allocated a number stations dependant upon crewing type.</p> <p>The station allocations attempts to align DWFRA Members, where possible, to stations in their wards or neighbouring wards, although of course this is not always possible.</p> <p>Whilst it is possible to accompany Members (particularly new Members) during these visits, this is not obligatory and the protocol includes a contact list for Members to use to arrange visits independently.</p>

	<p>Appendix B, Committee Memberships, provides Members with the committee memberships agreed at the Fire Authority meeting on the 1 April and highlights (in orange) the outstanding committees requiring nomination and appointment..</p> <p>Appendix C provides Members with a list of the member champion roles, requiring Member appointment.</p>
RISK ASSESSMENT	Regular engagement between DWFRA Members and DWFRS staff and workplaces strengthens our governance arrangements.
COMMUNITY IMPACT ASSESSEMENT	None required
BUDGET IMPLICATIONS	None
RECOMMENDATIONS	<p>It is recommended that:</p> <ol style="list-style-type: none"> 1. Members consider and approve Appendix A, workplace protocol and the allocation of Members to Stations. 2. Members consider Appendix B and make appointments for the outstanding committees. 3. Members consider Appendix C and appoint Member Champions.
BACKGROUND PAPERS	None
APPENDICES	<p>A: DWFRA protocol for workplace visits</p> <p>B: Committee Membership</p> <p>C. Member Champions</p>
REPORT ORIGINATOR AND CONTACT	<p>Jill McCrae, Head of Democratic Services & Corporate Assurance.</p> <p>Tel; 07711458888</p>



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Appendix A

Workplace Visits Protocol

Introduction

The Fire Authority agreed, in their inaugural meeting on the 1 April 2016, to align DWFRA members to stations within DWFRS. Attached in pages 4-8 is a list of DWFRS stations with a brief explanation of duty systems worked.

It is agreed as beneficial to allocate Members to particular stations and then ensure the Member has the contact number of the local manager and/or Head of Department to arrange their visit.

Whilst it is not considered necessary (unless a request is made) for Members to be accompanied by a Principal Officer, it is desirable that in addition to contact with the appropriate manager, the CFO is also kept informed (via Jill McCrae - jill.mccrae@dwfire.org.uk). Quite apart from attempting to balance visits by Members to stations, knowledge of planned visits will also ensure that planned visits by Principal Officers and other visitors is scheduled to provide a balance amongst all staff.

To assist with the visits and develop a consistency an aide memoir and feedback mechanism has been put into place. This is provided on page 9.

In terms of station visits, I would encourage Members to ensure that as part of the visit they spend some time becoming familiar with the Fire and Rescue Service business and effectiveness in the station area by discussing with the officer in charge the performance information.

There is no schedule or frequency detailed in this proposal, but it is suggested that visits to each workplace occurs at least once and no more than three times per year.

Stations

Member Name	Station	Duty System	Contact Name & Email
Abdul Amin	Swindon	Whole-time and RDS Station	District Commander, SM Lee Braithwaite Lee.braithwaite@dwfire.org.uk
Mark Anderson	Westbourne	Whole-time Station	District Commander, SM Karen Adams 07824 503602 Karen.adams@dwfire.org.uk
Les Burden	Hamworthy	RDS Station	District Commander, SM Charlie Pack 07909893438 Charlie.pack@dwfire.org.uk
	Bere Regis	RDS Station	District Commander, SM Steve Waller 07799 075962 Steve.waller@dwfire.org.uk
Steve Butler	Sturminster Newton	RDS Station	District Commander, SM Clem Stanley 07827 881797 Clem.stanley@dwfire.org.uk
	Cranborne	RDS Station	District Commander, SM Will Creighton 07880 691180 Will.creighton@dwfire.org.uk
Mike Byatt	Portland	RDS Station	District Commander, SM Simon Dennett 07799 075954 Simon.dennett@dwfire.org.uk
	Weymouth	Whole-time and RDS Station	District Commander, SM Simon Dennett 07799 075954 Simon.dennett@dwfire.org.uk
Ernie Clark	Devizes	Hub and RDS Station	District Commander, SM Jack Nicholson 07809 548048 Jack.nicholson@dwfire.org.uk
	Calne	RDS Station	District Commander, SM Jack Nicholson 07809 548048 Jack.nicholson@dwfire.org.uk
Ronald Coatsworth	Charmouth	RDS Station	District Commander, SM Jason Rogers 07799 075949 Jason.rogers@dwfire.org.uk
	Bridport	RDS Station	District Commander, SM Jason Rogers 07799 075949 Jason.rogers@dwfire.org.uk

