



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

Item 18/6

MEETING	Wiltshire Local Performance & Scrutiny Committee
DATE OF MEETING	28 February 2018
SUBJECT OF THE REPORT	Actions progress
STATUS OF REPORT	For open publication
PURPOSE OF REPORT	To note
EXECUTIVE SUMMARY	Contained within this report is a list of outstanding actions from previous meetings with regular update comments.
RISK ASSESSMENT	None for the purposes of this report
COMMUNITY IMPACT ASSESSMENT	None for the purposes of this report
BUDGET IMPLICATIONS	None for the purposes of this report
RECOMMENDATIONS	Members are asked to note the actions and comments.
BACKGROUND PAPERS	Past minutes of Local Performance and Scrutiny Committee meetings.
APPENDICES	None
REPORT ORIGINATOR AND CONTACT	Name: Marianne Taylor, Democratic Services Officer Email: Marianne.taylor@dwfire.org.uk Telephone No: 01722 691074

1. Introduction

- 1.1 The report contains a list of actions which are outstanding from the previous meeting. Actions are programmed to be checked on a weekly basis and are chased until such time as they are complete or can be closed.

2. Actions progress report:

No	Area & meeting date	Agenda Item	Action	Assigned to	Deadline	Comments	Progress
77	31/08/2017	W17/16.24	Mr Ford to add brief KLOE title and headers with 'current' and 'aspirational' and to circulate the table to Members	Bob Ford	01/11/2017	22/1/18 - MT checked back and this item is of little value now. 14/12 - chaser email sent to Bob for an update Reminder sent 260917 *	Closed
79	31/08/2017	W17/16.26	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	AM Cuthbert Ian Hopkins	01/11/2017	14/12 – Ian came back with an update, comment reads: AMT advised at last meeting that currently the Wiltshire shows receive enough funding and do not require any further assistance. To increase funding from local councils would increase the Wiltshire areas contributions considerably beyond what is currently needed. If there is a future funding shortfall the Road Safety engage with local councils for assistance. IH	Completed

						14/12 - chaser email sent to Ian for an update Reminder sent 260917 * GC passed to Ian Hopkins, Road Safety Manager	
82	31/08/2017	W17/16.29	All Members of the Authority be included in drafting the annual report before it is finalised and sent on to constituent authorities.			8/09/17 - DJ advised about this request by MLT; 23/10/17 - POs attending cabinet meetings at LAs to provide update on DWFRA.	Closed
83	31/08/2017	W17/19.2	Democratic Services to arrange future meetings at Trowbridge Fire Station, Devizes Training and Development Centre, and Salisbury Fire Station.	Democratic Services/ Steph Howard	01/11/2017	22/1/18 - Salisbury Fire Station booked for the 5 May. 14/12 - Salisbury FS will be in May 18, liaise with Tamsin to find out how to book 23/10/17 - emails sent to confirm bookings for all but Salisbury FS; 27/9/17 Assigned to Jane G.	Completed
106	15/11/2017	W17/26.9	AM Cuthbert to ensure that all schools are listed with relevant attendance and contact relating to SDSA initiatives.	Gus Cuthbert Byron Standen	15/02/2018	6/2/18 - This item will be covered in the briefing at the 28/2/18 LPS; 22/1/17 - email request sent to Byron Standen asking for updates. 13/12 - chased for an update or the name of person who has taken this action on instead (email sent).	In progress
107	15/11/2017	W17/26.10	AM Cuthbert to ask the Road Safety Manager to provide figures relating to road traffic collisions (RTC) and age of drivers for the next meeting.	Bob Ford	15/02/2017	6/2/18 - This item will be covered in the briefing at the 28/2/18 LPS; 22/1/17 - email request sent to Byron Standen asking for updates 13/12 - chased for an update or the name of person	In progress

						who has taken this action on instead (email sent).	
108	15/11/2017	W17/26.11	DSO to provide statistical evidence collated on pedal cyclist RTC with these minutes.	Marianne Taylor	with minutes	14/12 - MT has circulated this info with minutes. Provided by Ian Hopkins on 15/11	Completed
109	15/11/2017	W17/26.16	AM Cuthbert to provide more clarity in the presentation about the number of safeguarding referrals made by the Service.	Gus Cuthbert Byron Standen Area Manager	15/02/2017	6/2/18 - Noted for future briefings; 22/1/17 - email request sent to Byron Standen asking for updates. 13/12 - chased for an update or the name of person who has taken this action on instead (email sent).	In progress
110	15/11/2017	W17/26.17	AM Cuthbert to make available the Primary Authority register for the next meeting	Gus Cuthbert Byron Standen	15/02/2018	6/2/18 - This item will be covered in the briefing at the 28/2/18 LPS; 22/1/17 - email request sent to Byron Standen asking for updates. 13/12 - chased for an update or the name of person who has taken this action on instead (email sent).	In progress
111	15/11/2017	W17/26.18	Cllr Hutton to provide street pastor information to DAC Byron Standen	Cllr Hutton	28/11/2017	15/12 - both Byron & Marianne have received the connection for street pastor from Cllr Peter Hutton (Wilts LPS) 15/12 - Marianne has talked to Cllr Hutton today. He thought he'd sent this to Gus but will re-send directly to Marianne as soon as he can 14/12 - Update given: not heard from Cllr Hutton. Email also sent	Completed

