



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

**Minutes of the
Inaugural meeting of the Dorset & Wiltshire Fire and Rescue Authority
held at 1000 hours on 1 April 2016 at Dorset & Wiltshire Fire and Rescue Service
Headquarter, Five Rivers Health and Well Being Centre, Hulse Road, Salisbury, SP1
3NR**

Members present: Cllr Abdul Amin, Cllr Mark Anderson, Cllr Les Burden, Cllr Mike Byatt, Cllr Ernie Clark, Cllr Ronald Coatsworth, Cllr Malcolm Davies, Cllr Christopher Devine, Cllr Beverley Dunlop, Cllr Phil Eades, Cllr Peter Edge, Cllr Spencer Flower, Cllr John Haines, Cllr Colin Jamieson (for part of the meeting), Cllr Susan Jefferies, Cllr Bob Jones, Cllr John Knight, Cllr Rebecca Knox (Chairman), Cllr Colin Lovell, Cllr Christopher Newbury, Cllr Graham Payne, Cllr Garry Perkins, Cllr Christopher Rochester, Cllr Ricky Rogers, Cllr Ann Stribley, Cllr Joe Tray, Cllrs Bridget Wayman, Cllr John Wilson (for part of the meeting).

Officer attendance: CFO Darran Gunter, ACFO John Aldridge, ACFO Mick Stead, ACFO Ben Ansell, Treasurer and Chief Finance Officer Mr Phil Chow, Monitoring Officer Mr Jonathan Mair, Head of Democratic Services and Corporate Assurance Mrs Jill McCrae,

Apologies: Cllr Mollie Groom, Cllr Trevor Jones

**1. Election of the Dorset and Wiltshire Fire & Rescue Authority
Chairman**

- 1.1 The Monitoring Officer, Jonathan Mair welcomed Members and Officers to the meeting. Before moving to the first item of formal business he invited the CFO to explain to members the programme of events which would follow the formal meeting.
- 1.2 The CFO provided Members with a run through of the celebration events to mark the inauguration of Dorset & Wiltshire Fire and Rescue Authority, which was to follow the Fire Authority meeting and presented all Members with a plaque to commemorate the day.
- 1.3 The Monitoring Officer took Members back to the agenda item 1 and invited nominations for the position of Dorset & Wiltshire Fire and Rescue Authority Chairman.
- 1.4 Cllr Rebecca Knox and Cllr Christopher Devine were each nominated and seconded.
- 1.5 On it being put to a vote Cllr Rebecca Knox was elected as Chairman.

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- 1.6 Members were invited to nominate a Vice-Chairman for the Fire Authority. Cllr Garry Perkins was nominated and seconded. On it being put to a vote Cllr Garry Perkins was elected unanimously as the Vice Chairman.
- 1.7 **Resolved – That Cllr Rebecca Knox be elected as Chairman of the Dorset & Wiltshire Fire and Rescue Authority.**
- 1.8 **Resolved – That Cllr Garry Perkins be elected as Vice Chairman of the Dorset & Wiltshire Fire and Rescue Authority.**

2. Apologies

- 2.1 Apologies were received from Cllr Mollie Groom and Cllr Trevor Jones and it was confirmed that Cllr John Wilson and Cllr Colin Jamieson would arrive later in the meeting.

3. Code of Conduct and Declaration of Interest

- 3.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the Localism Act
- 3.2 Although not a disclosable pecuniary interest under the Localism Act Cllr Joe Tray confirmed to the meeting that he is in receipt of a Firefighters pension.

4. Minutes of Shadow Dorset and Wiltshire Fire Authority meeting on 12 February 2016 and matters arising

- 4.1 The Chairman asked Members to review and approve the minutes of the previous meeting.
- 4.2 Members confirmed their approval of minutes with no amendments.

5. Appointments to Committees

- 5.1 The Monitoring Officer introduced the paper and confirmed the Committees requiring appointments.
- 5.2 Members were asked to approve the membership of the Local Performance & Scrutiny Committees, as noted within the paper. This was agreed by all Members.
- 5.3 Nominations for the Policy and Resources Committee were invited and the following Members were appointed; Cllr Ricky Rogers, Cllr Chris Devine, Cllr Rebecca Knox, Cllr Peter Edge, Cllr Philip Eades, Cllr Joe Tray, Cllr Bridget Wayman, Cllr Ann Stribley, Cllr Mollie Groom, Cllr Spencer Flower, Cllr Chris Rochester and Cllr Garry Perkins – 12
- 5.4 The Monitoring Officer invited nominations for Chairman of the Policy & Resources Committee. Cllr Rebecca Knox was elected unanimously.

