

## HIGHLAND AND ISLANDS FIRE BRIGADE

### APPROVED MINUTES OF THE BRIGADE MANAGEMENT TEAM MEETING HELD ON 13 JUNE 2005 AT 0930 HOURS CONFERENCE ROOM, BHQ

**PRESENT:** Firemaster B A Murray (Chair)  
Deputy Firemaster H Henny  
Asst Firemaster U MacLennan  
Divisional Officer D McKay  
Divisional Officer A Edwards  
Divisional Officer D Gill  
Mr M MacKay  
Mr A MacAllister  
Ms L Govan  
Asst Divisional Officer W Wilson  
Minute Secretary: Margaret Tuckwell

	<b>ACTION BY</b>
<b>1. APOLOGIES:</b> Divisional Officer J Donaldson Divisional Officer T Johnson	
<b>2. MINUTES OF MEETING – 13 May 2005 and Matters Arising</b>	
The minutes of the above meeting were deemed to be correct.	
<b>2.1 <u>Resource Allocation at Brigade Level/Finance Monitoring</u></b>	
Regarding the “32 Community Risk Units”, further letters will be sent to those who have not already signed their contracts.	
DO McKay raised concerns regarding members of the Lybster Unit who have not signed their contracts. Both the Chairman and Deputy Firemaster informed DO McKay to encourage those who have not signed their contracts to do so as soon as possible to help the Brigade provide a service to the community.	
<b>2.2 <u>Duty System for Training and Development Department</u></b>	
DO Edwards confirmed that an agreement had been reached and signed on 16 May 2005. This has produced an extremely flexible arrangement which will meet the required needs of the organisation.	
The duty system for the other 9 day fortnight staff outwith the Training & Development will be completed as soon as possible.	

2.3 High Pressure Pump

Mr M MacKay reported that the evaluation is continuing and another pump is to be trialled shortly. Consultation is ongoing with Grampian.

2.4 Firelink

Asst Firemaster MacLennan reported that the first meeting of the Brigade's Firelink project group has taken place. Information has also come to light that there will be a delay of approximately 3 months in issuing the contract to the successful company.

3. G8 Summit

DO McKay informed the members that there will be a New Dimensions meeting on 15 June 2005 to discuss the Brigade's New Dimensions Action Plan that he has devised. Included in discussions at this meeting will be the proposed action plan concerning the forthcoming G8 Summit should the Brigade be asked for assistance.

**STANDING ITEMS:**

**4. POLICY APPROVAL**

4.1 Rank to Role

Asst Firemaster reported that two meetings of the Working Group had been held which highlighted the huge amount of work that was required to progress rank to role for the Brigade. He made special mention of ADO Wilson who had put a great deal of work into preparing a process. ADO Wilson then gave a detailed presentation and explained the proposed procedures.

A full discussion then took place after which Firemaster stated that the process has to be open, transparent and based on evidence. Depending on the outcome there may be a need to re-evaluate responsibilities and the structure of the Brigade for the future. The Management Team agreed they would accept the principal of the process that has been put forward, and work on the evaluation process would commence at Area Manager level.

4.2 Accommodation Update

Assistant Firemaster MacLennan gave an update on the accommodation arrangements proposed to facilitate the appointment of new employees. He said three options were being considered and a decision will be made when costs etc have been evaluated.

**ACTION BY**

**Rank to Role  
Working Group**

**Asst Fmr  
MacLennan**

<p>4.3 <u>Policy on Mobile Phones</u></p> <p>The policy on Mobile Phones was discussed and approved with slight amendments.</p> <p>4.4 <u>Draft Contingency Plan for Pandemic Influenza</u></p> <p>Assistant Firemaster MacLennan reported that he had attended a JEPEG meeting which included a presentation on Pandemic Influenza. He presented a Draft Contingency Plan based on the World Health Organisation's advice. After discussion the BMT approved the contingency plan.</p> <p>4.5 <u>Fire (Scotland) Act</u></p> <p>The Firemaster brought to the attention of the BMT recommendations which will go to the next Fire Board meeting for approval:</p> <ul style="list-style-type: none"> <li>• the implementation of the Fire (Scotland) Act</li> <li>• the Board will now be defined as Highlands and Islands Fire and Rescue Joint Board</li> <li>• the Brigade be defined as Highlands and Islands Fire and Rescue</li> <li>• the Firemaster be re-designated as Chief Fire Officer</li> <li>• a new badge be adopted</li> </ul> <p><b>5. RESOURCE ALLOCATION AT BRIGADE LEVEL</b></p> <p>There were no items.</p> <p><b>6. FINANCE MONITORING</b></p> <p>There were no items.</p> <p><b>7. PERFORMANCE MANAGEMENT</b></p> <p><b>7.1 Service Review Schedule</b></p> <p>The Service Review Schedule was AGREED.</p> <p><b>8. EQUALITY AND DIVERSITY</b></p> <p>There were no items.</p> <p><b>9. HEALTH AND SAFETY</b></p> <p>In future the Contingency Plan for Pandemic Influenza will be dealt with under this heading.</p>	<p><b>ACTION BY</b></p> <p><b>A/Fmr MacLennan</b></p>
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**NEW BUSINESS****ACTION BY****10. DEMONSTRATION OF SATELLITE PHONE  
(Sponsor: T/Asst Firemaster MacLennan)**

This has been postponed until a later date.

**11. BLOOD TESTING FOLLOWING CRIMINAL INCIDENTS  
WHERE THERE IS A RISK OF INFECTION: PROPOSALS  
FOR LEGISLATION  
(Sponsor: Firemaster Murray)**

Firemaster Murray brought to the BMT's attention a response he had made on behalf of the Brigade, which is self explanatory.

**12. AOCB****12.1 Recruitment**

The first stage of the recruitment initiative has been completed and all the posts have been filled. Firemaster Murray expressed his thanks to all those who had been involved in the interviews etc.

**12.2 New Civilian Employees Relocation/Removal Scheme – Further Education**

A brief discussion took place and it was agreed that further investigation would be carried out.

**L Govan**

There being no further business the meeting closed.

**13. DATE OF NEXT MEETING**

28<sup>th</sup> June 2005 at 0930 hours in the Conference Room.