						to Gus to see if he's heard anything 14/12 - Update given: not heard from Cllr Hutton. Email sent to Byron to find out if Cllr Hutton has provided this info yet	
112	15/11/2017	W17/26.19	AM Cuthbert to contact Greensquare Housing Association about 10 properties due to become vacant for demolition which could be used for A sprinkler demonstration video	Gus Cuthbert Byron Standen	28/11/2017	6/2/18 - Head of Safety, Seth Why contacted HA and confirmed training events; 22/1/17 - email request sent to Byron Standen asking for updates. 13/12 - chased for an update or the name of person who has taken this action on instead (email sent).	In progress
113	15/11/2017	W17/26.20	AM Cuthbert to let fire safety awareness teams in Wiltshire know that Members are interested in supporting information events at caravanning and camping sites.	Gus Cuthbert Byron Standen	28/11/2017	6/2/18 - Head of Safety, Seth Why informed; 22/1/17 - email request sent to Byron Standen asking for updates. 13/12 - chased for an update or the name of person who has taken this action on instead (email sent).	Completed
114	15/11/2017	W17/26.21	Cllr Davis to look into the chemical process involved in stain guarding of carpets and discuss with the Area Manager (AM), Wiltshire.	Cllr Davis	28/11/2017	22/1/17 - email request sent to Byron Standen asking for updates. 14/12 - chaser email sent to Cllr Davis for an update 14/12 - Gus has not heard from Cllr Davis 14/12 - email sent to Gus to find out if Cllr Davis has discussed with him yet	In progress

115	15/11/2017	W17/26.30	AM Cuthbert to ensure that future performance reports include a section giving figures for each on-call station by firefighter hours needed, firefighter hours available and number of firefighters compared with establishment.	Gus Cuthbert Byron Standen	15/02/2018	6/2/18 - This item will be covered in the briefing at the 28/2/18 LPS; 13/12 - chased for an update or the name of person who has taken this action on instead (email sent).	Completed
116	15/11/2017	W17/26.31	Members to put a request to the Finance, Governance & Audit (FG&A) to review entry standards for new recruits.	Members/ Bob Jones		15/12 - At the same time as clearing 17/26/32 Cllr Jones also spoke to HR about the standards.	Closed
117	15/11/2017	W17/26.32	Cllr Jones (as Chairman of the FG&A Committee) to discuss RDS Review with HR before reviewing at a relevant FG&A meeting.	Cllr Jones		15/12 - Has spoken with HR about the situation, which is ongoing and has advised FGA that he will keep them posted but will not be intending to bring a report to any FGA mtg.	Completed
118	15/11/2017	W17/26.33	Members are to be advised when the 'drone' operational training takes place.	Gus Cuthbert Byron Standen Area Manager		22/1/17 - email request sent to Byron Standen asking for updates. 13/12 - chased for an update or the name of person who has taken this action on instead (email sent).	In progress
119	15/11/2017	W17/26.34	DSO 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.	Marianne Taylor		5/2 - Byron Standen to provide verbal update at the next Wiltshire LPS meeting. Future reporting will be completed via the 6 monthly performance reports at Authority meetings 2/2/18 - JMc/MT to liaise with J	Completed

						Mahoney 14/12 - MT will liaise with JMc	
120	15/11/2017	W17/26.35	DSO to move the meeting to 2pm with lunch.	Democratic Services	28/11/2017	22/1/17 - email request sent to Byron Standen asking for updates. 13/12 - DSO has changed the time on the calendar, updated invitation for 2pm has also been sent	Completed

- 2.1 Some Actions are closed quickly because they were actioned at or immediately after a meeting and some take longer, especially if they are related to external providers.

3. Summary and Key Points

- 3.1 Since the last meeting 11 actions have been closed or completed and the remaining seven are either pending or in progress.

February 2018