

**MINUTES of a MEETING of the WILTSHIRE & SWINDON FIRE AUTHORITY
held at the WILTSHIRE FRS HQ, MANOR HOUSE, POTTERNE, DEVIZES
on WEDNESDAY 25 MAY 2011**

Present : Cllr P Davis, Cllr C Devine, Cllr Mrs M Groom,
Cllr Brigadier R Hall, Cllr H Marshall, Cllr C Newbury,
Cllr J Osborn, Cllr G Payne, Cllr D Wren, Cllr R Wright

27 Membership

The Clerk reported that the constituent authorities had appointed the following to be members of the Authority for the ensuing year :

Swindon Borough Council :

Cllr N Martin, Cllr G Perkins, Cllr D Wren, Cllr R Wright

Wiltshire Council :

Cllr P Davis, Cllr C Devine, Cllr Mrs M Groom, Cllr Brigadier R Hall,
Cllr H Marshall, Cllr C Newbury, Cllr J Osborn, Cllr G Payne, Cllr Mrs B Wayman

28 Apologies

Apologies for absence were received from Cllr.N Martin, Cllr G Perkins and Cllr Mrs B Wayman

29 Election of Chairman

This item was conducted by the Clerk, Cllr Brigadier R Hall having relinquished the chair prior to the meeting. Members agreed to suspend Standing Order 5.2 for this item of business to avoid the need for a secret ballot for the election of Chairman.

Cllr Brigadier R Hall was elected Chairman for the ensuing year and took the chair for the remainder of the meeting.

30 Election of Vice Chairman

Members agreed to suspend Standing Order 5.2 for this item of business to avoid the need for a secret ballot for the election of Vice Chairman.

Cllr D Wren was elected Vice Chairman for the ensuing year.

31 Minutes of Last Meeting

The minutes of the meetings held on 17 and 21 February 2011 were confirmed and signed.

32 Members' Interests

Cllrs Wren and Marshall each declared a personal interest in the business discussed under Minute No. 43 by reason of their positions as Director and Alternate Director respectively of South West Fire Control Ltd. The Clerk to the Authority also declared an interest in the same item of business because of his position as Company Secretary of the Company.

33 **Chairman's Announcements**

The Chairman welcomed the re-appointed members of the Authority and in particular the two new Members of the Fire Authority appointed by Swindon Borough Council, Cllrs Perkins and Wright.

The Chairman also went on to pay tribute to the considerable contributions made by the retiring Swindon Members, Cllrs Bawden and Montaut.

The Chairman reminded members that this was the first meeting for Simon Routh-Jones in his temporary role as Chief Fire Officer.

The Chairman advised Members of a series of meetings he had attended as Chairman and the themes he felt were emerging in respect of the Government's new Localism agenda and how this might affect the Fire and Rescue Service. He also reported on approaches made by other Fire & Rescue Services in terms of exploring resilience for control rooms. The Chief Fire Officer assisted members on background to discussions about resilience and initial investigations being undertaken with other Services both adjacent and in other regions.

The Chairman reported that he had represented Members at the funeral of Retained Fire-fighter Mills and also advised members of the very recent death of a member of corporate staff, Mike Matthews.

The Chairman drew attention to a letter received from Avon FRS inviting a member to attend a helicopter trial. Cllr Marshall agreed to represent Wiltshire FRS.

34 **Strategic Transformation Programme**

On considering a paper by the Chief Fire Officer,

Resolved:

- a) *To note the paper.*
- b) *To note the changes to the Senior Management structure.*
- c) *To welcome regular updates to Members during the delivery of the Programme.*
- d) *To recognise the importance of regular consultations with staff.*
- e) *To ask the Chief Fire Officer to provide members with a timeline for the various projects within the Programme, especially in respect of the pilots to be run in 2012.*
- f) *To acknowledge the importance to service delivery of the recruitment and retention of retained firefighters.*
- g) *To acknowledge that whilst finance is a prime reason for the Programme, improvements in service to, and increased involvement with, the local community are of vital importance.*

35 **Programme & Scrutiny Board**

A report of the meetings of the Board held on 1 and 21 April 2011 was received. It was noted that the Board had considered the recent change in the maximum car mileage rate deemed by the tax authorities to be non-taxable and had not recommended the Authority to amend the approved rate in the Authority's scheme of members' allowances.

36 Co-responding

On considering a paper by the Chief Fire Officer,

Resolved:

- a) *To continue to support the co-responding scheme.*
- b) *To support the review of the Memorandum of Understanding with the ambulance service, including the financial contribution made by the latter..*
- c) *To note officers' intention to make further enquiries, including a risk assessment, before a decision whether or not to provide Hep B vaccinations to co-responders is made.*
- d) *To note that the risk assessment referred to in (c) above will be extended to include the risks to firefighters when attending road traffic collisions.*
- d) *To ensure all co-responders are supported in their continued participation in the scheme.*

37 Finance Review & Audit Committee

The minutes of the meeting of the Finance Review & Audit Committee held on 23 March 2010 were received.

