



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

**DRAFT Minutes of the
Wiltshire Local Performance and Scrutiny Committee meeting
held at 10:00 hours on Wednesday 4 September 2019 at the
Training & Development Centre, Hopton Industrial Estate,
Devizes, Wiltshire SN10 2EU**

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

Members present: Cllr Paul Oatway (Chair); Cllr Peter Hutton; Cllr Bob Jones; Cllr Christopher Newbury; Cllr Pip Ridout

Officer attendance: Director of Community Safety, Assistant Chief Fire Officer (ACFO), Jim Mahoney; Area Manager (AM), Ian Jeary; Group Manager (GM), Wayne Presley; Democratic Services Officer, Mrs Marianne Taylor

Observer: Local democracy reporter, Wiltshire Gazette & Herald, Julia Hijstek

19/22 Election of Chair

19/22.1 The Director of Community Safety, ACFO Jim Mahoney opened the meeting and asked Members for their nominations for the role of Chairman. Cllr Paul Oatway was nominated, seconded and unanimously agreed by those present.

19/22.2 **RESOLVED: Cllr Paul Oatway be Chair.**

19/23 Welcome

19/23.1 The Chair welcomed attendees and thanked Members for their continued confidence in him.

19/24 Apologies

19/24.1 Apologies were received from Cllr Ernie Clark.

19/25 Code of Conduct, Declarations of Interest and Notifications of Any Other Business

19/25.1 The Chair asked the meeting for any disclosures of pecuniary interests under the Localism Act. There were no disclosures.

19/26 Public Questions

19/26.1 There were no members of the public present and no public questions had been received.

19/27 Review and approve minutes of the Wiltshire LPS Committee meeting on 17 May 2019

19/27.1 The Chair asked Members to review and approve the minutes from the last meeting.

19/27.2 **RESOLVED: that the minutes be confirmed without amendment and signed by the Chair as a correct record.**

19/28 Action Progress

19/28.1 The Democratic Services Officer, Mrs Marianne Taylor, advised Members that the report contained a list of outstanding actions from previous meetings with regular update comments.

Cllr Newbury arrived.

19/28.2 Members noted that since the last meeting four actions had been completed two were pending and the remaining ten were in progress. Mrs Taylor invited AM Ian Jeary to respond to the Members discussion points on the outstanding actions.

19/28.3 Members were content that action 212 remain pending, following advice from ACFO Mahoney that there would be a report on the outcome of the investigation in due course.

19/28.4 AM Jeary advised Members that action 214 (report back about success with schools' engagement with SDSA) two schools had not taken up the opportunity to hold a SDSA roadshow event.

19/28.5 Members discussed schools' uptake of SDSA and noted their disappointed that some schools were not taking part. Members confirmed that it was their ambition and aim to encourage all schools to attend. They confirmed that the next step would be to contact head teachers of schools by letter, using recorded delivery, and invite them or their representative to attend a SDSA event at another school.

- 19/28.6 Members discussed action 237 (youth intervention to investigate funders for Salamander) and were assured that a number of applications had been made to Area Boards.
- 19/28.7 Cllr Hutton advised Members that the Chippenham Area Board was meeting on 7 October and the meeting would have a youth focus. He suggested that AM Jeary contact him for more information. Members were advised that all area boards have a budget for youth activities.
- 19/28.8 AM Jeary advised Members that event details (action 239) would form part of the presentation. Members advised that they would like to be notified about events by email from Democratic Services in the first instance.
- 19/28.9 Members requested that updated information about the Buddy Programme be sent, advising of the changes to contact officers.
- 19/28.10 AM Jeary asked if Cllr Jones had been contacted and invited to a schools' education visit (action 240). Cllr Jones confirmed that this had not yet taken place.
- 19/28.11 Action 241 was closed following Members confirmation that they would like diary invitations for local primary school fire education events to be circulated to them.
- 19/28.12 The Chair advised the Committee that he had spoken with the relevant officers at Wiltshire Council about SDSA events and roadshow funding (action 244) whereupon he was advised that funding is provided to support travel and venue costs; and Wiltshire Road Safety Partnership staff attend when possible. A copy of the reply is appended to these minutes (Appendix A to these minutes).
- 19/28.13 ACFO Mahoney advised Members that funding for events was challenging across both sections and was on a reasonable footing (action 243) at the present time. He confirmed that it would be advantageous to have sustainable funding through partnerships and that other options would be considered. AM Jeary added Swindon Borough Council was included in the Wiltshire Road Safety Partnership.
- 19/28.15 Members discussed action 245 (use of SatNav and mobile phones for stranded motorists) AM Jeary advised Members that the Service will research these and that the Service is researching the use of '*what three words*' an App for mobile devices which enables reporting locations of accidents and incidents.
- 19/28.16 Members were interested in learning more about '*what three words*' app and AM Jeary advised that he would investigate its use for a future Member development subject. ACFO Mahoney advised Members that Control were aware of its use, and research was being carried out in