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- 5.5 Nominations were sought to the Finance and Audit Committee and the following Members were appointed; Cllr Les Burden, Cllr Ernie Clark, Cllr Malcolm Davies, Cllr Colin Jamieson, Cllr John Haines, Cllr Ronald Coatsworth, Cllr Christopher Newbury, Cllr Bob Jones, Cllr Trevor Jones, Cllr Mike Byatt, Cllr Abdul Amin, Cllr Graham Payne.
- 5.6 Nominations were also invited for the Chairman of the Finance & Audit Committee. Cllr Bob Jones was elected unanimously.
- 5.7 Members were asked to agree to the establishment of a Local Pensions Board, agreement was given by all Members.
- 5.8 In the light of their previous experience Cllr Ronald Coatsworth and Cllr Mike Byatt were appointed to the Committee. The additional two Members will be agreed at the Policy & Resources Committee meeting on 19th May 2016.
- 5.9 Members were asked for nominations to the Appeals Committee and the following nominations were provided and agreed; Cllr Beverly Dunlop, Cllr John Knight, Cllr Ann Stribley, Cllr Rebecca Knox, Cllr Graham Payne, Cllr Colin Lovell, Cllr Garry Perkins, Cllr Susan Jefferies, Cllr Peter Edge and Cllr Ricky Rogers.
- 5.10 Members noted the selection of political group leaders:
- Cllr Rebecca Knox as Conservative Group Leader
 - Cllr Peter Edge as Liberal Democrat Group Leader
 - Cllr Mike Byatt as Labour Group Leader.
- 5.11 Members considered the appointment of member champions. It was agreed that these appointments should be delayed until the Policy & Resources Committee meeting on the 19th May.
- 5.12 Appointments were made to the following bodies:
- Local Government Association - Cllr Rebecca Knox, Cllr Garry Perkins and Cllr Bob Jones.
 - LGA Fire Commission - Cllr Rebecca Knox and Cllr Garry Perkins (to deputise).
 - Bournemouth Community Partnership - Cllr Malcolm Davies.
 - Dorset Community Safety Partnership - Cllr Rebecca Knox.
 - Safer Poole – Les Burden.
 - South West Councils - Cllr Rebecca Knox.
 - South West Employers - Cllr Garry Perkins.

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Wiltshire Assembly - Cllr John Knight

- 5.13 Members approved the appointment of the Chief Fire Officer to the Wiltshire Public Service Board.
- 5.14 The Chairman indicated that she had asked for clarity over any appointment required for the Wiltshire Community Safety Partnership and the Swindon Community Safety Partnership. Stephen Taylor, Monitoring Officer for Swindon had kindly agreed to investigate if the Authority had an elected Member and officer role. Members agreed that these appointments should be deferred until the Policy & Resources Committee meeting on the 19th May 2016.

6. Combination Programme Presentation

- 6.1 The CFO provided Members with a presentation on the progress of the combination programme.
- 6.2 Members asked for confirmation of the continuation of some of the workstreams. The CFO confirmed that a workstream would continue for the Safety Centre and that terms of reference will be developed for this. In addition, the CFO suggested that member involvement in the ICT convergence could continue.
- 6.3 Members asked about the plan for paperless meetings and communications. The Head of Democratic Services confirmed that early discussions had progressed with Mod.Gov, the system used by Wiltshire Council, Dorset County Council and Swindon Borough Council, and that a meeting to progress this further was arranged for Monday 4 April 2016. Although no timescale was given, Members were given assurance on the progression and prioritisation of this work.
- 6.4 Members discussed the progression of a Station Buddying system, where Members are assigned to Stations to meet watches and review areas such as the working environment, performance management and staff morale. Members agreed that they would like this system progressed. The CFO confirmed that this would be established via the Policy & Resources Committee. – All Members would be involved.
- 6.5 Members were keen to review potential co-working with the Ambulance Service; the CFO confirmed that work is underway to look at options of shared locations and noted that co-responding was successfully delivered from a number of stations. The CFO advised that any further recommendations for co-working would come to the Fire Authority in its early stages, although there was nothing to highlight at this stage.
- 6.6 Members queried the RDS recruitment issues faced by Fire Services, the CFO confirmed that this is an issue nationally and therefore the Service will have a focus on RDS resilience moving forward.
- 6.7 Members ask about the purchase and leasing options for fire appliances moving forward. The Treasurer and Chief Finance Officer, Phil Chow noted that improved procurement

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arrangements and new rules have opened up new opportunities for the new Service moving forward.

