



DORSET & WILTSHIRE FIRE AND RESCUE AUTHORITY

Minutes of the Policy and Resources Committee held at 1400 hours on 19 May 2016 at the Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury

Members present:, Cllr Christopher Devine, Cllr Spencer Flower, Cllr Mollie Groom, Cllr Rebecca Knox, Cllr Garry Perkins, Cllr Christopher Rochester, Cllr Ricky Rogers, Cllr Joe Tray, Cllr Bridget Wayman,

Officer attendance: ACFO Ben Ansell, ACFO John Aldridge, Chief Finance Officer Mr Phil Chow, Director of Service Development and Corporate Services Mr Derek James, Monitoring Officer Mr Jonathan Mair, Head of Democratic Services Mrs Jill McCrae, ACFO Mick Stead, Director of People Services Ms Kay Williams, Head of Prevention Ms Lorraine Hunt, Area Manager Jim Mahoney, Group Manager Ian Jeary.

1. Welcome

- 1.1 The Chairman opened the meeting and welcomed attendees including the new Head of Prevention, Lorraine Hunt.

2. Apologies

- 2.1 Apologies were received from Cllr Ann Stribley, Cllr Phil Eades, Cllr Peter Edge and CFO Darran Gunter.

3. Declaration of Interests and Notification of Any Other Business

- 3.1 Cllr Ricky Rogers advised the meeting that he has a building and construction company although this is not a disclosable pecuniary interests and the Monitoring Officer confirmed.

4. Appointment of Vice Chairman

- 4.1 Members were asked for nominations for the Vice Chairman position. Nominations were received and seconded for Cllr Chris Devine and Cllr Garry Perkins. Members requested a secret ballot.
- 4.2 On the ballot papers being counted Cllr Chris Devine was confirmed as Vice Chairman.

5. Minutes of Shadow Policy and Resources meeting on 23 March 2016 and Matters Arising

- 5.1 Members approved the minutes from the previous meeting.
- 5.2 The Chairman asked for any matters arising. Members discussed the operational charging policy and queried recent incidents with Officers. Officers confirmed that at this point no invoices had been produced against this policy.
- 5.3 ACFO Ben Ansell confirmed to Members that the Community Safety Plan had been updated following Members requests and was now published on the Services website.
- 5.4 Cllr Chris Devine requested a copy of the plan in hardcopy.
- 5.5 Action: Head of Democratic Services to arrange for a hardcopy to be provided to Cllr Devine.

6. Youth Intervention and Funding

- 6.1 ACFO Mick Stead presented the paper to Members and outlined the funding and budget need for the intervention programme and highlighted the positive response to the programmes ran in both Wiltshire and Dorset historically.
- 6.2 Members discussed the budgetary requirements and use of reserves for such activity and the differences between the two historical Cadet structures.
- 6.3 Members agreed their support to the Youth Intervention programme and highlighted their concern post year 1 with regards to using reserves. The Monitoring Officer advised the meeting that it would be reasonable for Members to approve year 1 and consider in the budget for future years.
- 6.4 ACFO Stead advised Members that a full review into Youth Intervention activities and outcomes will be completed and brought back to the committee at the earliest opportunity, which will include full details on finance, partnership working, success measures, future funding opportunities, data evidence and proposed future involvement.
- 6.5 Cllr Joe Tray, who had previously worked on salamander in Swindon, advised Members of his positive involvement and the skills and experience that children gain from it. The Chairman also highlighted the positive response from station staff who are involved within these programmes and how proud they are of the programmes achievements in making positive changes to lives.
- 6.6 The Chairman asked Members to consider the allocation of £100k for this year 2016/17, with a commitment to review for future years when the full review report on Youth Intervention and Funding was complete, to be recommended to the Full Authority. This was agreed by Members

6.7 **Resolve: Members approved the use of £100k from reserves for the Youth and Intervention programme for 2016/17 and committed to reviewing this for future years.**

6.8 **Action: ACFO Mick Stead to provide the Policy & Resources committee with a full review of the Youth Intervention programme moving forward in order to inform budget requirements 2017 onwards.**

7. Apprenticeship Scheme

7.1 The Director of People Services took Members through the paper, highlighting the previous programmes that took place in Dorset and Wiltshire and the outcomes of such programmes to Members.

7.2 Members raised concern with the use of a single provider and the limitations to the access of the course. The Director of People Services assured Members that no formal decision had been made; however, the provider would recruit from across both counties. She also went on to advise that the course provided distance learning opportunities.

7.3 Members queried where funds for this would come from and requested clarity that this was a 2 year programme. The Chief Finance Officer advised that this would require the use of reserves and confirmed that it was for 2 years.

7.4 Members were keen to ensure that the criteria for application included social context and the Director of People confirmed that this would be the case.

7.5 The Chairman asked for Members to consider the recommendations within the report, Members agreed.

7.6 **Resolve - Members approved the continued investment into the operational apprenticeship scheme to bring in new entrants to the Service and to maintain momentum in delivering effective apprenticeship schemes across the organisation for future years.**

8. Station Buddy Protocol, Committee Membership and Member Champions

8.1 The Chairman presented the paper, highlighting the Station Buddy Protocol and allocated stations to Members.

8.2 Cllr Joe Tray highlighted that due to his commitments in the evenings he would struggle to attend retained drill nights and requested for his stations to be reviewed. It was agreed that Cllr Tray's station allocation request would be looked at outside of the meeting.

