



**DORSET & WILTSHIRE  
FIRE AND RESCUE  
AUTHORITY**

**DRAFT Minutes of the  
Wiltshire Local Performance and Scrutiny Committee  
held at 10:00 hours on Wednesday 15 November 2017 at the  
DWFRS Fire station, Hilperton Road, Trowbridge, BA14 7JB**

These are draft minutes prepared by officers to be approved by the Wiltshire LPS Committee at their next meeting.

Members present: Cllr Christopher Newbury (Chairman); Cllr Ernie Clark; Cllr Andrews Davis; Cllr Matthew Dean; Cllr Peter Hutton; Cllr Bob Jones; Cllr Paul Oatway; Cllr Pip Ridout; Cllr Robert Yuill

Officer attendance: AM Gus Cuthbert; DAC Byron Standen; Head of Strategic Planning and Knowledge Management, Mr Robert Ford; Performance & Evaluation Manager, Mrs Jane Barnes; Democratic Services Officer, Mrs Marianne Taylor

**17/20 Welcome**

17/20.1 The Chairman opened the meeting and welcomed attendees.

**17/21 Apologies**

17/21.1 Apologies were received from Cllr Brian Dalton; ACFO Jim Mahoney.

**17/22 Code of Conduct, Declarations of Interest and Notifications of Any Other Business**

17/22.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the localism act. There were no disclosures

**17/23 Public Questions**

17/23.1 There were no public questions and no members of the public were present.

- 17/24 Minutes of the Wiltshire Local Performance and Scrutiny Committee meeting on 31 August 2017.**
- 17/24.1 The chairman asked Members to review and approve the minutes from the last meeting.
- 17/24.2 **RESOLVED: Minutes were approved and signed as an accurate record with no amendments.**
- 17/25 Action Progress**
- 17/25.1 Actions numbered 76, 78, 80 & 81 were completed.
- 17/25.2 **RESOLVED: Members noted the report.**
- 17/26 Performance monitoring for the preceding quarter**
- 17/26.1 AM Cuthbert took Members through the 2<sup>nd</sup> Quarter's Performance Report for Wiltshire Local Performance & Scrutiny (Appendix A) adding that he would be transferring to a temporary role. DAC Byron Standen would be stepping up for the Wiltshire district command area from December 2017.
- 17/26.2 The three priorities that the Area Manager (AM) 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.
- Priority 1**
- 17/26.3 Members discussed ways in which communication could be strengthened between the Service and town councils, the city council and other local councils. Area boards would be the main avenue to letting other councils know about the work of the Service, and are at liberty to request a presentation by the District Commander.
- 17/26.4 The Service has a target to visit every school at least annually and visit groups or agencies when they are invited to do so. Members would like more information about the number of schools in the area and their levels of engagement with Safe Drive Stay Alive (SDSA).
- 17/26.5 An aim of the Prevention team is to reduce the number of fires and target resources to high risk areas. Members noted that Officers are looking to improve their understanding and capture of subjective feedback provided by schools. The target audience for Roadshows is 16 & 17 year olds, the military and organisations like National Rail. Many businesses sponsor, and

support, the show's message. Members suggested that the older age group may need to be targeted in future due to the perceived rise in age related incidents. AM Cuthbert will ask the Road Safety Manager to provide figures about accidents, their causes and age correlation. A military covenant has been signed between DWFRS and military establishments to support awareness to returning personnel.

- 17/26.6 All firefighters have received Dementia and Alzheimer disease awareness training as have many corporate staff. The area manager confirmed there is a data lag from Police on road traffic collision (RTC) figures. Members would like to understand how many RTC involve drivers from Wiltshire. AM Cuthbert advised members about the road traffic strategy which is led by the police.
- 17/26.7 Pedal cyclists are 8% of RTC casualties and the Service has responded by holding safer cycling events. AM Cuthbert cautioned Members about these figures and about comparing with other counties who have more cycle lanes and a different infrastructure.
- 17/26.8 AM Cuthbert took Members through the vulnerable people program with support for the homeless including survival packs. The Service also provided one-day firefighter experience through BCHA's Unity House. The Service is working to roll out a similar service to another homeless charity in Salisbury.
- 17/26.9 **ACTION: The Area Manager to ensure that all schools are listed with relevant attendance and contact relating to SDSA initiatives.**
- 17/26.10 **ACTION: The Area Manager to ask the Road Safety Manager to provide figures relating to road traffic collisions (RTC) and age of drivers for the next meeting.**
- 17/26.11 **ACTION: Democratic Services to provide statistical evidence collated on pedal cyclist RTC with these minutes.**

### **Priority 2**

- 17/26.12 Working with Wiltshire Safeguarding Audit Board (WSAB) a peer review was recently carried out and the Service did well. The Service continued to work with agencies around safeguarding and area managers are called about out of hours safeguarding issues. Links need to be strengthened with Wiltshire police and safeguarding children referrals from the Service.
- 17/26.13 All the primary authority scheme businesses (eg Tesco) have been visited by the Service. Members were concerned about glamping, camping and

mobile caravan parks. Members were advised that the operators' licence defines what should be done for safety of campers/residents. The Service attends the fire safety events committee.