relation to its use. Members noted that it would be a useful app for those with dementia and learning difficulties.

- 19/28.17 Mrs Taylor confirmed with Members that they were content that completed action could be removed from the report.
- 19/28.18 Members agreed that action 246 could be completed and removed upon the Chair signing the letter of thanks.
- 19/28.19 **RESOLVED: Members noted the actions and comments.**
- 19/28.20 **RESOLVED: Members approved the removal of all completed actions.**
- 19/28.21 **ACTION Road Safety Manager to write to school head teachers inviting them to attend an SDSA event, using recorded delivery.**
- 19/28.22 **ACTION: AM Jeary to contact Cllr Hutton to request information about the Chippenham Area Board being held on 7 October 2019.**
- 19/28.23 **ACTION: Democratic Services to circulate invitations to Members about local primary school and other local events.**
- 19/28.24 **ACTION: ACFO Mahoney to determine Service view and approach to the use of the 'what three words' app.**
- 19/28.25 **ACTION: Democratic Services to complete/remove actions 237; 239; 241; 243; 242; 245; 246; 250**
- 19/29 Performance monitoring and briefing**
- 19/29.1 AM Jeary took Members through the Performance Report for Quarter 1 (Q1) (Appendix A) for Wiltshire Local Performance & Scrutiny area. Members thanked GM Morris for his input in the past.
- 19/29.2 AM Jeary brought a number of data errors to Members attention, referring them to Appendix A, and advised that these were:
- p6, fire related deaths – there had been a fatality which was awaiting HM Coroners determination
 - p30 AM Jeary advised that he had received the information from Wiltshire Police, and this will be in the presentation;
 - p29 graph on RES05 'percentage of RTCs' graph in this and the previous reports it was showing 30% but should be 61.82% for Q1.
- 19/29.3 **Priority 1 Help you to make safer and healthier choices**
AM Jeary provided Members with the 'CHARLIE' card, as set before them, which helped identify those who may be eligible for Safe & Well (S&W) visits through Safe and Independent Living (SAIL) referrals. He

added that S&W advisors fit smoke and carbon monoxide (CO) detectors and that two new S&W advisors have been recruited to the team.