38 Protection, Prevention and Intervention

A short visual presentation was made.

39 Standards Committee

The minutes of the meeting of the Committee held on 17 March 2011 were received.

Resolved:

- a) *To note the Committee's intention to bring forward, for consideration by the Authority, proposals as to what might replace the current standards regime for members after its abolition.*
- b) *To request that prior consultation with members of the Authority take place other than through a workshop.*
- c) *To note that the Authority has given functions to the Committee over and above those statutory duties relating to members' conduct which will need to be taken into account when the Committee's future is being considered.*

40 Appointments Panel

The minutes of the meeting of the Appointments Panel held on 3 March 2011 were received.

41 Membership of Committees and Representations on Other Bodies, etc.

On considering a paper by the Clerk,

Resolved :

To approve the nomination of members to the positions, and the appointment of members to the committees and other bodies, as set out in the table appended to these minutes for the ensuing year, i.e. until the annual meeting of the Authority in 2012.

42 Dates of Meetings 2012

Members agreed the following dates for meetings of the Authority in 2012: 15 February, 30 May, 20 September and 13 December.

43 South West Fire Control Limited

Summaries of the discussion and decisions at meetings of the Board of Directors of South West Fire Control Limited held on 4 March and 27 April 2011 were received. It was noted that the Company's financial affairs were in the process of being settled following which the directors intended to apply to Companies House for the Company to be dissolved. Until the Company was dissolved (which was anticipated to be in Spring 2012), directors continued to hold office.

(Duration of meeting 10.30 a.m. to 12.40 p.m.)

WILTSHIRE AND SWINDON FIRE AUTHORITY
MEMBERSHIP OF COMMITTEES AND REPRESENTATIVES ON OUTSIDE BODIES
2 011 / 12

Committee/body	No of places	Allocation of places where rules on political proportionality apply	Member(s) or representatives 2010/11	Deputies where permitted 2010/11
Finance Review & Audit Committee	5	Conservatives – 3 Liberal Democrat – 1 Other -1	Councillor G Perkins Councillor C Devine Councillor N Martin Councillor J Osborn Councillor R Wright	n/a
Urgency Committee	5	Conservatives – 3 Liberal Democrat – 1 Other -1	Councillor Brigadier R Hall Councillor D Wren Councillor P Davis Councillor H R Marshall Councillor C Newbury	n/a
Standards Committee (Chairman : Mr D Barker)	3 + 3 lay	n/a	Councillor Mrs B Wayman Councillor H R Marshall Councillor C Newbury Mr D Barker) Mr R McMillan)lay members Mr D Inight)	n/a
Staffing Committee	3	n/a	Councillor P Davis Councillor J Osborn Councillor D Wren	n/a
Programme & Scrutiny Board	3	n/a	Councillor Brigadier R Hall Councillor D Wren Councillor J Osborn	n/a

LGA General Assembly	4	n/a	Councillor Brigadier R Hall Councillor D Wren Councillor H R Marshall Councillor C Newbury	None
LGA Fire Forum	1	n/a	Councillor Brigadier R Hall	Councillor D Wren
Rural Commission	1	n/a	Councillor Mrs B Wayman Councillor Mrs M Groom	None
South West Councils	1	n/a	Councillor Brigadier R Hall	Councillor D Wren
South West Provincial Council	1	n/a	Councillor D Wren	
Wiltshire Assembly	1	n/a	Councillor H R Marshall	Councillor G Payne
Wiltshire Public Service Board	1	n/a	Councillor Brigadier R Hall	Councillor D Wren
South West Fire Control Limited	1	n/a	Councillor D Wren	

Programme & Scrutiny Board Workstreams

Workstream

HR, Training & Development
Service Delivery
Finance & Resources
Performance & Risk

Lead

Cllr P Davis
Cllr H R Marshall
Cllr C Devine
Cllr R Wright

Deputy Lead(s)

Cllr Mrs B Wayman
Cllr G Payne Cllr Mrs M Groom
Cllr N Martin Cllr G Perkins
Cllr J Osborn

Pool of members for Appeal Committee

Cllr G Perkins
Cllr P Davis
Cllr H R Marshall
Cllr C Newbury
Cllr G Payne
Cllr R Wright

Member Champions

Equality & Diversity
Climate Change/Carbon
Data

Cllr P Davis
Cllr Mrs M Groom
Cllr J Osborn

02.6.11

