

**HIGHLAND AND ISLANDS FIRE BRIGADE**

**APPROVED MINUTES OF THE BRIGADE MANAGEMENT TEAM MEETING  
HELD ON  
9 SEPTEMBER 2004  
AT 0930 HRS  
CONFERENCE ROOM, BHQ**

**PRESENT:** Deputy Firemaster A A Munro (Chair)  
Divisional Officer D McKay  
Divisional Officer D Gill  
Divisional Officer J Donaldson  
Mr A MacAllister  
Mr M MacKay  
Mrs V MacDonald  
Miss L Govan  
Minute Secretary: Mrs M Ross

The Deputy Firemaster welcomed members to the 10<sup>th</sup> Brigade Management Team Meeting since the re-structure of the Brigade.

**BUSINESS**

**1. APOLOGIES FOR ABSENCE**

Firemaster B A Murray (at Fire Conference)  
Assistant Firemaster H Henny (at Fire Conference)  
Divisional Officer A Edwards (AL)  
Divisional Officer U MacLennan (in Edinburgh)

**2. MINUTES OF MEETING HELD ON 15 July 2004**

The draft minutes were discussed, and AGREED for circulation.

**3. MATTERS ARISING**

3.1 Alcohol Policy

This policy has now been issued. However further detailed guidance on the organisation and management of social functions will be produced and circulated to staff in the near future. The policy will be incorporated within Brigade Order 11B.

**4. LEADING FIREFIGHTER VACANCIES  
(Sponsor: Deputy Firemaster)**

BMT were updated on the situation regarding leading firefighter vacancies, and a panel was appointed to conduct interviews and consider applicants for appointment as leading firefighters.

**ACTION BY**

**DO MacLennan**

This panel would consist of:

DO John Donaldson (Chair)

DO Alan Edwards

DO David Gill

Miss Leonie Govan who will be present to monitor the proceedings.

#### **5. PAY ASSIMILATION INTERIM ARRANGEMENTS (Sponsor: Deputy Firemaster)**

At a recent Executive Command meeting, a decision was taken as follows:

Following receipt of NJC/06/04 (Stage 3 Pay Settlement) consideration was given to interim pay assimilation arrangements. The following **interim arrangements will apply:**

**Firefighter** in accordance with circular.

**Leading Firefighter** to Crew Manager (competent)

**Sub Officer** to Watch Manager Competent A.

**Station Officer** (Rider and 9 day-fortnight) to Watch Manager Competent B.

**Station Officer** (Flexible duty system) to Station Manager Competent A.

**Assistant Divisional Officer** to Group Manager Competent A.

**Divisional Officer III** to Group Manager Competent B.

**Divisional Officer I** to Area Manager Competent A.

These interim arrangements will apply until guidance is received on rank-to-role at which time the situation will be reassessed. Any person who has been on a lower grade than rank to role guidance determines will have all emoluments back dated. Any person who has been on a higher grade than rank to role determines will have their pay held at current levels until relative pay scales catch up.

DO Donaldson, DO McKay and DO Gill were asked to speak to staff affected and inform them of this decision and to stress that these are INTERIM arrangements.

**ACTION BY**

**DO Donaldson  
DO McKay  
DO Gill**

## **6. PAY SETTLEMENT ARRANGEMENTS**

**(Sponsor: Mrs V MacDonald)**

The timetable for pay settlement arrangements was circulated as follows:

### **WHOLETIME:**

New Rates: Paydate 7 October 2004

Back Pay : Paydate 7 October 2004

### **RETAINED/AUXILIARY:**

New Rates: Paydate 7 October 2004

Back Pay: Paydate 4 November 2004

BMT members were pleasantly surprised that the work could be carried out within such a short timescale and thanked Mrs MacDonald and her staff.

### **6.1 National Fraud Initiative**

This exercise will take shortly whereby staff's personal details will be given to Audit Scotland who will undertake a fraud initiative exercise. Details will be put onto the website and a note informing staff will be put into Wholetime/Retained/Civilian payslips, however a memo would have to be circulated to Auxiliary personnel as they do not receive regular payslips.

## **7. CONTROL ROOM RETENTION CAMPAIGN**

**(Sponsor: Deputy Firemaster)**

Deputy Firemaster gave a verbal report on the Highland and Islands Fire Brigade response to the Mott MacDonald Report. Copies had gone to MP's, MSP's, MEP's, over 130 community councils and through a third party to Landowners. It was hoped that this campaign would be successful.

The only outstanding issue is the collection of the various petitions which have to be in by 21 September 2004. BMT members were asked to remind staff of this date.

Deputy Firemaster Munro expressed his appreciation to everyone who had contributed to the document.

**ACTION BY**

**Mrs MacDonald**

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**8. NJC/05/04 GREY BOOK**

Section E1 refers to the production of receipts or other appropriate evidence for the reimbursement of expenditure (ie travel, meals, overnight accommodation etc.) It was agreed that with effect from 1 October 2004, receipts must be produced to confirm expenditure has in fact been incurred. This will have the added benefit of the Brigade being able to claim back any VAT element which has been paid reducing the overall expenditure profile.

It was stressed that the Brigade would reimburse any REASONABLE expenses, but would have the right to review any claim which may seem unreasonable.

**9. DATE OF NEXT MEETING**

Thursday 23 September 2004 at 0930 hrs in the Conference Room

**ACTION BY**