

**HIGHLAND AND ISLANDS FIRE BRIGADE  
APPROVED MINUTES OF THE BRIGADE MANAGEMENT TEAM MEETING  
HELD ON  
26 January 2005  
AT 0930 HRS  
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 D McKay  
Divisional Officer T Johnson  
Mr A MacAllister  
Mr M MacKay (for part of the meeting)

Minute Secretary: Mrs M Ross

**BUSINESS**

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**1. APOLOGIES FOR ABSENCE**

Deputy Firemaster A A Munro (AL)  
Leonie Govan  
Divisional Officer J Donaldson

**2 MINUTES OF MEETING HELD ON 17 December 2004**

The draft minutes were discussed, and AGREED for circulation.

**3 MATTERS ARISING**

(3.3) Service Plan

The Service Plan had been approved by the Fire Board

(3.4) Rank to Role

This item is ongoing due to awaited national guidance from the ODPM, however BMT agreed that a Group be set up consisting of DO Edwards, DO MacLennan with Leonie Govan as a silent member of the Group at present due to her workloads. This Group should meet immediately in order to progress preparatory work for the "Rank to Role" issue prior to HMI's visit.

**ACTION BY**

**DO MacLennan**  
**DO Edwards**  
*Leonie Govan*  
*(silent member)*  
**Mr MacAllister**

#### 4. FIRE BOARD PAPERS

(Sponsor: Firemaster Murray)

Firemaster Murray updated BMT on the last meeting of the Fire Board held on 21 January 2005.

4.1 The recent devastating storms in the Highlands and Islands had been reported to the Board and it was stressed to elected members the enormity of the task which faced the Brigade and the vital role Control Room personnel had played in co-ordinating Brigade Operations and assisting the public. ADO Rayner and FCO Cameron reported to the Board on the events.

Firemaster Murray praised all personnel, uniformed and civilian, who had been involved with Brigade operations during the recent storms, thanking them for their dedication and flexibility.

#### 4.2 Revenue Budget

A full discussion took place on the various budget heads. It was stressed that budget holders needed to review their budgets and if there was any problem they should contact Mr MacAllister as soon as possible.

#### 4.3 Draft Service Plan

As stated previously, the Draft Service Plan had been approved by the Board.

#### 4.4 Capital Monitoring Statement

Regarding the Capital Programme, the acquisition of sites and the delays involved was fully discussed. An in-depth audit is being carried out shortly by Internal Audit into the associated procedures and processes.

BMT were informed that Fire Board Minutes and Papers (excluding Pink Papers) could now be accessed via Highland Council's website.

#### 5. ADC Questionnaire

(Sponsor: Firemaster Murray)

The ODPM had requested strategic managers in the service to assist in the design of the new Assessment Development Centres and as part of this input had sent a PQA Weighting questionnaire. Five senior managers were required to complete the questionnaire and it was agreed that they would be:

DO Edwards

DO Donaldson

DO Johnson

DO MacLennan

DO Gill

#### ACTION BY

All

**DO Edwards**  
**DO Donaldson**  
**DO Johnson**  
**DO MacLennan**  
**DO Gill**

**10. BUDGETS****(Sponsor: Mr A MacAllister)**

## 10.1 REVENUE

The Revenue Monitoring Statement had been circulated and a full discussion took place on the various headings. It was stressed that budget-holders should spend on actual needs and if they could not do so to contact Mr MacAllister or Vicki MacDonald as soon as possible.

10.1.1 Courses Budget

DO Edwards will update Mr MacAllister on the present position.

10.1.2 Occupational Health

Mr MacAllister will make enquiries on the present position.

It was agreed that next financial year, a complete review of all of the budgets would be undertaken.

## 10.2 CAPITAL

Mr MacAllister gave an overview of the present position.

**7 & 8. 32 UNITS IMPLEMENTATION & IRMP**

Assistant Firemaster Henny and DO Johnson gave BMT an update on the present position. The IRMP document had gone out for consultation at the end of October, and this consultation period ended on Sunday 23 January 05. There is a meeting of the Fire Board IRMP Working Group on 24 February, followed by a meeting of the full Board on 11 March 05. At both meetings the results of the consultation exercise and future role will be considered. Some concerns had been expressed by certain communities on the future role of their Units and it was suggested that following the Fire Board decision on the 32 Units' OIC's could be invited into Headquarters to discuss the implementation plan.

Firemaster Murray thanked Assistant Firemaster Henny and DO Johnson for the work they had carried out during the consultation period.

**9. UKSAR****(Sponsor: DO D McKay)**

9.1 A proposed Brigade Policy on "Responding to Urban Search and Rescue Incidents" had been circulated and was approved by BMT.

**ACTION BY****All****DO Edwards****Mr MacAllister**

9.2 Regarding Water Rescues and Unstable Ground Incidents, DO McKay will continue to work on a draft Policy Document.

**ACTION BY**

**DO McKay**

### 9.3 Lifejackets

It was agreed that life jackets should be issued immediately, along with a guidance note. DO McKay and DO Edwards will liaise on this item.

**DO McKay**  
**DO Edwards**

## **11. CONTRACTS**

**(Sponsor: Assistant Firemaster Henny)**

The proposed retained contract for issue to new retained staff on their redesignation from upgraded auxiliaries was studied closely and after a lengthy discussion various amendments were made. The contracts will be dated 1 April 2005.

In the first instance, Assistant Firemaster Henny will contact the FBU and the Firemaster, Highland Council Personnel Department.

**Asst Fmr Henny**  
**Firemaster**

A special Wholetime Officers Meeting will be held in the Conference Room BHQ on Tuesday 15 February 2005 to discuss and explain the new contracts. DO MacLennan will draft out a memo and forward a copy of the proposed contract to staff accordingly.

**DO MacLennan**

*(at 1245 hrs Mr MacKay left the meeting)*

## **5. HMCI PREPARATION**

**(Sponsor: Firemaster Murray)**

The HMCI Inspection 2004/2005 will take place on 7/8/9 February 2005. The Brigade Management Team will meet with the Inspectors on Monday morning 7 February 2005 in the Conference Room to discuss and agree the timetable.

**All**

The template for HMI Inspection 2004/2005 was discussed and amended accordingly. *(the template is available on the "G" Drive – Directory HMCI/Evidence Trail FOI)*

**All**

In order to progress this matter, a BMT Meeting will be held on Tuesday 1 February 2005 at 1400 hrs in the Conference Room.

## **12. AOCB**

### 12.1 Mobile Phones

Mr MacAllister will draft a Brigade policy document on mobile phones and bring it back to BMT.

**Mr MacAllister**

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### 12.2 Pandemic Flu

DO McKay alerted BMT to this New Dimensions issue, whereby the possibility of a pandemic flu epidemic and the impact on the Brigade workforce had been discussed at various meetings, and had also been reported in the press. This was noted by BMT.

### 12.3 IPDS

DO Edwards had drafted a policy on the introduction of the IPDS and will circulate to Brigade Management Team .

### 12.4 Petitions Committee

Firemaster Murray reported on the recent meeting of the Scottish Executive Petitions Committee. FCO Cameron had attended the meeting.

There is an NJC Meeting on Fire Controls being held in London on Friday 28 January 05 and Firemaster Murray will attend as a COSLA representative.

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

### **13. DATE OF NEXT MEETING**

Tuesday 1 February 2005 at 1400 hrs

**ACTION BY**

**DO Edwards**