

**HIGHLAND AND ISLANDS FIRE BRIGADE
APPROVED MINUTES OF AN EXTRAORDINARY BRIGADE MANAGEMENT TEAM
MEETING
FOLLOWING HMCI'S VISIT ON 7/8/9 FEBRUARY 2005
HELD ON
9 February 2005
AT 1400 hrs
CONFERENCE ROOM, BHQ**

PRESENT: Firemaster B A Murray (Chair)
Assistant Firemaster H Henny
Divisional Officer A Edwards
Divisional Officer U J MacLennan
Divisional Officer T Johnson
Divisional Officer J Donaldson
Mr A MacAllister
Mr M MacKay
Ms Leonie Govan

Minute Secretary: Mrs M Ross

Firemaster Murray explained that this extraordinary meeting of BMT had been called following the visit of HMCI to discuss the relevant points made by the Inspectors. Firemaster thanked everyone for their assistance during the last few days. HMCI had given a positive debriefing and special mention was made of the work carried out on IRMP and Community Fire Safety.

However there were some issues which gave HMCI some concern, but he and his team were willing to support the Brigade in bringing about these improvements.

1. MASS DECONTAMINATION AND UKSAR

A plan needs to be developed that takes account of the provision of vehicles offered by HMCI.

The issue of training was discussed. DO Edwards reported that he was waiting for the completion of the UKSAR policy. He will clarify the position at the next BMT.

ACTION BY

DO Edwards

<p>2. HOME RISK VISITS</p>	<p>ACTION BY</p>
<p>The “Vulnerable Persons Policy” was discussed. It was noted that there were concerns on stations with the reporting procedure, and this needs to be addressed.</p>	<p>Area Commanders</p>
<p>3. TERRIAN TRAINING</p> <p>It was imperative that personnel are trained in using the Terrian system.</p>	<p>DO Donaldson</p>
<p>4. CONTRACTS</p> <p>A meeting is due to take place to discuss new Retained Contracts on 15 February 2005.</p>	<p>DO MacLennan</p>
<p>5. WELCOMING LETTERS</p> <p>Regarding letters sent to new starts in the non-uniformed section, these will be updated.</p>	<p>Leonie Govan</p>
<p>6. IPDS</p> <p>DO Edwards was asked to research Cumbria’s model for IPDS</p>	<p>DO Edwards</p>
<p>7. ASSESSMENT DEVELOPMENT CENTRES</p> <p>DO Edwards is currently updating the interview panel pool. The SFSC IPDS Team will make a presentation during the Wholetime Officers Meeting.</p>	<p>DO Edwards</p>
<p>8. SECONDARY EMPLOYMENT SICKNESS LIABILITY</p> <p>There requires to be a form of words put into the current standard letter which deals with secondary employment sickness liability, stating if personnel are injured or are off sick due to their secondary employment, they carry the liability, not the Fire Brigade.</p> <p>DO MacLennan will amend the standard letter accordingly.</p>	<p>DO MacLennan</p>
<p>9. UKSAR TEAM LEADERS</p> <p>DO Edwards will discuss Brigade Representation to Texas with Assistant Firemaster Henny.</p>	<p>DO Edwards Asst Fmr</p>
<p>10. MIXED CREWING POLICY</p> <p>This item is currently being reviewed by the Staff Department.</p>	<p>DO MacLennan</p>

11. IT STRATEGY

The Consultants are currently in the Brigade reviewing the Brigade's IT Strategy. It was stressed that funding was very important, as it is unlikely the Brigade will receive their top slice bid this year.

12. EQUALITY TRAINING

This is in hand.

13. EMPLOYERS' LIABILITY ISSUES

This is in hand.

14. STATION VISITS

HMCI advised the Brigade about some tactical issues raised by retained personnel. Service Delivery will action this item.

15. COMMUNICATION

A full discussion took place on how communications within the Brigade can be improved. It was agreed that this matter requires a dedicated BMT meeting to discuss further.

16. FREEDOM OF INFORMATION

BMT needed to be aware of the implications for the Brigade of the New Freedom of Information Act.

17. DISCIPLINARY

It was stated that the new Discipline Regulations will be available soon.

18. GREY BOOK AND BRIGADE ORDER

The Deputy and DO MacLennan are holding a meeting on 16 February 2005 to review the current Brigade Orders. It was agreed that clarity is required on the relationship between Brigade Orders, Policies and Guidance Notes etc. Grampian are currently assisting with our information management systems and improvements are being made, however it was agreed that this matter required attention.

19. IPDS AND IRMP VACANCIES

This item is in hand.

ACTION BY

Mr A MacAllister

Ms L Govan

Asst Fmr

FMR

Mr A MacAllister

DO MacLennan

**FMR
Ms Leonie Govan
DO Edwards
A Fmr**

The Firemaster intimated that a special meeting of BMT will take place around the end of March.

20. SFSC MODULES

DO Edwards reported a change in the modules, in that they will take place over 2 weeks, instead of the 56 hours. This will have a major implication for the Brigade.

21. NEW DIMENSION BUILDING

DO Edwards reported that we are investigating the possibility of providing a New Dimension training building in conjunction with CITB at a nominal charge to the Brigade. DO Edwards will discuss with Mr MacAllister and bring a paper to a future BMT.

22. LFA'S

Mr MacKay updated BMT on the LFA's.

There being no other business, the meeting closed at 1500 hrs.

ACTION BY

FMR

**DO Edwards
Mr A MacAllister.**