

**AWDURDOD TÂN AC ACHUB CANOLBARTH A GORLLEWIN
CYMRU**



MID AND WEST WALES FIRE AND RESCUE AUTHORITY

**COFNODION
CYFARFOD YR AWDURDOD
GANOLFAN GYNADLEDDA
PENCADLYS Y GWASANAETH TÂN AC ACHUB
CAERFYRDDIN
Dydd Llun 3 Gorffennaf 2006**

**MINUTES
OF THE AUTHORITY MEETING
THE CONFERENCE CENTRE
FIRE AND RESCUE SERVICE HEADQUARTERS
CARMARTHEN
Monday 3 July 2006**

PRESENOLDEB/ATTENDANCE

Presennol yn y Cyfarfod/Present at Meeting:

CADEIRYDD/CHAIRMAN:	
IS-GADEIRYDD/VICE CHAIRMAN:	C J Crowley
AELODAU/MEMBERS:	Cyng/Cllrs: J J J Davies, Mrs T Devichand, J Dudley, T E Evans, K Harris, D R James, P James, F M Jones, C Philpott, D C Prothero, G Seabourne, M Smith, P Spender, T Theophilus, C Waller, M Williams
YMDDIHEURIADAU/APOLOGIES:	Cyng/ Cllrs: J Allen-Mirehouse, B J Hall, P Llewellyn, C Morgan, G Phillips, J D A Thompson,

1 DECLARATION BY MEMBERS OF PERSONAL INTEREST

None were declared.

2 PERSONAL MATTERS

The Vice –Chair extended a warm welcome to Councillor Margaret Smith who was attending her first meeting of the Authority.

3 TO RECEIVE AND CONFIRM AS A TRUE RECORD THE MINUTES OF THE FIRE AUTHORITY METING HELD ON THE 22ND MAY 2006

The minutes of the Fire and Rescue Authority meeting held on the 22nd May 2006 were received and approved as a true record.

4 TO RECEIVE AND CONFIRM AS A TRUE RECORD THE MINUTES OF THE FIRE AUTHORITY HELD ON THE 7TH JUNE 2006

Councillor J Dudley noted that she had tendered her apologies for the meeting although they did not appear on the minutes.

Councillor E Evans noted that he had been appointed to represent the Authority on the Rural Commission not the Urban Commission.

The Minutes of the Fire Authority meeting held on 7th June 2006 were received and approved as a true record, subject to the amendments noted above.

5 TO RECEIVE AND CONSIDER THE MINUTES OF THE PERFORMANCE AND POLICY REVIEW COMMITTEE HELD ON 22ND MAY 2006 AND THE 7TH JUNE 2006

The minutes of the Performance and Policy Review Committee held on the 22nd May and the 7th June were received and noted.

6 TO RECEIVE AND CONSIDER THE MINUTES OF THE STANDARDS COMMITTEE HELD ON 23RD MAY

The minutes of the Standards Committee held on the 23rd May were received and noted.

7 TO RECEIVE AND CONSIDER THE MINUTES OF THE RESOURCES COMMITTEE HELD ON THE 7TH JUNE 2006

The minutes of the Resources Committee held on the 7th June 2006 were received and noted.

8 TO RECEIVE AND CONSIDER THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON THE 7TH JUNE 2006 AND 19TH JUNE 2006

The minutes of the Personnel Committee held on the 7th June and 19th June

were received and noted.

The Director of Finance, Mrs E Aitken, stated that in the minutes of the 19th June the salary structure for the post of Principal Accountant would be in line with the new structure as introduced by the Job Evaluation/Pay Review for support staff employees.

9 TO RECEIVE A REPORT ON THE DRAFT RISK REDUCTION PLAN 2007/10

DCFO Richard Smith updated Members on the draft Risk Reduction Plan which had been developed by the Members Working Group.

Area Manger Paul Bates then gave a presentation to the Authority on the main themes contained within the draft Plan which set out how the Authority intended to reduce risk from fire in the home; in non-domestic properties; from road traffic collisions and arson. The draft Plan included proposals for Youth Work and Education Work, Intervention Services and Ensuring Effective Response. The draft plan also outlined the recently introduced Risk Reduction Plan Guidance and Service Standard to fires in the home as published by the Welsh Assembly Government. In this context, Area Manager Paul Bates, referred to the deferred proposals for Haverfordwest and Pontardawe and the outcomes of these proposals having been assessed against the new guidance.

A number of positive comments were made by Members in respect of the draft plan and the work undertaken by the Working Group. Questions were raised by Members in respect of road safety education and safe driving practices, Home Fire Safety Audits, aerial appliances, the deferred proposals for Pontardawe and Haverfordwest, day crewing arrangements and the consultation arrangements for Town and Community Councils.

RESOLUTION

It was RESOLVED that Members noted and approved the draft Risk reduction plan 2007/10 and approved the start of consultation from 4th July.

