

HIGHLAND AND ISLANDS FIRE BRIGADE

**APPROVED MINUTES OF THE BRIGADE MANAGEMENT TEAM MEETING
HELD ON 28 JUNE 2005 AT 0930 HOURS
CONFERENCE ROOM, BHQ**

PRESENT: Firemaster B A Murray
Deputy Firemaster H Henny
Asst Firemaster U MacLennan
Divisional Officer A Edwards
Divisional Officer J Donaldson
Divisional Officer T Johnson
Divisional Officer D Gill
Leonie Govan
Minute Secretary: Margaret Tuckwell

1. APOLOGIES: Divisional Officer McKay
Mr M MacKay
Mr A MacAllister

ACTION BY

2. MINUTES OF MEETING – 13 JUNE 2005 AND MATTERS ARISING

The minutes of the above meeting were deemed to be correct.

2.1 Firemaster Murray advised members he had considered the Area Management structure that was being adopted by other brigades. He further advised that he would have to give careful consideration to the needs of this brigade and the outcome of the Rank to Role exercise prior to deciding on the appropriate Area Manager structure for this brigade. A general discussion followed.

Firemaster

STANDING ITEM

POLICY APPROVAL

Communications with Staff

After a general discussion it was decided that there should be five Retained Officers annual meetings for the purpose of updating personnel on developments and receiving feedback. These would be held in : Orkney, Shetland, Western Isles, North highland and South Highland. The agenda for each meeting would remain the same and would be supported by the same management members.

DO Edwards will put together an agenda, which will include IRMP, CFS, IPDS, etc matters and it is hoped the first meeting will take place in September 2005.

DO Edwards

A Communications Forum involving Retained and other sectors of the organisation will be discussed at a future meeting. Firemaster Murray will put together an agenda which will include Terms of Reference etc.

1000 hours – At this point DO Gill left the meeting.

DO III Vacancies

In accordance with the Vacancy Policy Internal Transfer Requests and Notices of Interest for Promotion were considered for the 2 DO III vacancies. A decision was taken to fill the IRMP post by granting an Internal Transfer Request.

1030 hours – At this point Firemaster Murray, Asst Firemaster MacLennan and Leonie Govan left the meeting as they had other commitments.

1100 hours – Meeting re-convened.

STANDING ITEMS

4. POLICY APPROVAL

4.1 Rank to Role

Assistant Firemaster MacLennan and Leonie Govan will attend a Working Group meeting at Grampian this afternoon and update BMT at a future meeting.

4.2 Accommodation Update

Assistant Firemaster MacLennan advised that after various proposals had been put forward, a portakabin had been ordered which would provide additional temporary office accommodation.

4.3 Policy on Mobile Phones

The new policy and guidance will be circulated to Heads of Departments for their attention and action.

5. RESOURCE ALLOCATION AT BRIGADE LEVEL

There were no items.

6. FINANCE MONITORING

There were no items.

ACTION BY

Firemaster

**A/Fmr MacLennan
L Govan**

A/Fmr MacLennan

| | ACTION BY |
|---|-------------------------------|
| <p>7. PERFORMANCE MANAGEMENT</p> <p>The Service Delivery Group and the Service Support Group will manage Performance Monitoring in future.</p> | Dep Fmr T/Asst Fmr |
| <p>8. EQUALITY AND DIVERSITY</p> <p>There were no items.</p> | |
| <p>9. HEALTH AND SAFETY</p> <p>There were no items.</p> | |
| <p>11. DATE OF NEXT MEETING</p> <p>TO BE ADVISED.</p> | |

