



**DRAFT Minutes of the  
Wiltshire Local Performance and Scrutiny Committee  
held at 10:00 hours on Thursday 31 August 2017 at the  
Stonehenge Room, Devizes Training and Development Centre, Hopton  
Industrial Estate, Devizes, Wiltshire SN10 2EU**

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 Matthew Dean, Cllr Peter Hutton; Cllr Bob Jones; Cllr Christopher Newbury (Chairman); Cllr Pip Ridout.

Officer attendance: ACFO Jim Mahoney, AM Gus Cuthbert; Head of Strategic Planning and Knowledge Management, Mr Robert Ford; Performance & Evaluation Manager, Ms Jane Barnes; Democratic Services Officer, Mrs Marianne Taylor.

**17/10 Election of Chairman**

17/10.1 ACFO Jim Mahoney opened the meeting and welcomed attendees. The ACFO asked for nominations to the role of Chairman and Cllr Christopher Newbury was nominated, seconded and agreed unanimously.

17/10.2 **RESOLVED: Cllr Christopher Newbury be chairman of the Wiltshire Local Performance and Scrutiny Committee.**

**17/11 Welcome**

17/11.1 The Chairman thanked Members for their confidence in him and welcomed the new Members their first Local Performance & Scrutiny (LPS) Committee meeting.

**17/12 Apologies**

17/12.1 Apologies were received from Cllr Andrew Davis, Cllr Brian Dalton, Cllr Paul Oatway and Cllr Robert Yuill.

- 17/13 Code of Conduct, Declarations of Interest and Notifications of Any Other Business**
- 17/13.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the localism act. There were no disclosures
- 17/14 Public Questions**
- 17/14.1 There were no public questions and no members of the public were present.
- 17/15 Review and approve the Minutes of the Wiltshire Local Performance and Scrutiny Committee meeting on 3 March 2017**
- 17/15.1 The Chairman asked Members to review and approve the Minutes from the last meeting.
- 17/15.2 **RESOLVED: Minutes were approved as an accurate record with no amendments.**
- 17/16 Performance report for the first quarter**
- 17/16.1 Head of Strategic Planning and Knowledge Management, Mr Robert Ford took Members through Appendix B, Baseline Assessment, and outlined the approach taken by the Service and the management of the report (Service Delivery Plan 2017 – 18). He added that this gives Members the opportunity to scrutinise and discuss the performance by which the Key lines of enquiry (KLOE) are set.
- 17/16.2 At the beginning of each financial year the KLOEs are refreshed for each of the five priorities. Mr Ford took members through how the performance is set and what happens next. The approach looks at where we are now, where we want to be and how to get there. He added that the target is set at developing, established and advanced for all KLOEs and managed through staff reviews, team meetings and the strategic leadership team (SLT). This then enables the Service to manage expectation and demand whilst remaining flexible to new risks.
- 17/16.3 Chairman asked for clarification on the Authorities responsibilities in relation to legal frameworks and new inspection regime. ACFO Jim Mahoney advised that with his knowledge of the police inspection framework, which has been in place for a number of years, there is a standards body which will build the standards against which services will be benchmarked in inspection.
- 17/16.4 Members were interested to learn the route for this Committee to ensure their feedback is taken into account and Cllr Jones advised that the meeting of Chairs would ensure consistency of understanding. Members

requested that the baseline slide in Mr Ford's presentation has an item to show progress from teams to the Authority. Mr Ford advised new links for the Members dashboard will be provided to Members with revised access shortly.

- 17/16.5 Mr Ford handed over to the Area Manager, Gus Cuthbert.
- 17/16.6 AM Cuthbert took Members through the 1<sup>st</sup> Quarters Performance Report for Wiltshire Local Performance & Scrutiny (Appendix A) adding the Grenfell Towers Tragedy in London had resulted in resources being diverted to activities related to this within the Service area.
- 17/16.7 The three priorities that AM Cuthbert 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.
- 17/16.8 **Priority 1**  
With 40% of the service total, AM Cuthbert advised that engagement with 2469 school children had taken place, with 1294 year six children attending Jnr Good Citizen events. He also advised there is a new Arson Reduction Coordinator for the Service. Salamander courses continue to be delivered with some funding from area boards. A range of visits to vulnerable people had taken place including support to reduce hoarding. Boat safety visits and Councillor awareness sessions have also taken place. AM Cuthbert was also pleased that the number of road traffic fatalities has reduced to six from 17 for the same period last year. Working with the military and police HQ personnel on Safe Drive Stay Alive (SDSA) programme to ensure safer driving and awareness has been rolled out to them.
- 17/16.9 As area commander for Wiltshire, AM Cuthbert attends a wide range of partner organisation meetings to ensure a comprehensive joint working programme, including counter terrorism briefings. There is ongoing work to with drug and alcohol reduction, and with persistent offenders to reduce reoffending.
- 17/16.10 The Service is waiting for confirmation as to whether there will be any funds forthcoming from Wiltshire Council to support SDSA. Cllr Pippa Ridout will raise the issue at the finance committee early in September. There are concerns that without the funding the SDSA schedule will have to be reduced, although provision may be available through area boards. He confirmed that Swindon Borough Council have confirmed they will not be providing funding for 2018/19. Members asked for more detail relating to the education programme for safe cycling.
- 17/16.11 **Priority 2**  
A range of referrals were made to the safeguarding lead, a third of which were about hoarding. AM Cuthbert confirmed that the Service works with

other agencies on homelessness prevention and support. Members would like to see information at a future meeting on numbers of homeless and how that impacts on delivery of the engagement for prevention purposes. If this proved to be a budget issue Members asked that the ACFO provide information to SLT to advise them that Wiltshire LPS committee would like to see engagement with homelessness included in the priorities as prevention activities working with other agencies.

