

HIGHLAND AND ISLANDS FIRE BRIGADE

**APPROVED MINUTES OF THE BRIGADE MANAGEMENT TEAM MEETING
HELD ON
15 July 2004**

PRESENT: Firemaster B A Murray
Assistant Firemaster H Henny
Divisional Officer U MacLennan
Divisional Officer A Edwards
Divisional Officer D Gill
Mrs V MacDonald (representing Mr A MacAllister)
Ms L Govan
Mr M MacKay

Mrs M Ross (Minute Secretary)

Firemaster welcomed members to the 9th Brigade Management Team Meeting since the re-structure of the Brigade.

BUSINESS

1. APOLOGIES FOR ABSENCE

Deputy Firemaster Munro (Out of area)
Mr A MacAllister (Out of area)
Divisional Officer D McKay (AL)
Divisional Officer J Donaldson (AL)

ACTION BY

2. MINUTES OF MEETING HELD ON 14 June 2004 and Matters Arising

The draft minutes were discussed, and AGREED for BMT circulation only. Matters arising had been placed on the Agenda for further discussion.

3. PHASE II AUDIT

Assistant Firemaster Henny informed the meeting that the timetable for the visit by Audit Scotland for the second phase of the Audit had been circulated, the visit taking place between 26 July-6 August. He asked members to be frank, open and honest and to seek clarification on any subject matter if the need arose during the visit. Tribute was paid to those who had put a tremendous amount of work into both phases of the Audit.

4. VACANCY POLICY

A full discussion on the Transfer and Vacancy Policy took place and it was agreed that any forthcoming transfers/vacancies would be processed strictly according to the guidelines within the Brigade Vacancy Policy.

5. ALCOHOL POLICY

The Firemaster gave an overview of the current position, and made reference to a paper submitted by DO MacLennan which was discussed fully by members, and which will be amended and submitted to the Firemaster following the meeting.

The Firemaster stated that the Brigade has a duty to protect individuals and to protect the reputation of the Brigade.

Following full discussion it was agreed that a letter will be sent out notifying all that;

- The storage, purchase and consumption of alcohol will be banned on all Brigade premises, except for authorised and managed social functions.

The decision was taken for a number of reasons which includes:

- a) The consumption of alcohol within an operational environment is socially unacceptable due to the inherent risks associated with the role of the fire service.
- b) The Health and Safety of our staff and members of the public affected by us must be at the forefront of our actions.
- c) The good reputation of the Brigade within the community and the wider area.

Any social functions organised on Brigade premises must be authorised in accordance with Brigade Order 11B. A licence must be applied for and granted. A person/group must be identified as being responsible for the management of the event.

It was agreed that further detailed guidance on the organisation and management of social functions will be produced and circulated to staff in the near future.

ACTION BY

DO MacLennan

Firemaster

DO MacLennan

ACTION BY**6. CONTROL ROOM REPORT**

The report on “The Future of Fire Control Rooms in Scotland” had been circulated by the Scottish Executive, and responses were required by the end of August. A Working Group, chaired by the Deputy Firemaster, will meet shortly and produce a response on behalf of Highland and Islands Fire Board.

7. NATIONAL DISPUTE

7.1 The Firemaster gave an update on the national dispute, and will attend an NJC meeting on 22 July 04.

7.2 FBU Meeting with Management

A meeting had been held on 14 July between the FBU and Management and it was pleasing to note that, despite the Dispute, this meeting was able to go ahead and keep the lines of communication open.

Assistant Firemaster Henny gave an overview of the content of the meeting. Several matters raised at the meeting would be dealt with by Service Delivery. Other matters, such as IPDS, Pre-arranged Overtime, New Dimensions etc. had been discussed and the FBU are currently re-examining these items to take back to the next meeting.

The FBU were assured that the review of the 32 units identified by the HMI would be undertaken as quickly and thoroughly as possible, using all the risk information available.

8. FINANCIAL MONITORING

Mrs MacDonald presented the latest Revenue Monitoring Statement to the meeting. She pointed out that the amount of transitional funding is not known yet, so the statement is based on actual funding. The Firemaster assured members that the Brigade is lobbying hard for transitional funding to cover our needs.

9. IRMP

DO Johnson had made an excellent presentation on the FSEC model and IRMP to the Fire Board, so much so that it had been decided to make the presentation available to all stakeholders and letters have gone out informing them that Modernisation/Fire Safety Legislation/IRMP/Risk Modelling presentations would be undertaken in -

Inverness on 21 August – Brigade HQ
Kirkwall Station on 15 September
Lerwick Station on 20 September

ACTION BY**10. LONG SERVICE AND GOOD CONDUCT MEDALS**

The Firemaster brought this item to the meeting to clarify the position regarding the presentation of the Long Service and Good Conduct Medals. As this is a medal presented by the Queen, the Firemaster, Deputy Firemaster or Assistant Firemaster are the appropriate rank to present the medals, however alternative arrangements could be considered by Service Delivery with recommendations being made to Executive Command. It was agreed that the standard letter will be changed to reflect this position more accurately.

11. AOCB

There was no other competent business.

Meeting closed at 1215 hrs.