



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

DRAFT Minutes of the
Dorset & Wiltshire Fire and Rescue Authority meeting
held at 10:00 hours on Thursday 15 December 2016
Dorset & Wiltshire Fire and Rescue Service Headquarters, Salisbury

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

Members present: Cllr Abdul Amin; Cllr Mark Anderson; Cllr Les Burden; Cllr Steve Butler; Cllr Ronald Coatsworth; Cllr Chris Devine; Cllr Peter Edge; Cllr Spencer Flower; Cllr Mollie Groom; Cllr Colin Jamieson; Cllr Susan Jefferies; Cllr Bob Jones; Cllr Trevor Jones; Cllr John Knight; Cllr Rebecca Knox (Chairman); Cllr Christopher Newbury; Cllr Graham Payne; Cllr Christopher Rochester; Cllr Ann Stribley; Cllr Joe Tray, Cllr Vikki Slade

Officer attendance: CFO Benjamin Ansell; ACFO Mick Stead; ACFO John Aldridge; Treasurer and Director of Finance, Phil Chow; Director of Corporate Services; Derek James, Monitoring officer and clerk, Jonathan Mair; Deputy Monitoring Officer and Deputy Clerk, Ms Grace Evans; Head of Democratic Services and Corporate Assurance, Mrs Jill McCrae; Democratic Services Officer, Marianne Taylor; SM Adam Martin (Part)

1 Welcome

- 1.1 In opening the meeting the Chairman welcomed Members and CFO Ben Ansell to his first meeting as the new Chief Fire Officer of the Dorset & Wiltshire Fire and Rescue Service.
- 1.2 The Chairman also welcomed Cllr Vikki Slade, who replaces Cllr Philip Eades as a Member of the Fire and Rescue Authority appointed by the Borough of Poole.
- 1.3 The Chairman welcomed Grace Evans to the meeting and Mr Jonathan Mair introduced her as Deputy Monitoring Officer and Deputy Clerk for the Authority, in place of Lisa Pharaoh.

NOT PROTECTIVELY MARKED

2 Apologies

- 2.2 Apologies were received from Cllr Mike Byatt; Cllr Ernie Clark; Cllr Malcolm Davies; Cllr Beverley Dunlop; Cllr John Haines; Cllr Garry Perkins; Cllr Ricky Rogers; Cllr Bridget Wayman.

3 Code of Conduct, Declarations of Interest and Notifications of Any Other Business

- 3.1 The Chairman asked the meeting for any disclosures of pecuniary interests under the Localism Act.
- 3.2 There were none.

4 Minutes of the Dorset & Wiltshire Fire and Rescue Authority meeting

- 4.1 Members confirmed their approval of the minutes of the meeting held on 14 September 2016, with no amendments.
- 4.2 The Chairman thanked Members for their efforts in raising awareness about impacts of a proposed lessening of Department of Education guidance for installation of sprinkler systems in schools. The Chairman provided a brief update on the progress of this work.
- 4.3 **Resolved: Members approved the minutes for the Dorset & Wiltshire Fire and Rescue Authority meeting held on 14 September 2016.**

5 Minutes Policy & Resources meeting

- 5.1 Members reviewed the minutes of the Policy & Resources Committee meeting which took place on 14 September 2016.
- 5.2 CFO Ben Ansell assured the Members that the Service's culture change programme had been aligned to the outcomes of the Adrian Thomas review.
- 5.3 The Chairman provided Members with a verbal update on the discussions held at the Policy & Resources Committee meeting which took place on 29 November.

NOT PROTECTIVELY MARKED

6 Minutes Finance and Audit

- 6.1 Cllr Bob Jones, the Chairman of the Finance and Audit Committee, took Members through the minutes of the 21 September and 17 November 2016 meetings.
- 6.2 There were no recommendations from the 17 November 2016 meeting but a recommendation from the 21 September 2016 meeting in relation to approval of the Statement of assurance was to be taken separately later on this agenda. No questions were raised on the minutes.