7. Adoption of the Community Safety Plan

- 7.1 The Chairman confirmed to Members that the copy of the Community Safety Plan included within the report was the draft that was reviewed by the Shadow Policy & Resources Committee at their meeting on the 23rd March 2016. She noted that requests to include additional details on the Service's prevention activities had been requested as well as a number of additional minor updates and that Officers were developing the document further.
- 7.2 Members raised concern over the map included within the plan and highlighted that the appliance information was misleading for the public. It was agreed that the map would be reviewed prior to publication.
- 7.3 Members asked for the wording to be reviewed with regard to how the Service is required to share information to ensure that it is clear that this will be well governed.
- 7.4 Members asked for the wording regarding referrals to be clarified, in that the Fire Service will only make a referral with the consent of the homeowner.
- 7.5 **Action – Officers to update the following areas of the Community Safety Plan prior to publication:**
- **Update the Map and appliance information**
 - **Include prevention activities**
 - **Minor updates to be amended**
 - **Reword how the Service will govern the sharing of information and referral process.**
- 7.6 **Resolve – Members approved the publication of the Community Safety Plan with the updates noted above.**

8. Adoption of Values

- 8.1 The CFO took Members through the RESPECT values and behaviours framework.
- 8.2 Members agreed to the adoption of the framework.
- 8.3 **Resolved – Members approved and endorsed the RESPECT values and behaviour framework for adoption.**

9. Safety Centre Update Presentation.

- 9.1 ACFO John Aldridge introduced Area Manager Jim Mahoney and Group Manager Kathy Collis to the meeting.

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- 9.2 A joint presentation was given to Members by Area Manager Jim Mahoney and Group Manager Kathy Collis.
- 9.3 Members required additional information on the progression of key work for the Safety Centre. Due to the confidentiality of the contract information at this stage the Monitoring Officer advised the meeting that this would need to be further discussed as an exempt item under part 2, as per 12a of the schedule.
- 9.4 The Chairman proposed to Members that the meeting continued with the outstanding agenda items and that the meeting will go into exempt business after agenda item 13. Members agreed.

10. Internal Audit and External Audit Plans and Strategies

- 10.1 The Treasurer and Chief Finance Officer too Members through the paper.
- 10.2 Members unanimously agreed to the recommendations within the paper.
- 10.3 **Resolved – Members endorsed and approved the internal and external audit plans and strategies.**

11. Members Handbook

- 11.1 The CFO highlighted to Members the Members Handbooks given out to all at the beginning of the meeting and noted that an electronic copy is available on the website.
- 11.2 Members requested that an updated fold-out map is provided within the handbook, in line with the one required for the Community Safety Plan.
- 11.3 Cllr John Wilson advised the meeting of his pending resignation from the Fire Authority and congratulated the Authority for their commitment and hard work in the combination programme.
- 11.4 The Chairman thanked Cllr Wilson for his contributions and commitment to the Fire Authority.
- 11.5 **Action – Head of Democratic Services to provide a fold-out map for the Members handbook in line with the Community Safety plan.**

12. Opening Celebrations

- 12.1 The Chairman confirmed that this agenda item was covered at the beginning of the meeting.

13. Date of Next Meeting

- 13.1 The Chairman confirmed that the 2nd meeting of the Dorset & Wiltshire Fire and Rescue Authority will take place on Thursday 23rd June 2016, at Dorset & Wiltshire Fire and

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Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Rd, Salisbury SP1 3NR, from 10am.

- 13.2 Some members asked that the date of the next meeting be changed as it clashed with the EU referendum.
- 13.3 On it being put to a vote the original date was retained.
- 13.4 **Resolve – Members confirmed that the 2nd meeting of the Dorset & Wiltshire Fire and Rescue Authority will continue to take place on Thursday 23rd June 2016 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Rd, Salisbury SP1 3NR, from 10am.**

14. Exclusion of the Public

- 14.1 The Chairman addressed all attendees to confirm the closure of the meeting to the public with the following statement:
- 14.2 In accordance with Section 100A (4) of the Local Government Act 1972 to exclude the press and public for the business specified below because it is likely that, if members of the public were present, there would be disclosure to them of exempt information as defined in paragraphs 2 and 3 of Part 1 of Schedule 12A to the Act

15. Safety Centre Update Presentation Discussion

- 15.1 Members were provided with a detailed update on the progress of the Safety Centre.
- 15.2 Members provided a resolve with a number of agreed actions to be taken.

The Chairman thanked Members and Officers for their attendance and closed the meeting at 12:45hrs.

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