- 8.3 The Chairman asked Members to confirm or not their approval and endorsement of the workplace visit protocol and allocation of Members to station, as principles and guidance. Members agreed.
- 8.4 The Chairman advised Members of the outstanding Community Safety Partnerships nominations and the agreement at the 1st April Fire Authority meeting that this committee would resolve.
- 8.5 The Chairman confirmed that she will remain on the Dorset Community Safety Partnership Committee but would like this to be another Dorset Member in time.
- 8.6 Cllr Chris Devine confirmed that he would attend the Wiltshire Community Safety Partnership and Cllr Garry Perkins the Swindon Community Safety Partnership. Members confirmed their approval of the nominations.
- 8.7 The Chairman highlighted to Members the Member Champion roles requiring nominations and Members highlighted preferences, noted in table 1. below:

8.8 Table 1.

Area	Appointed Member Champion
Health and safety	Cllr Bob Jones
Children and young people	Cllr Susan Jefferies
Equality, diversity and inclusion	Cllr Rebecca Knox *
Prevention and health partnerships	Cllr Colin Jamieson and Cllr Rebecca Knox
Response	Cllr Chris Devine
Asset management	Cllr Bridget Wayman and Cllr Mike Byatt
Retained duty system	Cllr Phil Eades, Cllr Peter Edge and Cllr Colin Jamieson
Protection	Cllr Rebecca Knox *
Governance	Cllr Trevor Jones and Cllr Spencer Flower
Climate change	Cllr Mollie Groom and Cllr Susan Jefferies

- 8.9 Members approved the Member Champion nominations as detailed in table 1. It was confirmed that the list of Member Champions would need to be revisited at a later date. The Chairman has filled vacancies for the time being as indicated by *.

- 8.10 **Resolve: Members approved and endorsed the workplace visit protocol and allocation of Members to Stations.**
- 8.11 **Resolve: Members approved the appointments of Cllr Chris Devine to the Wiltshire Community Safety Partnership and Cllr Garry Perkins to the Swindon Community Safety Partnership.**
- 8.12 **Resolve: Members approved the allocation of Members to the Member Champion roles in Table 1.**

9. Service Control Centre Welfare Review

- 9.1 ACFO John Aldridge took Members through the paper, highlighting that the Service Control Centre has been fully operational since August 2015, confirmation of the consultation arrangements undertaken throughout this project, the extended trial period for staff and the results of the third party audit undertaken.
- 9.2 The Chairman confirmed with Members their approval for the Finance and Audit Committee to monitor the wellbeing and attendance of staff in the Service Control Centre.
- 9.3 Members highlighted that they were pleased with the completion of the third party audit and requested a subsequent in-house audit in 6 months time, to be brought back to the Finance and Audit Committee.
- 9.4 Members raised concern over the FBU's social media interview with regards to the control centre. ACFO Ben Ansell assured Members of the work undertaken internally and with Captia over the initial issues and went on to advice of the measures in place to ensure regular review with the Service's strategic leadership team.
- 9.5 Members agreed for the Finance and Audit committee to review via the quarterly KPI reports with an understanding that the Finance and Audit committee would highlight any exceptional issues to the Fire Authority.
- 9.6 **Action: ACFO John Aldridge to ensure the completion of a Service Control Centre staff welfare review in 6 months time to be reported to the Finance and Audit Committee.**
- 9.7 **Resolve: Members approved the Finance and Audit Committee to monitor the wellbeing and attendance of staff a the Service Control Centre.**

10. Safety Centre Working Group Terms of Reference

- 10.1 ACFO John Aldridge introduced the paper and confirmed Members agreement for a Members working group to continue to work on the Safety Centre project at their meeting on the 1st April. He went on to take Members through the suggested terms of reference.

- 10.2 The Chairman asked for guidance from those Members of the Working Group who were in attendance and a positive response was received.
- 10.3 The Chairman went on to update the Members on the progress of work with the Home Office in terms of the transformational funding and Cllr Garry Perkins advised of the progress at the proposed site in terms of planning.
- 10.4 **Resolved: Members approved and endorsed the Safety Centre Working Group terms of reference.**

11. IRMP

- 11.1 ACFO John Aldridge introduced Area Manager Jim Mahoney and Group Manager Ian Jeary to the meeting and advised that Members are asked to review the scope of the IRMP programme and approve the framework to allow further progression.
- 11.2 Area Manager Mahoney and Group Manager Jeary took Members through a presentation to advise of the requirements for an IRMP and the proposed scope.
- 11.3 Members discussed the content of the paper and presentation and raised areas for future development and review.
- 11.4 The Chairman advised Members of the IRMP half day session currently being planned where details of the IRMP can be further discussed. She advised that at present Officers would like permission to continue to progress with the programme of work Members discussed and agreed to approve the outline of the programme to allow Officers to progress
- 11.5 **Resolve: Members approved the outline of the IRMP to allow Officers to take this to the next stage.**
- 11.6 **Action: Area Manager Jim Mahoney and Group Manager Ian Jeary to confirm half day session date as soon as possible.**

12. Date of next meeting

- 12.1 The Chairman confirmed with Members the date of the next Policy & Resources Committee meeting as 14 September 2016 10am at the Dorset and Wiltshire Fire & Rescue Service Headquarters.