7 Note Group Leader Nomination to Policy and Resources

- 7.1 Jonathan Mair, Monitoring Officer & Clerk confirmed that the Liberal Democrat Group Leader, Cllr Peter Edge had nominated Cllr Vikki Slade to the Policy & Resources Committee, to replace Cllr Phillip Eades.
- 7.2 **Noted: Members noted the nomination of Cllr Vikki Slade as a member of the Policy & Resources Committee**

8 Appointing an External Auditor 2018/19

- 8.1 Mr Phil Chow, Director of Finance & Treasurer outlined the need to appoint an external auditor for the period 2018/19 and took Members through the four options outlined which Members discussed.
- 8.2 The options provided were:
- remaining with the current auditor short term or;
 - procuring an external auditor either on an individual basis; or
 - on a joint collaborative basis with other Authorities;
 - opting into a national scheme operated by Public Sector Audit Appointments Ltd (PSAA) as the 'appointing person'.
- 8.3 Mr Chow advised Members that the Authority must appoint an auditor by December 2017 for the following year's account and strongly recommended the approval of option 4: Sector led Approach.
- 8.4 Members discussed the options, the various costs and the possible effects following the Adrian Thomas Report.
- 8.5 The Chairman took Members to the recommendation of the paper and Members unanimously agreed that option 4 was their preferred option.
- 8.6 **Resolved: Members approved Option 4, ie opt into a 'sector led body' arrangement.**

NOT PROTECTIVELY MARKED

9 Revised Capital Programme

- 9.1 Mr Phil Chow, Director of Finance & Treasurer presented the paper to Members and highlighted that this is a review of the capital programme for 2016/17 taking account of changes required.
- 9.2 Mr Chow took Members through a number of areas where changes had occurred, and due to the nature of capital and a number of reviews being undertaken, in particular in relation to the Integrated Risk Management Plan (IRMP), delivery dates of some orders have been put back, and some orders have been deferred until the reviews have been completed. The new impact was to defer capital spend into future years.
- 9.3 Mr Chow also highlighted that the replacement of firefighter helmets had been added to the capital programme as replacements were now required which included much needed improvements, providing greater comfort and enhanced operability, improved health and safety and enabled the Service to align a significant element of its Personal Protective Equipment (PPE).
- 9.4 SM Adam Martin was welcomed to the meeting and he provided Members with a demonstration of the performance and benefits of the new helmets.
- 9.5 Mr Chow advised Members that current helmets, once replaced, would be recycled and used for training and for such events as Salamander, SPARC and Safe Wise.
- 9.6 **Resolved: Members approved the revised Capital Programme for 2016/17 of £5.423m including the Direct Revenue Financing of £99k.**
- 9.7 **Resolved: Members approved the revised prudential indicators – Appendix A, as a result of the change in the Capital Programme 2016/17.**
- 9.8 **Resolved: Members confirmed their agreement to the proposal for replacement firefighter helmets.**

10 Safety Centre update

- 10.1 ACFO John Aldridge introduced Group Manager (GM) Kathy Collis to the meeting and advised that the Policy & Resources meeting, which took place on 29 November, had approved moving this project to the next stage.
- 10.2 An updated copy of the plans was tabled for Members' approval and GM Collis took Members through the Safety Centre presentation with artist impressions of how the village is likely to look once planning had been agreed, highlighting that the design includes a health suite, police station, fire simulating areas and a water safety area.