Member Name	Station	Duty System	Contact Name & Email
Chris Devine	Wilton	RDS Station	District Commander, SM Louis Minchella 07909 893450 Louis.minchella@dwfire.org.uk
	Ludgershall	RDS Station	District Commander, SM Mike Bagnall 07734 483891 Mike.bagnall@dwfire.org.uk
Beverley Dunlop	Redhill Park	Whole-time Station	District Commander, SM Andy Cole 07785 118634 Andy.cole@dwfire.org.uk
Malcolm Davies	Ferndown	Daycrewed and RDS Station	District Commander, SM Julian Lockwood 07786 174226 Julian.lockwood@dwfire.org.uk
Philip Eades	Wareham	RDS Station	District Commander, SM Steve Waller 07799 075962 Steve.waller@dwfire.org.uk
	Swanage	RDS Station	District Commander, SM Steve Waller 07799 075962 Steve.waller@dwfire.org.uk
Peter Edge	Tisbury	RDS Station	District Commander. SM Jason Moncrieff 07774 413935 Jason.moncrieff@dwfire.org.uk
	Amesbury	RDS Station	District Commander, SM Mike Bagnall 07734 483891 Mike.bagnall@dwfire.org.uk
	Shaftesbury	RDS Station	District Commander, SM Clem Stanley 07827 881797 Clem.stanley@dwfire.org.uk
Spencer Flower	Verwood	RDS Station	District Commander, SM Will Creighton 07880 691180 Will.creighton@dwfire.org.uk
	Sherborne	RDS Station	District Commander, SM Steve Underhill 07920 297241 Steve.underhill@dwfire.org.uk
Mollie Groom	Royal Wootton Bassett	RDS Station	District Commander, SM Jason Underwood 07515 1991951 Jason.underwood@dwfire.org.uk
John Haines	Stratton	Whole-time and RDS Station	District Commander, SM Antony Bholah

Member Name	Station	Duty System	Contact Name & Email
			07584 206892 Antony.bholah@dwfire.org.uk
Colin Jamieson	Christchurch	Whole-time and RDS Station	District Commander, SM Julian Lockwood 07786 174226 Julian.lockwood@dwfire.org.uk
Susan Jefferies	Wimborne	RDS Station	District Commander, SM Will Creighton 07880 691180 Will.creighton@dwfire.org.uk
	Blandford	RDS Station	District Commander, SM Clem Stanley 07827 881797 Clem.stanley@dwfire.org.uk
Bob Jones	Cricklade	RDS Station	District Commander, SM Jason Underwood 07515 1991951 Jason.underwood@dwfire.org.uk
	Malmesbury	RDS Station	District Commander, SM Darren Nixon 07860 345294 Darren.nixon@dwfire.org.uk
Trevor Jones	Maiden Newton	RDS Station	District Commander, SM Steve Underhill 07920 297241 Steve.underhill@dwfire.org.uk
	Dorchester	RDS Station	District Commander, SM Steve Underhill 07920 297241 Steve.underhill@dwfire.org.uk
John Knight	Chippenham	Daycrewed and RDS Station	District Commander, SM Darren Nixon 07860 345294 Darren.nixon@dwfire.org.uk
	Corsham	RDS Station	District Commander, SM Darren Nixon 07860 345294 Darren.nixon@dwfire.org.uk
Rebecca Knox	Lyme Regis	RDS Station	District Commander, SM Jason Rogers 07799 075949 Jason.rogers@dwfire.org.uk
	Beaminster	RDS Station	District Commander, SM Jason Rogers 07799 075949 Jason.rogers@dwfire.org.uk

Member Name	Station	Duty System	Contact Name & Email
Colin Lovell	Westlea	Day Crewed Station	District Commander, SM Antony Bholah 07584 206892 Antony.bholah@dwfire.org.uk
Christopher Newbury	Westbury	RDS Station	District Commander, SM Andy Green 07734 483886 Andy.green@dwfire.gov.uk
	Melksham	RDS Station	District Commander, SM Jack Nicholson 07809 548048 Jack.nicholson@dwfire.org.uk
Graham Payne	Bradford on Avon	RDS Station	District Commander, SM Andy Green 07734 483886 Andy.green@dwfire.gov.uk
	Trowbridge	Day Crewed and RDS Station	District Commander, SM Andy Green 07734 483886 Andy.green@dwfire.gov.uk
Garry Perkins	Marlborough	Hub and RDS Station	District Commander, SM Jason Underwood 07515 1991951 Jason.underwood@dwfire.org.uk
Christopher Rochester	Springbourne	Whole-time Station	District Commander, SM Andy Cole 07785 118634 Andy.cole@dwfire.org.uk
Ricky Rogers	Salisbury	Whole-time and RDS Station	District Commander, SM Louis Minchella 07909 893450 Louis.minchella@dwfire.org.uk
Ann Stribley	Poole	Whole-time and RDS Station	District Commander, SM Charlie Pack 07909893438 Charlie.pack@dwfire.org.uk
Joe Tray	Ramsbury	RDS Station	District Commander, SM Jason Underwood 07515 1991951 Jason.underwood@dwfire.org.uk
	Pewsey	RDS Station	District Commander, SM Mike Bagnall 07734 483891 Mike.bagnall@dwfire.org.uk
Bridget Wayman	Warminster	RDS Station	District Commander. SM Jason Moncrieff 07774 413935 Jason.moncrieff@dwfire.org.uk

