

HIGHLAND AND ISLANDS FIRE BRIGADE
APPROVED MINUTES OF THE BRIGADE MANAGEMENT TEAM
HELD ON
5 APRIL 2005
AT 1400 HRS
CONFERENCE ROOM, BHQ

PRESENT: Firemaster B A Murray (Chair)
Divisional Officer Edwards
Ms Leonie Govan
Mr A MacAllister
Mr M MacKay
Mr D McKay

1. APOLOGIES: Deputy Firemaster H Henny
Asst Fmr U MacLennan
Divisional Officer J Donaldson
Divisional Officer D Gill
Divisional Officer T Johnson

2. MINUTES OF MEETINGS:
§ 1 February 2005
§ 9 February 2005
§ 22 March 2005
§ 23 March 2005

The above sets of Minutes were deemed to be correct.

3. MATTERS ARISING:

3.1 It was agreed that BMT meetings will take place every second Tuesday at 0930 hrs in the Conference Room.

3.2 It was agreed that the following items will be standing items at every BMT Meeting:

- § Policy Approval
- § Resource Allocation at Brigade level
- § Finance Monitoring
- § Performance Management
- § Equality and Diversity
- § Health and Safety

The sets of minutes were scrutinised and the following items were allocated to Service Support and Service Delivery as appropriate.

SERVICE SUPPORT			
Date of Minutes	Item No	Subject	Project Officer(s)
1 February 2005	3.1	Rank to Role	DO MacLennan
9 February 2005	5.	Welcoming Letters to Civilian New Starts	Ms L Govan
9 February 2005	6.	IPDS	DO Edwards
9 February 2005	11.	Mixed Crewing Policy	A/Fmr MacLennan
9 February 2005	12.	IT Strategy	Mr A MacAllister
9 February 2005	13.	Equality Training	Ms L Govan
9 February 2005	14.	Liability Issues	Ms L Govan
9 February 2005	17.	Freedom of Information	Mr A MacAllister
9 February 2005	18.	Disciplinary Regulations	Ms L Govan
9 February 2005	19.	Grey Book and Brigade Orders	A/Fmr MacLennan
9 February 2005	21.	SFSC Modules	DO Edwards
9 February 2005	22.	New Dimension Building	DO Edwards Mr A MacAllister
22 March 2005	22.	Working Rig	A/Fmr MacLennan
22 March 2005	26.	Review of Administration	Mr A MacAllister
22 March 2005	27.	Review of Performance Management and Service Planning	A/Fmr MacLennan
22 March 2005	29.	Review of Technical Services	A/Fmr MacLennan
23 February 2005	2.	Mail Signing – Admin/Finance	Mr A MacAllister
23 February 2005	4.	Accommodation issues	A/Fmr MacLennan
23 February 2005	5.	Devolved Budgets	Mr A MacAllister
23 February 2005	6.	Long Term plans to be developed for vehicles and equipment	Mr M MacKay
23 February 2005	8.	Members of BMT to meet to list corporate references and put forward any necessary proposal for change.	A/Fmr MacLennan
23 February 2005	13.	New Retained Contracts – further work required before full scale roll out of contracts	Ms L Govan
23 February 2005	15.	A Performance Management Tool, appraisal etc. is required	Ms L Govan
23 February 2005	17a	Contact to be made with other Brigades regarding communication strategy.	A/Fmr MacLennan
23 February 2005	17d	A newsletter building upon information on the web site will be trialled	A/Fmr MacLennan

SERVICE DELIVERY			
Date of Minutes	Item No	Subject	Project Officer(s)
9 February 2005	1.	Mass Decontamination and UKSAR	DO McKay
9 February 2005	2.	Home Risk Visits	DO Donaldson
9 February 2005	3.	Terrian Training	DO Donaldson
9 February 2005	15.	Station Visits	Dep Fmr Henny
23February 2005	2.	Mail Signing – Admin/Finance	Mr A MacAllister
23February 2005	6.	Long term plans to be developed for property	Mr A MacAllister
22 March 2005	30.	Community Risk Management will take a sharper focus on community fire safety	DO Donaldson
22 March 2005	32	Links between Ops support, CRM and Inverness Station should be developed	DO McKay
23 March 2005	3.	BA Maintenance Issues to be considered by Area Commanders	DO Gill
23 March 2005	10.	There exists an urgent need to specify the CFS budget.	DO Donaldson
23 March 2005	12	The implementation of the new roles for the 32 Units must receive attention.	Dep Fmr Henny

NEW BUSINESS

4& 5. WHOLETIME LFF (CREW COMMANDER) PROMOTIONS AND TRANSFER REQUESTS (Sponsors: DO Gill and DO Edwards)

A full discussion took place on the above items.

Regarding item 4., Firemaster Murray appointed a panel consisting of DO Edwards, Ms L Govan, DO Gill, DO McKay, DO Rayner and ADO Alan Clark, overviewed by Assistant Firemaster MacLennan through Service Support. The panel will be responsible for developing and conducting a sift process and selection process in accordance with current guidance. Consultation with the rep bodies will be undertaken.

Regarding Item 5., three transfer requests had been received. It was agreed that two of the requests should be granted when replacement staff could be appointed. The third transfer request will be progressed when possible, and all 3 requests will be dealt with by DO Edwards, through Service Support.

ACTION BY

**AFmr
MacLennan
(Service
Support)**

**DO Edwards
(Service
Support)**

**6. CAPITAL AND REVENUE MONITORING
STATEMENTS AND CAPITAL PLAN
(Sponsor: Mr A MacAllister)**

Mr MacAllister had circulated the capital and revenue monitoring statements and the paper on the Capital Plan due to go before the Fire Board on 14 April 05.

8. AOCB

8.1 Storm Report

Firemaster Murray circulated to BMT letters of appreciation which will be sent out to stakeholders and to individuals involved with the February storms.

8.2 Driver Training

The issue of driver training was discussed at length. It was agreed that a Driver Training Instructor was urgently required as a temporary measure and DO Edwards will progress.. He will also inform the FBU.

8.3 Communications

DO Edwards will arrange that a template will be placed on the G Drive to be accessed by officers regarding future station visits. When officers have to cancel planned visits to stations at short notice through unforeseen circumstances, the system would allow a replacement to attend.

This item will be placed on the BMT Agenda every 3 months. There being no further business, the meeting closed at 1715 hrs.

ACTION BY

**Dep Fmr
Henny (SD)
AFmr
MacLennan
(SS)**

**DO Edwards
(Service
Support)**

**DO Edwards
(Service
Support)**

**Minute
Secretary**