- 19/29.4 Members discussed S&W and the CHARLIE referrals and suggested that they be promoted more along with a clearer definition of what 'elderly' means. AM Jeary advised Members that one risk factor from the CHARLIE was sufficient to trigger a S&W visit.
- 19/29.5 AM Jeary advised Members that there is an on-going review of S&W visits, reviewing how and who they are targeted to. Members were interested to learn how these are circulated and suggested that area boards would be a good place. Members 'scam busters' which is a free service. AM Jeary advised Members that the Service works with the local authority in relation to financial fraud and loan shark prevention.
- 19/29.6 ACFO Mahoney advised there were in excess of 160k people who would fulfil the criteria on the CHARLIE card and that we were also looking at other risks. He added that the Service is also looking at reviewing the targeting; the nature of fire calls; and vulnerable people.
- 19/29.7 Cllr Ridout advised that the theme of her local area board was health & wellbeing and that she was happy to circulate CHARLIE cards and information through that forum to professionals.
- 19/29.8 AM Jeary advised Members that during Boat Safety Week in May the Service 'blitzed' the canals within Wiltshire meeting up with boat dwellers and marina owners. AM Jeary also confirmed that smoke and CO detectors are fitted to dwellings for this group.
- 19/29.9 The Service works with partners such as Scottish & Southern Electricity and Wessex Water in the community. AM Jeary confirmed that this work has resulted in a reduction of accidental dwelling fires. He also confirmed that young families are not currently on 'vulnerable people' data, but this was being reviewed.
- 19/29.10 AM Jeary advised Members that a successful National Armed Forces weekend took place and the Service had a large presence including the promotion of prevention and recruitment. He added that 20 uniformed Service officers marched in the parade.
- 19/29.11 Through the Chair Cllr Hutton thanked officers for the community input at Chippenham carnival.
- 19/29.12 AM Jeary advised Members that 2,362 school pupils in 31 schools received education from our teams in Q1; Junior Good Citizen (JGC) took place at the end of June for year six students. Members asked that dates for 2020 JGC be provided to them.

- 19/29.13 AM Jeary thanked Members for their support at the Salisbury and Warminster Salamander events. He added that young people tend to be referred because of anti-social behaviour (ASB) and other concerns. Members who had attended confirmed that these were worthwhile events and that area board members were invited.
- 19/29.14 Members discussed the presentation of certificates and suggested that joint presentations could take place. AM Jeary confirmed that he would take this forward; he also confirmed that presentations take place at pass-out parades.
- 19/29.15 A Fire Cadets programme took place during the school year, concluding in July, with another starting in September. The programme helps build skills, knowledge and self-reliance as well as knowledge about fire prevention activities. AM Jeary advised that this was funded and supported by the Hills Group Ltd, Swindon.
- 19/29.16 Responding to a query from Members AM Jeary confirmed that some cadets have returned as volunteers and became firefighters, however each cohort is aged 13 to 17 years. ACFO Mahoney added that the Service is doing some work with Skills for Justice to carry out an evaluation and assessment process.
- 19/29.17 AM Jeary advised Members that GM Moody (Swindon) had managed to raise further funds by attending Parish Council meetings; we continue to provide Survive the Drive to the Ministry of Defence (MoD); and motorcycle safety and support. He added that the Service was working with Arval Ltd on a virtual road safety programme.
- 19/29.18 Members asked to be notified about when the Service is attending town centres to carry out promotional activities, so they have an opportunity to support firefighters and staff.
- 19/29.19 SDSA roadshows are currently being booked for the Wiltshire area and take place between October and December. AM Jeary added that he will check if the report is accurate for Bishopstrow. He added that he would also email the SDSA timetable to Members.
- 19/29.20 AM Jeary explained that there had been an increase in Road Traffic Collisions (RTC) and fatalities and the Road Safety, whilst being below the trend, a full year of casualty statistics was provided and is appended to these minutes (Appendix B, below) with a significant number being motorcyclists.
- 19/29.21 AM Jeary reminded Members that 'killed and seriously injured' (KSI) should read "295" in 2018 (P12 of Appendix A). He added that older road users are showing an increase in KSI, with younger groups reducing. The Chair pointed out that these numbers whilst tragic, reflect a low number by percentage within Wiltshire.

