

**HIGHLAND AND ISLANDS FIRE BRIGADE
APPROVED MINUTES OF THE BRIGADE MANAGEMENT TEAM MEETING
HELD ON
1 February 2005
AT 1400 hrs
CONFERENCE ROOM, BHQ**

PRESENT: Firemaster B A Murray (Chair)
Assistant Firemaster H Henny
Divisional Officer D Gill
Divisional Officer A Edwards
Divisional Officer U J MacLennan
Divisional Officer D McKay
Divisional Officer T Johnson
Divisional Officer J Donaldson (for part of the meeting)
Mr A MacAllister
Mr M MacKay
Ms Leonie Govan

Minute Secretary: Mrs M Ross

BUSINESS

1. APOLOGIES FOR ABSENCE

Deputy Firemaster A A Munro (AL)

2 MINUTES OF MEETING HELD ON 26 January 2005

The draft minutes were discussed, amended and AGREED for circulation.

3 MATTERS ARISING

3.1 Rank to Role

DO's MacLennan, Johnson and Edwards will meet as a Working Group to review and progress produce rank to role for the Brigade.

3.2 ADC Questionnaire

The questionnaire sent by ODPM requesting strategic managers in the service to assist in the design of the new Assessment Development Centre had been completed by all.

ACTION BY

**DO MacLennan
DO Johnson
DO Edwards**

	ACTION BY
<p>3.2 <u>New Retained Contracts</u></p> <p>A meeting will be held in the Conference Room BHQ on Tuesday 15 February 2005. Relevant district personnel will be invited to attend. DO MacLennan will arrange.</p>	DO MacLennan
<p>4. HMCI VISIT TO BRIGADE</p> <p>Full discussion took place on the forthcoming visit by HMCI and his team on 7/8/9 February 2005.</p> <p>4.1 The “Performance Management and Planning” document was scrutinised page by page and the appropriate BMT member would amend accordingly.</p> <p>4.2 DO MacLennan informed BMT that the timetable for HMCI and his team would be formulated at the first meeting scheduled for Monday 7 Feb 05 at 0930 hrs. DO MacLennan would co-ordinate the visit.</p> <p>4.3 BMT members were informed that the above would be accessible on the. Document would be accessible on the G Drive. Changes to be submitted to Ms Linda McDermott as soon as possible.</p>	DO MacLennan
<p>5. AOCB</p> <p>There was no other competent business. Meeting closed 1610 hrs.</p>	All
<p>6. DATE OF NEXT MEETING</p> <p>9 February 2005 at 1400 hrs (1 Agenda Item: HMCI Visit)</p>	All