17/26.14 There is ongoing work to identify risk areas, including Local Resilience Forum (LRF), in environmental flooding and high risk site assessments. The Service has been working towards the current and emerging risk for Wiltshire. Members discussed how local engagement takes place and were particularly interested in the LRF and the role the Service takes.

17/26.15 Prevention teams held a number of safety weeks focussing a range of subjects like candle safety and chimney fire safety. The Service has strategic input into local risks and has been looking into storing flood barriers more locally through Service sites. The Service works across boundaries where there is a serious risk.

17/26.16 **ACTION: The Area Manager to provide more clarity in future presentation about the number of safeguarding referrals made by the Service.**

17/26.17 **ACTION: The Area Manager to make available the Primary Authority register for the next meeting.**

17/26.18 **ACTION: Cllr Hutton to provide street pastor information to DAC Byron Standen**

17/26.19 **ACTION: The Area Manager to arrange contact with Greensquare Housing Association about 10 properties due to become vacant for demolition which could be used for a sprinkler demonstration video.**

17/26.20 **ACTION: The Area Manager to let fire safety awareness teams in Wiltshire know that Members are interested in supporting information events at caravanning and camping sites.**

17/26.21 **ACTION: Cllr Davis to look into the chemical process involved in stain guarding of carpets and discuss with the Area Manager (AM), Wiltshire.**

### **Priority 3**

17/26.22 Appliance availability is key and a range of methods are used to identify and meet shortfalls in requirement. Turnout times are monitored on a weekly basis.

- 17/26.23 The AM went through the ways in which wholetime (WT) firefighters are able to cover any shortfall in on-call hours to keep fire appliances on the run. Wiltshire was running at 75% of full complement for on-call fire fighters against establishment. On-call crewing is currently under review and will be moving to a salaried scheme in the coming year. It is hoped to improve recruitment and retention of on-call firefighters within a 5 to 10-minute travel radius. Analysis has been carried out to see if fire stations are in the best place and has shown this to be the case.
- 17/26.24 148 applications had been received and from this 25 new recruits had completed basic training. 12 of the recruits will attend the December firefighter course. The process had become more streamlined and there are local contacts to support new recruits. DAC Standen outlined some of the obstacles to recruitment. Social media is being used to attract recruits. The military had offered to support training for firefighting to personnel who complete their service. However, it had proven difficult to retain on-call firefighters due to the pay structure. All stations in the Wiltshire area command (WAC) district had held a recruitment event.
- 17/26.25 Sleeping Response times were 49% for first attendance at sleeping risk properties and 40% for second appliance attendance (sleeping risk includes care homes, hotels, prisons etc). For other buildings the first appliance to arrive within target response times was 31% of occasions and the second appliance arrived within target 40% of the time. Road Traffic Collision (RTC) response target of 15 minutes was achieved on 66% of occasions. Some delays were caused by responders travelling from outside the ten minute isochrone (designated radius for travel).
- 17/26.26 Competency levels were 92% for wholetime crewing and on-call 78.4%. The shortfall was primarily due to training time for on-call firefighters and those with periods away from work, which had been followed up by managers.
- 17/26.27 Learning from risks included attending incident debriefs and command debriefs. Learning outcomes are fed back into service support and may lead to changes in operational procedures/equipment. The Service had been using Wiltshire police 'drones' and would be purchasing a drone with an operators' licence. Members would like to understand more about how drones can be deployed.
- 17/26.28 Fly tipping had become an issue locally and the Service had been in contact with the Environmental health. However, overall, for accidental dwelling fires, the trend was downward, as was deliberate fire setting, with a spike during school holidays.

- 17/26.29     **RESOLVED:** Having scrutinised the performance report Members approved it.
- 17/26.30     **ACTION:** The Area Manager section giving figures for each on-call station by firefighter hours needed, firefighter hours available and number of firefighters compared with establishment.
- 17/26.31     **ACTION:** Members put a request to the Finance, Governance & Audit (FG&A) to review entry standards for new recruits.
- 17/26.32     **ACTION:** Cllr Jones (as Chairman of the FG&A Committee) to discuss RDS Review with HR before reviewing at a relevant FG&A meeting.
- 17/26.33     **ACTION:** Members are to be advised when the ‘drone’ operational training takes place.
- 17/26.34     **ACTION:** Democratic Services to submit Members request for a full report to the Authority on progress with the purchase, practice and training in the use of drones, in due course.
- 17/27           Briefing from the Area Manager**
- 17/27.1       Taken with the item above.
- 17/28           Issues raised by Members (agreed with chairman)**
- 17/28.1       Members were advised that the Chief Fire Officer and the Chairman of the Authority have discussed the recent circular email sent and any response that may be required.
- 17/29           Date of Next Meeting**
- 17/29.1       The Chairman confirmed the date of the next Wiltshire Local Performance and Scrutiny Committee meeting as 28 February 2018 at the Training & Development Centre, Devizes.
- 17/29.2       **ACTION:** Democratic Servies to move the meeting to 2pm, with lunch.

Signed \_\_\_\_\_