Member Name	Station	Duty System	Contact Name & Email
	Mere	RDS Station	District Commander. SM Jason Moncrieff 07774 413935 Jason.moncrieff@dwfire.org.uk
	Gillingham	RDS Station	District Commander, SM Clem Stanley 07827 881797 Clem.stanley@dwfire.org.uk



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Feedback on Workplace Visits by DWFRA Elected Members

Introduction

The purpose of this pro-forma is to provide an aide memoir and feedback system for elected Members when visiting DWFRS workplaces. The aid memoir should ensure that there is a degree of consistency and feedback from Members to local managers/officers

Visit details

Member's Name: Workplace visited:

Date of visit: Signature:

General Observations

1. Condition of working environment:

2. Workload and Performance management - level of activity

3. Staff morale and welfare:

4. Miscellaneous comments:

Please return completed form to Jill McCrae, Head of Democratic Services & Corporate Assurance
(jill.mccrae@dwfire.org.uk)

Appendix B**Committee Membership**

Chairman and Vice Chairman of Fire Authority	<p>Chairman – Cllr Rebecca Knox</p> <p>Vice Chairman – Cllr Garry Perkins</p>
Policy & Resources	<p>Chairman – Cllr Rebecca Knox</p> <p>Vice Chairman – TBC</p>
	<p>Members</p> <p>Cllr Ricky Rogers, Cllr Chris Devine, Cllr Rebecca Knox, Cllr Peter Edge, Cllr Philip Eades, Cllr Joe Tray, Cllr Bridget Wayman, Cllr Ann Stribley, Cllr Mollie Groom, Cllr Spencer Flower, Cllr Chris Rochester and Cllr Garry Perkins</p>
	Membership - 12
Finance & Audit	<p>Chairman – Cllr Bob Jones</p> <p>Vice Chairman - TBC</p>
	<p>Members</p> <p>Cllr Les Burden, Cllr Ernie Clark, Cllr Malcolm Davies, Cllr Colin Jamieson, Cllr John Haines, Cllr Ronald Coatsworth, Cllr Christopher Newbury, Cllr Bob Jones, Cllr Trevor Jones, Cllr Mike Byatt, Cllr Abdul Amin, Cllr Graham Payne</p>
	Membership – 12
Local Pension Board	<p>Members</p> <p>Cllr Ronald Coatsworth, Cllr Mike Byatt</p>
	Membership – 2 (need 4 – TBC 23rd June)
Appeals Committee	<p>Members</p> <p>Cllr Beverly Dunlop, Cllr John Knight, Cllr Ann Stribley, Cllr Rebecca Knox, Cllr Graham Payne, Cllr Colin Lovell, Cllr Garry Perkins, Cllr Susan Jefferies, Cllr Peter Edge and Cllr Ricky Rogers</p>
	Membership – 10

Group Leaders	Cllr Rebecca Knox – Conservatives Cllr Peter Edge - Liberal Democrats Cllr Mike Byatt - Labour.
Member Champions	TBC (19th May)
Local Government Association	Cllr Rebecca Knox, Cllr Garry Perkins and Cllr Bob Jones.
LGA Fire Commission	Cllr Rebecca Knox and Cllr Garry Perkins (to deputise)
South West Councils	Cllr Rebecca Knox
South West Employers	Cllr Garry Perkins
Wiltshire Assembly	Cllr John Knight
Wiltshire Public Service Board	CFO Darran Gunter
Appointment to Constituency Authority Community Safety Partnerships	
Bournemouth	Cllr Malcolm Davies
Dorset	Cllr Rebecca Knox
Poole	Cllr Les Burden
Wiltshire	TBC (19th May)
Swindon	TBC (19th May)

Appendix C**Member Champions**

Area	Appointed Member Champion
Health and safety	
Children and young people	
Equality, diversity and inclusion	
Prevention and health partnerships	
Response	
Asset management	
Retained duty system	
Protection	
Governance	
Climate change	