- 19/29.22 **ACTION: AM Jeary to email the SDSA timetable to Members**
- 19/29.23 **Priority 2** Protect you and the environment from harm
AM Jeary confirmed to Members that some safeguarding referrals had been made during Q1, with the Chief Fire Officer (CFO) having overall responsibility for safeguarding. He added that area managers attended safeguarding boards and liaised with safeguarding leads.
- 19/29.24 ACFO Mahoney added that staff had recently attended updated training with improved awareness being evident through greater numbers of safeguarding concerns being reported; and also reviewing referrals through the Multi Agency Safeguarding Hub (MASH), working with partners.
- 19/29.25 AM Jeary advised Members that two fire door seminars were held - one at Service HQ and one at County Hall, Trowbridge; working with businesses to improve understanding and knowledge relating to recent changes in legislation. He added that there were currently two active prohibition notices.
- 19/29.26 **Priority 3** Be there when you need us
Members discussed recruitment following the recent *#haveago* event in Trowbridge and its promotion at National Armed Forces Day which resulted in a further 134 candidates within the e-recruitment system. AM Jeary explained that work was progressing to improve retention and longevity within on-call firefighting.
- 19/29.27 AM Jeary advised Members that response time performance figures differ from those in the report and follow: the ten-minute response time to sleeping risk (residential homes, above shops etc) was 80% with the second appliance turn out time being met on 63.2% of occasions. He added that for other buildings the turn out time for the first appliance was met 90% of the time with the second appliance meeting target on 41.7% occasions. The turn-out time for appliances to attend RTCs was met on 76.4% of occasions.
- 19/29.28 AM Jeary referred Members to the graph in the presentation which showed ongoing improvements in turn-out times. The Chair commented that it was pleasing to see the trends moving in a positive direction.
- 19/29.29 AM Jeary advised Members that a range training packages were available to staff and were under continuous review for improvement; and that GROW e-learning was also available to Members.
- 19/29.30 **RESOLVED: Members scrutinised and approved performance for quarter 1**
- 19/30 **Update of Local Performance and Scrutiny reporting – LPS Members’ Working Group (verbal)**

19/30.1 ACFO Mahoney advised Members that the LPS working group (WG), Chaired by Cllr Bob Jones, is striving to ensure Members have the information they need to effectively and efficiently scrutinise the relevant quarter's performance.

19/30.2 ACFO Mahoney added that the proposed 'dashboard' would provide real-time information to Members to sit alongside retrospective scrutiny of each quarter's reporting and trends, including benchmarking - such as the national trend showing an increase deliberate fire setting. Cllr Jones confirmed these discussions, adding that the next meeting would be taking place in September.

Cllr Jones left the meeting.

19/30.3 Members discussed accessing the dashboard through various devices and ACFO Mahoney confirmed that it would be configured across a range of devices.

19/30.4 The Chair voiced the meeting's appreciation of the work carried out by LPS Working Group.

19/31 Issues raised by Members (agreed with the Chair)

19/31.1 Members discussed improvements to assets and ACFO Mahoney advised that the Finance & Governance Committee (F&G) receive information relating to estates; and that Members not on F&G would be welcome to attend meetings.

19/32 Date of Next Meeting

19/32.1 The Chair confirmed the date of the next Wiltshire Local Performance and Scrutiny Committee meeting as 8 November 2019 10am at Devizes Training and Development Centre.

The meeting closed at 11:45

Signed: _____

Subject: RE: DWFRA Safe Drive Stay Alive Campaign

Dear Paul

I have had further information which I would like to share with you.

I am advised that some funding previously came from Wiltshire Council's Public Health budget and that the shortfall has come about due to their budget constraints. There is also funding currently from Arval and Honda, and SBC used to contribute from a general budget, but I don't know if this still happens. Wiltshire Council's road safety staff support the events with staffing and presentations when they are available.

The funding pays for those venues that charge (i.e. not the Swindon cinema or local school premises), expenses for speakers such as victims and parents, and the coach transport to the venues, which ensures that schools and colleges attend.

I think the way forward is to ask the person in charge of managing the budget (assuming this is in DWFRA) to produce a brief on current income and expenditure, and then with help with the road safety partnership delivery group come up with options to put the scheme on a stable financial footing over the long term. The briefing note can then be sent to the recently resurrected road safety partnership strategy group for consideration/decision.

Please let me know if you wish to discuss further.

Kind Regards

Parvis Khansari
Director of Highways and Environment
Wiltshire Council

Road Casualty Statistics

	2019	2018	2017	2016
Fatal	5	9	4	10
Serious	106	91	95	115
Slight	497	579	596	771
Total	608	679	695	896