10 TO RECEIVE A REPORT ON THE REVISED SERVICE HEALTH AND SAFETY POLICY DOCUMENT

In accordance with the Health & Safety at Work etc Act 1974 and its supportive regulations it was necessary to review the Health & Safety Policy for the Fire and Rescue Service to ensure that it accurately reflected the management of workplace health, safety and welfare arrangements currently in place.

RESOLUTION

It was **RESOLVED** that
(i) the policy be approved
(ii) the Chairman sign the Statement of Intent to endorse Members' approval of the Policy, and that

(iii) Members approved the issue of the Statement of Intent contained within the Policy to all Service employees via the July payslips.

11 TO CONSIDER A REPORT ON THE INTRODUCTION OF CONTINUAL PROFESSIONAL DEVELOPMENT PAYMENTS

The Pay and Conditions Agreement 2003 set out to introduce continual professional development payments from 1st July 2006 when the Long Service Increment would be phased out. Whilst good progress had been made in developing a new framework, Circular NJC/5/06 noted that the arrangements would not be in place by the 1st July and therefore it had been agreed to defer the commencement of the new arrangements until the 1st October.

Councillor C Philpott sought assurance that the Long Service Increment would end on the 1st October 2006 and not be further extended. The Chief Fire Officer stated that there would be little enthusiasm to further extend this payment.

RESOLUTION

It was RESOLVED to note the new arrangements as agreed by the NJC

12 TO CONSIDER CORRESPONDENCE RECEIVED FROM THE MINISTER FOR SOCIAL JUSTICE AND REGENERATION

The Chairman had requested that this matter be deferred until the next meeting.

RESOLUTION

It was RESOLVED to defer this matter until the next meeting.

13 TO CONSIDER A REPORT ON A PROPOSED PARTNERSHIP WITH RISKSMAST

Members were asked to support an innovative public-private partnership arrangement between a company called Risksmart and the Service. This approach was designed to reduce fire risk in non-domestic premises within the Service area, by assisting managers to better understand key risks to their business and comply with complex areas of fire safety legislation.

Risksmart were offering a facility to effectively communicate the legal obligations and message of undertaking a fire risk assessment to the 15,000 or so small and medium-sized premises (employing between 5 and 100 people), which internal fire safety resources did not have the capacity to address. The facility would also assist by allowing the Service to concentrate the inspection programme on known higher-risk premises.

Risksmart had already been successfully utilised by Buckinghamshire, Cleveland, Essex, West Yorkshire and Merseyside F&RS. The partnership campaigns conducted within those areas produced identifiable improvements in

compliance levels, the results of which were externally audited by Anglia Polytechnic University. The results demonstrated improved legislative compliance within 25% of the businesses contacted.

The campaign adopted by Risksmart firstly would involve an initial letter sent to an identified responsible person within a business outlining the legal obligations and necessity to undertake a fire risk assessment. This would be followed up by a telephone call that enquired as to the actions taken by the business in pursuit of legislative compliance, and specifically to ascertain whether a fire risk assessment had been carried out.

If this were not the case, Risksmart would present a number of options that would assist the business to progress toward compliance and meet its legal obligations. The options offered would be: -

1. Obtaining the relevant fire safety guide (currently the Employers Guide; ODPM Premises Guide following introduction of Fire Safety Order)
2. Obtaining a Fire Safety Training Course (Risksmart would identify local, approved training providers)
3. Employing the services of a Fire Safety Consultant to undertake Risk Assessment (Risksmart would identify FPA Approved consultancy services)
4. Firesmart - an online risk assessment tool that enabled users to undertake a risk assessment of their premises and identify significant findings. The product associated with Risksmart would cost £199 for a twelve-month licence, allowing continuous use during that period – it was noted that the product had not been endorsed by the Service and was not directly promoted by Risksmart.

Risksmart would address the Welsh language requirements of a campaign within Wales, ensuring bi-lingual correspondence and through employing Welsh-speaking telephone operators.

They would also provide 500 free licenses for allocation by the Service, for example, to charitable or voluntary organisations or to those employers allowing staff to undertake retained duties. They would also make a contribution to Mid and West Wales F&RS of £25 for every Firesmart licence purchased, to be utilised for further community safety initiatives.

The campaigns undertaken would also be utilised to incorporate specific matters, such as identifying arson vulnerability or reducing unwanted fire signals etc. It should also assist in identifying previously unknown higher-risk and non-compliant premises, whilst providing operational information on the location of hazardous substances.

RESOLUTION

It was **RESOLVED** that the Authority approve the partnership arrangement.

14 TO RECEIVE ITEMS FOR INFORMATION

The following item was received for information:

Service Delivery reports from the County Commands

The Chief Fire Officer referred to the successful opening of the Community Link Building at Port Talbot, a partnership scheme between Mid and West Wales Fire and Rescue Service and the South Wales Police which would be used to integrate youth inclusion projects within the area.