

**HIGHLAND AND ISLANDS FIRE BRIGADE
APPROVED MINUTES OF THE BRIGADE MANAGEMENT TEAM MEETING
HELD ON
2 NOVEMBER 2004
AT 0930 HRS
CONFERENCE ROOM, BHQ**

PRESENT: Mr A MacAllister (Chair)
Divisional Officer J Donaldson
Divisional Officer A Edwards
Divisional Officer U J MacLennan
Divisional Officer D McKay
Mr M MacKay
Minute Secretary: Mrs M Ross

Mr MacAllister took the Chair in the absence of the Firemaster who was unable to attend.

BUSINESS

1. APOLOGIES FOR ABSENCE

Firemaster B A Murray (other Brigade commitments)
Deputy Firemaster A A Munro (AL)
Assistant Firemaster H Henny (Exam Board Daventry)
Divisional Officer D Gill (other Brigade commitments)
Ms Leonie Govan (other Brigade commitments)

2. MINUTES OF MEETING HELD ON 23 September 2004

The draft minutes were discussed, and AGREED for circulation.

3. MATTERS ARISING

Ongoing Items

3.2 Pay Assimilation Interim Arrangements

DO Edwards has submitted a report with recommendations to Executive Command (Ref: 05-08-01 AE/SS)

3.3 Working arrangements for Retained

The working arrangements for Retained personnel was discussed and a Working Group will be set up to consider this item. The Group will consist of DO's Donaldson, McKay and Haggarty and Leonie Govan. DO Donaldson will chair the Group

ACTION BY

DO Donaldson

3.4 Transitional Funding

Mr MacAllister reported that formal notification had been received from the Scottish Executive intimating that transitional funding was to be made available to the Brigade, £1.63m for the pay award and £3m for the planned upgrade programme.

Capital Monitoring

Mr MacAllister reported that the Property & Architectural Department has just advised the Brigade it was likely that the Building Programme would possibly be approximately £600,000 under budget at the year end. In view of this, Mr MacAllister invited all departments to review their Capital Plans for 2005/06 and advise of any property programmes which could be brought forward into 2004/2005.

4 IRMP LAUNCH

This item was taken at the end of the meeting.

5. FSNBF – NATIONAL CAR WASH DAY

In the absence of the Firemaster, this item will be put on next meeting's agenda (16 November)

6. GRADUATION CEREMONY (SFSC)

DO MacLennan offered to attend the Graduation Ceremony on 5 November as Firemaster Murray was unable to attend.

7. BRIGADE INSPECTION 2004/2005

HMI had sent out a pre-inspection questionnaire and Mr MacAllister requested officers to reply through DO MacLennan.

4. IRMP LAUNCH

DO Donaldson gave a presentation on the draft IRMP Plan which is being sent out to all stakeholders, including the 32 units currently under review. The Plan will be finalised on 1 April 2005.

He informed members that the Fire Board IRMP Working Group will meet on 3 December 2004 to consider the draft Policy Paper on the future of the 32 volunteer units not included in HMIFS strategic list, prior to its submission to a Special Meeting of the full Board being arranged for Tuesday 21 December 2004.

ACTION BY

All

Minute Secretary

All

ACTION BY

DO Donaldson will email the PowerPoint Presentation to Districts.

DO Donaldson

Meeting closed 1220 hrs.

1400 hrs**8. FREEDOM OF INFORMATION ACT**

Ms Jacqueline MacKay of Grampian Fire & Rescue Service gave a presentation on the FOI Act which comes into force on 1 January 2005.

Present:

Mr A MacAllister (Chair)
Lorraine Flett (Stores)
T/ADO D Wilkie
J Cannon
FCO A Cameron
B Munro (Finance)
ADO L MacLennan
L McDermott
DO D McKay
DO J Donaldson
DO A Kidd
S Chisholm
DO U MacLennan
M Ross
M MacKay

Mr MacAllister welcomed staff who had been able to attend this open part of the BMT meeting. He introduced Ms Jacqueline MacKay, Information Manager of Grampian Fire & Rescue Service, who will assist the Brigade in implementing a strategy for information and management. Mr MacAllister pointed out that this would also assist the Brigade in complying with the Freedom of Information Act which comes into force on 1 January 2005.

The first stage in implementing the information strategy is to conduct an audit of "paper" information held by the Brigade. Each Department was requested to nominate one person to be responsible for collating the information for their respective departments. Ms MacKay agreed to provide guidance and logic for this "audit team".

(Date subsequently arranged 7/8 December 2004)

Once the paper audit is up and running, then an electronic audit would take place.

Ms MacKay will visit the Brigade at the beginning of December to meet the Audit Team. MacAllister thanked her very much for attending and expressed his appreciation to Grampian Fire & Rescue Service for allowing the Brigade to make use of her services.

1. DATE OF NEXT MEETING

Tuesday 16 November 2004 in the Conference Room at 0930 hrs

Meeting closed at 1530 hrs.

ACTION BY