

**HIGHLAND AND ISLANDS FIRE BRIGADE
 APPROVED MINUTES OF BRIGADE MANAGEMENT TEAM MEETING
 23 March 2005
 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 T Johnson
 Divisional Officer J Donaldson
 Ms Leonie Govan

1. APOLOGIES	ACTION BY
Apologies received from M MacKay and A MacAllister	
2. POINTS FROM INFORMAL MEETING HELD ON 22 MARCH 2005	
1. BMT will meet every second Tuesday at 0930hrs commencing 5th April.	
2. Mail signing. John Donaldson is considering Fire Safety; Alex MacAllister - finance forms and Uisdean MacLennan - the tracking issues.	J Donaldson A MacAllister U MacLennan
3. BA maintenance issues are being considered by Area Commanders.	DO McKay DO Gill
Further business:	
4. Accommodation issues related to new staff and involving other areas of the Brigade will be investigated by Uisdean MacLennan.	U MacLennan
5. Brigade is determined to introduce devolved budgets.	A MacAllister
6. Long term plans must be developed for vehicles and equipment.	M MacKay A MacAllister
7. The Storm Report has yet to be finalised.	B Murray
8. Members of BMT to get together outside of the meeting to list corporate references and put forward any necessary proposals for change.	U MacLennan All
9. Members of management team are responsible for their specific departments and they will conduct the relevant negotiations with the representative bodies.	All

	ACTION BY
10. There exists an urgent need to specify the CFS budget. This may be comprised of an element of wages etc.	A MacAllister J Donaldson
11. There is an urgent need to get in place new discipline procedures. We will utilise national framework but further refinement will be required.	L Govan
12. The implementation of the new roles for the 32 must receive attention. A brief was provided by H Henny.	H Henny
13. It was confirmed that new Retained personnel were receiving new contracts. District staff need to advise and support OICs at long term Retained stations.	D Gill D McKay
Further work required before full scale roll out of contract to all.	L Govan
14. Business continuity has been raised by HMI.	D McKay
15. It was accepted that a performance management tool, appraisal etc was required.	L Govan
16. The HR reference was discussed. Direct accountability was sought and to this end it was agreed that references should be reviewed to allow informed decision	B Murray
17. The bulk of the meeting was taken up discussing communications. It was felt that there is a need to improve and the following actions were agreed.	
a) Contact will be made with other Brigades to seek copies of their communication strategy. This will also consider the need of forthcoming legislation on consultation (it was noted that we have a communication policy for IRMP)	U MacLennan L Govan
b) All members of BMT will plan a minimum of six communications visits to stations. Members must also visit districts.	All Members
c) BMT members were encouraged to increase informal contact with all in Brigade, eg visits to workshops, control, A1, Training etc.	All Members
d) A Newsletter building upon the information on the web site will be trialed.	U MacLennan
The meeting closed with the Firemaster thanking all for participating in a positive manner. A further all day management team will be organised by the Firemaster within two months.	B Murray