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- 10.3 GM Collis advised Members that Brandon Lewis, MP, had been shown the presentation and was impressed with the plans.
- 10.4 GM Collis confirmed to Members that work-streams have been planned with Wiltshire Council's involvement.
- 10.5 Mr Chow confirmed that the Safety Centre will go ahead, with some items being reliant on sponsorship from other agencies and businesses.
- 10.6 Members raised concern in relation to section 6.4 of the report (estimated costs) focussing on the approach to be taken if sponsorship was not forthcoming and asking where else funding might be obtained. Members asked if the use of the combination grant would be an option. The Chairman asked Mr Chow to review this and report back to Members within the update at the next Fire Authority meeting.
- 10.7 Members congratulated GM Collis on the work she is doing and the contacts made. Cllr Graham Payne added that he was confident that the Service should move ahead as planned.
- 10.8 **Resolved: Members reviewed and noted the contents of the report and approved the updated plans.**
- 10.9 **Action: Mr Chow to review the arrangements for the use of the Combination Grant where sponsorship is unavailable and to include this within the Members update report at the next Fire Authority meeting.**
- 11 Approval of Statement of Assurance**
- 11.1 Mrs Jill McCrae, Head of Democratic Services and Corporate Assurance presented the paper and reminded Members of the requirement of fire and rescue services to provide an annual Statement of Assurance.
- 11.2 Mrs McCrae confirmed to the meeting that the Finance and Audit Committee had recommended its approval at their meeting on the 21st September 2016 .
- 11.3 The Chairman of the Finance and Audit Committee, Cllr Bob Jones confirmed this recommendation and his support of the paper and its recommendation.
- 11.4 The Chairman took Members to the recommendation of the paper and Members approved the Statement of Assurance for publication.
- 11.5 **Resolved: Members approved the 2016 Statement Of Assurance as recommended by the Finance & Audit Committee.**
- 11.6 **Action: Head of Democratic Services & Corporate Assurance to publish the Statement of Assurance on the Services website.**

12 Service Performance Report – 1 April to 30 September

- 12.1 CFO Ben Ansell took Members through the Service Performance Report and presentation for the first six months. The CFO added that the report highlighted that the Service has become safer, stronger and more financial sustainable as a result of combination.
- 12.2 The CFO referred Members to the performance dashboard on the website and took Members through the strategic priorities and underlying key lines of enquiry. He added that the Service ensures that KLOEs are aligned with the forthcoming national inspection programme.
- 12.3 The CFO gave Members a debrief on the Manchester Road fire in Swindon which occurred on 6 November, highlighting how he was encouraged by the follow up prevention work carried out by the teams in Swindon immediately after, and the safe and well visits which have subsequently been undertaken.
- 12.4 Members discussed the presentation and the CFO confirmed that he felt the Service was on track and performing well and whilst there has always been room for improvement in some areas we should not underestimate the immense work undertaken in the first six months following combination.
- 12.5 A discussion took place about response Standards. Members noted that they would like to see more explanation on the response times within the next report. The CFO confirmed that this detail is taken on a quarterly basis to the local performance and scrutiny committees. An aggregate position is then presented at Authority level on a six monthly basis.
- 12.6 Members suggested that representatives from the two Local Resilience Forums (LRF) be invited to an Authority meeting in the future to help with Members' understanding of the LRF's role. Members were advised that the (CCU) Civil Contingencies Unit of the Dorset LRF is currently undergoing a review and that an invitation to a future Authority meeting could be arranged once the review was completed. Members confirmed their agreement to this arrangement.
- 12.7 The Chairman suggested that a summary of what LRFs do would be helpful for Members and it was agreed that ACFO Mick Stead would provide this to Members at a future meeting.
- 12.9 **Resolved: Members reviewed and noted the content of the report.**
- 12.10 **Action: A presentation and summary of the role of LRF to be provided to Members by ACFO Mick Stead at the Fire Authority meeting on 8 June 2017.**

13 Date of Next Meeting

- 13.1 The Chairman confirmed the date of the next Dorset & Wiltshire Fire and Rescue Authority meeting as 9 February 2017 at 10:00am at Five Rivers, Health and Wellbeing Centre, Hulse Road, Salisbury, SP1 3NR.

Signed: _____

Initials: _____