- 17/16.12 There were three significant commercial fires in the area during quarter 1, all of which are considered to be accidental. An audit of all residential care homes in Wiltshire have taken place along with an audit of high rise properties. Much of this work is as a consequence of the Grenfell Towers tragedy in June. Teams from Wiltshire, as in other areas, were diverted to support work resulting from this tragedy.
- 17/16.13 There is ongoing work to identify local risk with partner agencies including, attending flu clinics, to inform vulnerable people of fire and related risks; and work with agencies under Civil Contingencies Act including voluntary agencies such as the British Red Cross.
- 17/16.14 A presentation introducing the Wiltshire area operational response analysis was provided for Members to see the differences between the local areas and how this affects local performance figures. The ACFO explained how the current stations were designated for their area, and that, for the most part, are still in the right place based on life risk.
- 17/16.15 **Priority 3**  
Work continues to reduce crewing shortages and finding new ways to ensure those who are waiting to join the Service are provided with mentoring schemes. Other areas often cover for these shortfalls and we need to understand what the budget implications are, Members suggested this be referred to Finance, Governance and Audit (FGA) to improve understanding of the resourcing (including budget) consequences; the ACFO added that this is a national situation which also impacts reservists for armed forces and police special constables.
- 17/16.16 Sleeping risk target is met on 62% of occasions AM Cuthbert provided an overview of the ten-minute time line and what takes place, other building for the first appliance is 64%. Of the ten minutes 90 seconds is call handling, 5 minutes is calling in RDS staff and by the time the vehicle leaves the fire appliance about 3.5 minutes' travel time to get to the incident. For Road Traffic Collisions (RTC) attendance time of 15 minutes is reached on 77% of occasions. AM Cuthbert demonstrated that there are barriers to attendance that are not controllable by the Service, excluding these results in the figure of 92% for sleeping risks.
- 17/16.17 A discussion took place about the annual report and its progress. The report is due to go to the FG&A meeting on 29 September before going to constituent authorities. Members have asked that all FRA see the draft before going to FG&A

- 17/16.18 Wiltshire area are doing well with regard to competency and making continuous improvement for both on-call and whole time firefighters. Audits and debriefs are used to inform change where needed. Accidental and deliberate fires are reducing. Identifying trends is an important part of this work. Repeat offenders of false alarms are identified and the District Commander work with relevant premises where there are such issues.
- 17/16.19 **RESOLVED: Having scrutinised the report (Appendix A), Members approved the performance for the 1<sup>st</sup> Quarter.**
- 17/16.20 **RESOLVED: Members approved the baseline assessment 2017-18 (Appendix B)**
- 17/16.21 **ACTION: AM Cuthbert to provide Members with information at a future meeting on numbers of homeless and how that impacts on delivery of the engagement for prevention purposes. If this proved to be a budget issue Members asked that the ACFO provide information to SLT to advise them that this Committee would like to see engagement with homelessness included in the priorities working with other agencies.**
- 17/16.22 **ACTION: AM Cuthbert to arrange circulation photos and contact details of DWFRS District Commanders in the Wiltshire area.**
- 17/16.23 **ACTION: AM Cuthbert to circulate the schedule of SDSA events to members with minutes.**
- 17/16.24 **ACTION: Mr Ford to add tracking to his presentation on the baseline assessment in time for Chairmen's meetings.**
- 17/16.25 **ACTION: Mr Ford to add brief KLOE title and headers with 'current' and 'aspirational' and to circulate the table to Members.**
- 17/16.26 **ACTION: Cllr Pip Ridout to ask question about funding for SDSA at the next Wiltshire finance and planning task group.**
- 17/16.27 **ACTION: AM Cuthbert to arrange contact with Town, City and Parish Councils if there is no funding (or a shortfall in funding) for SDSA available from Wiltshire Council.**
- 17/16.28 **ACTION: AM Cuthbert to clarify what is happening relating to education for safe cycling at the next meeting.**
- 17/16.29 **ACTION: Officers to bring a report to next meeting on the work to identify crewing shortages and targeted campaign and may include Budget implications.**

- 17/16.30      **ACTION: All Members of the Authority be included in drafting the annual report before it is finalised and sent on to constituent authorities.**
- 17/17            Briefing from Area Manager**
- 17/17.1        Blood transfusion service and military support for veterans with Mental Health issues are some of the community issues Wiltshire firefighters are involved with.
- 17/18            Issues raised by Members (Agreed with Chairman)**
- 17/18.1        Cllr Jones reminded Members about the Blue Light Emergency show taking place on Sunday 3 September 2017.
- 17/18.2        Members were reminded about the Member Buddy system and Cllr Jones encouraged Members to attend their allocated stations when advised of them.
- 17/19            Date of Next Meeting**
- 17/19.1        The Chairman confirmed the date of the next Wiltshire Local Performance and Scrutiny Committee meeting as 15 November 2017 at 10am, Trowbridge Fire Station.
- 17/19.2        **ACTION: Democratic Services to arrange future meetings at Trowbridge Fire Station, Devizes Training and Development Centre, and Salisbury Fire Station.**

Meeting closed at 12:35hrs

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