

**MINUTES of a MEETING of the WILTSHIRE & SWINDON FIRE AUTHORITY  
held at the WILTSHIRE FRS TRAINING & DEVELOPMENT CENTRE, DEVIZES  
on THURSDAY 26 SEPTEMBER 2013**

**Present :** Cllrs G Payne (Chairman), A Bennett, E Clark, C Devine, P Edge,  
Mrs M Groom, R Jones, J Knight, N Martin, C Newbury and R Wright.

**35 Minutes of Last Meeting**

The minutes of the meeting held on 30 May 2013 were confirmed and signed.

**36 Apologies**

Apologies for absence were received from Cllr G Perkins.

**37 Members' Interests**

Cllr P Edge declared a personal interest in the business under Minute 42, in as much as he was a former Retained Firefighter and former member of the Retained Firefighters' Union.

**38 Membership**

The Clerk reported that on 9 July 2013 Wiltshire Council had made a change to its appointments to the Authority. The Chairman thanked Cllr Marshall for his service and welcomed Cllr Knight.

**39 Chairman's Announcements**

- a. The Chairman thanked Brig Robert Hall, former Chairman of the Wiltshire Fire Authority, for his service to the Authority and presented him with a token of appreciation.
- b. The Chairman and Cllr Martin thanked the Fire Service for their participation in Project Salamander and noted that this was of tremendous value to the community.
- c. The outgoing Clerk to the Authority, Mr Keith Strickland, was commended for his work with the Authority in particular and for his 45 years work in the public sector in general. Mrs Lindsay Gowland, who would be succeeding Mr Strickland at the end of the year, was warmly welcomed.
- d. The Chairman thanked the officers involved in the Emergency Services Show at Hullavington on 8 September 2013 which had been a great success. It was noted that the 2014 show was anticipated to take place on 7 or 14 September 2014.
- e. The Chairman commented positively on the refurbishment of the Training and Development Centre.

**40 Questions from the Public**

Mr Tony Littler, Chairman of the Wiltshire Branch of the Fire Brigades' Union enquired whether Members of the Authority were aware that the FBU represented all uniformed members of the Service, both wholetime and part-time. As advance notice of the question had not been received, the Chairman undertook to give a written response.

**41 Programme and Scrutiny Board.**

A report of a meeting of the Committee held on 10 September 2013 was received.

**42 Request by Retained Firefighters Union for Local Representation**

Cllr Edge absented himself for this item.

On considering a paper by the Chief Fire Officer,

*Resolved:*

*To accept the paper and to approve the formal recognition of the RFU for negotiation and collective bargaining rights at a local level.*

**43 Facing the Future**

A report by the Chief Fire Officer on the Service's perspective on Sir Ken Knight's Report "Facing the Future" was received.

**44 Annual Report 2012/13**

The Programme and Scrutiny Board's annual report for 2012/13 was received.

**45 Finance Review and Audit Committee**

The minutes of the meetings of the Finance Review and Audit Committee for 25 June 2013 and 19 September 2013 were received.

**46 Public Safety Plan 2014/2017**

On considering a paper by the Chief Fire Officer and the final version of the Public Safety Plan.

*Resolved:*

- a. *To approve the Public Safety Plan as presented for publication.*
- b. *To thank the officers for their work in the preparation of the plan.*

**47 Strategic Transformation Programme**

A report by the Chief Fire Officer on the Strategic Transformation Programme was received.

**48 Protection, Prevention and Intervention**

A short visual presentation was made to members.

**49 Review of Workstreams**

On considering a paper on proposed changes to the Workstreams,

*Resolved:*

*To accept the paper and to approve the restructuring and terms of reference of the Workstreams as set out in the paper.*

**50 Committee and Workstream Memberships and Quorum Requirements**

On considering a paper by the Clerk to the Authority on Committee and Workstream Membership and the quorum requirements and also the comments of Cllr Newbury regarding the allocation of committee places according to political proportionality.

Resolved:

- a) To agree that members be appointed to the formal committees of the Authority (i.e. Finance Review & Audit, Urgency, Ethics and Staffing Committees) other than in accordance with political proportionality.

- b) To appoint the following members to the vacant places on the under-mentioned committees and outside bodies:

| committee/body       | member       |
|----------------------|--------------|
| Urgency committee    | Cllr Edge    |
| Ethics committee     | Cllr Jones   |
| Staffing Committee   | Cllr Knight  |
| LGA General Assembly | Cllr Edge    |
| Wiltshire Assembly   | Cllr Knight  |
| Appeal pool          | Cllr Bennett |

- c) Noting that Standing Orders require at least one member from each of the two constituent authorities to be present at a formal meeting for a meeting to be quorate, to appoint deputy members in situations where the membership of a committee includes only one member from a particular constituent authority, having regard to the political group to which the latter member belongs.

- d) In accordance with (c) above, to appoint the following members to be deputies in respect of the under-mentioned members of the committees concerned, and to authorise the Clerk to the Authority to accept notification of the attendance of one of the deputies in the third column in place of the member in the second column:

| committee          | member       | deputy members            |
|--------------------|--------------|---------------------------|
| Urgency Committee  | Cllr Bennett | Cllrs Perkins and Martin  |
| Ethics Committee   | Cllr Martin  | Cllrs Bennett and Perkins |
| Staffing Committee | Cllr Martin  | Cllrs Bennett and Perkins |

- e) To appoint the following members to the three re-constituted workstreams:

| workstream             | lead member     | other members |              |
|------------------------|-----------------|---------------|--------------|
| People & Development   | Cllr Mrs Wayman | Cllr Jones    | Cllr Perkins |
| Service Delivery       | Cllr Mrs Groom  | Cllr Bennett  | Cllr Knight  |
| Governance & Assurance | Cllr Wright     | Cllr Devine   | Cllr Clark   |

(Note: The above resolutions were approved *nem con*, i.e. without any vote to the contrary.)

## **51 Appointment of Clerk to the Authority**

It was noted that Mrs Lindsay Gowland had been appointed as the successor to the current Clerk to the Authority, by the Selection Panel established at the last meeting of the Authority

**52      Dates of Meetings in 2014**

The following dates were fixed as dates for meetings of the Authority in 2014:

13 February

19 June

25 September

18 December

(all at 10.30am)

**53      Exclusion of the Public**

Resolved :

*In accordance with Section 100A(4) of the Local Government Act 1972, to exclude the public from the business specified in minute no.54 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 3 and 4 of Part 1 of Schedule 12A to the Act.*

**54      Industrial Action**

An oral report by the Chief Fire Officer on the recent Industrial Action by the Fire Brigades Union was received.

(Duration of meeting 10.30 a.m. to 12.59 p.m.)