

**Report To:** Safe, Sustainable Communities Committee      **Date:** 30 August 2011  
**Report By:** Corporate Director Education & Communities      **Report No:** SCS/74/11/AH/MM  
**Contact Officer:** Martin McNab      **Contact No:** 714246  
**Subject:** **Strathclyde Police Authority – Minutes of Meeting of 21 April 2011**

---

## **1.0 PURPOSE**

- 1.1 The purpose of this report is to submit for Members information a copy of the Minutes of the Meeting of the Strathclyde Police Authority, as per Appendix 1, held on 21 April 2011.

## **2.0 SUMMARY**

- 2.1 The Council is represented on the Clyde Muirshiel Park Authority by Councillors Brooks and Moran.
- 2.2 It has been agreed that the Minutes be presented to the Safe, Sustainable Communities Committee as they become available.

## **3.0 RECOMMENDATIONS**

- 3.1 It is recommended that the Committee note the contents of the report.

**Albert Henderson**  
**Corporate Director Education & Communities**

## **BUSINESS**

- 1 Sederunt and Declaration of Interests**
- 2 Minutes of meeting of Board of Strathclyde Fire and Rescue held on 9 June 2011 submitted for approval as a correct record**  
*(Copy attached)*

---

### **Monitoring Reports**

---

- 3 Capital Monitoring Report – 1 April to 24 June 2011**  
Joint report by Chief Officer and Treasurer.  
*(Copy attached)*
- 4 Revenue Budgetary Control Report – 1 April to 24 June 2011**  
Joint report by Chief Officer and Treasurer.  
*(Copy attached)*

---

### **Items for Decision**

---

- 5 Efficiency Statement 2010/2011**  
Joint report by Chief Officer and Treasurer.  
*(Copy attached)*
- 6 Contract for Supply of Water and Waste Water Services and Provision of Automated Meter Reading Services**  
Report by Chief Officer.  
*(Copy attached)*
- 7 Contract for Provision of General Office Stationery and Office Paper**  
Report by Chief Officer.  
*(Copy attached)*
- 8 Framework Agreement – Purchase of Microsoft Enterprise Agreement**  
Report by Chief Officer.  
*(Copy attached)*
- 9 Tender for Refurbishment of Kilwinning Community Fire Station**  
Report by Chief Officer.  
*(Copy attached)*

- 10 Training Centre Project Update and Proposed Development of Phase 4, Technical Rescue Zone**  
Report by Chief Officer and presentation by Assistant Chief Officer A Shuttleworth.  
*(Copy attached)*
- 11 Reform of Scotland's Fire and Rescue Services – Proposals by the Chief Fire Officers' Association Scotland**  
Report by Deputy Chief Officer  
*(Copy attached)*
- 12 Schedule of Board meetings in 2012**  
Report by Clerk.  
*(Copy attached)*
- 13 APSE Annual Seminar – 7 and 8 September 2011**  
Joint report by Chief Officer and Clerk.  
*(Copy attached)*

---

## Items for Noting

---

- 14 Draft Accounts 2010/2011**  
Joint report by Treasurer and Chief Officer.  
*(Copy attached)*
- 15 Treasury Management Activity and Prudential Code Indicators for 2010/2011**  
Joint report by Chief Officer and Treasurer.  
*(Copy attached)*
- 16 Change in Membership of Board**  
Report by Clerk.  
*(Copy attached)*
- 17 Minutes of meeting of the Budget Scrutiny Forum held on 20 June 2011**  
*(Copy attached)*

---

## Urgent Business

---

- 18 Urgent Business**  
Any other items of business which the Convener decides are urgent.

*For further information, please contact Lynn Paterson on Ext 4669 (01698 454669)*

# BOARD OF STRATHCLYDE FIRE AND RESCUE

Minutes of meeting held in Committee Room 1, Council Offices, Hamilton on 9 June 2011

## Chair:

North Lanarkshire: Councillor Brian Wallace (Convener)

## Councillors Present:

|                     |   |
|---------------------|---|
| Argyll and Bute     | Al Reay and Daniel Kelly  |
| East Dunbartonshire | John Dempsey and Billy Hendry   |
| East Ayrshire       | Jimmy Kelly   |
| Glasgow City        | Aileen Colleran, Allison Hunter, Ellen Hurcombe, Catherine McMaster, Tommy Morrison (Vice Convener) and Alison Thewliss |
| Inverclyde          | George White  |
| North Lanarkshire   | Balwant Chadha, Peter Nolan and Paul Welsh  |
| Renfrewshire        | George Adam and Marie McGurk  |
| South Ayrshire      | Bill Grant  |
| South Lanarkshire   | John Anderson, Pam Clearie, Joe Lowe (Vice Convener) and James Malloy   |
| West Dunbartonshire | George Black and Jim Finn   |

## Councillors' Apologies:

|                   |                                      |
|-------------------|--------------------------------------|
| East Ayrshire     | John Knapp and Jim Todd              |
| East Renfrewshire | Betty Cunningham and Ralph Robertson |
| Glasgow City      | Stephen Dornan and Hanzala Malik     |
| Inverclyde        | Robert Moran                         |
| North Ayrshire    | John Moffat and Pat McPhee           |
| North Lanarkshire | John Higgins                         |
| South Ayrshire    | John Allan                           |

## Attending:

### Clerk's Office

R McIlwain, Depute Clerk and S Somerville, Administration Adviser, South Lanarkshire Council

### Treasurer's Office

P Manning, Head of Finance, South Lanarkshire Council

### Strathclyde Fire and Rescue

B Sweeney, Chief Officer; L Ramsay, Assistant Chief Officer (Community Safety); R Scott, Assistant Chief Officer (Training and Operational Review); I Morris, Head of Corporate Support and S O'Donnell, Head of Finance

---

## Convener's Opening Remarks

The Convener, on behalf of the Board, welcomed Councillors Al Reay and Daniel Kelly, Argyll and Bute Council to their first meeting of the Board.

---

## 1 Declaration of Interests

No interests were declared.

---

---

## **2 Minutes of Previous Meeting**

---

The minutes of the meeting of the Board of Strathclyde Fire and Rescue held on 14 April 2011 were submitted for approval as a correct record.

**The Board decided:** that the minutes be approved as a correct record.

---

## **3 Capital Monitoring Report 2011/2012 for Period 1 April to 29 April 2011**

---

A joint report dated 9 May 2011 by the Treasurer and Chief Officer was submitted on the committed and actual expenditure incurred in the period ending 29 April 2011. The report showed satisfactory levels of both committed and actual expenditure and would be the subject of close monitoring during the remainder of the financial year to ensure that the programme was satisfactorily implemented by 31 March 2012.

**The Board decided:** that the report be noted.

*[Reference: Minutes of 14 April 2011 (Paragraph 3)]*

---

## **4 Revenue Budgetary Control Report 2011/2012 for Period 1 April to 29 April 2011**

---

A joint report dated 11 May 2011 by the Treasurer and Chief Officer was submitted on the revenue budgetary position of Strathclyde Fire and Rescue for the period 1 April to 29 April 2011. This showed an underspend for the period of £55,000. The Chief Officer would endeavour to ensure that, on balance, all variances were contained within overall budgeted resources and that the level of reserves carried forward would be in compliance with statutory limits.

**The Board decided:** that the report be noted.

*[Reference: Minutes of 14 April 2011 (Paragraph 4)]*

---

## **5 Corporate Strategy 2010 to 2013 – Action Plans**

---

A report dated 13 May 2011 by the Chief Officer was submitted on:-

- ◆ progress made by Strathclyde Fire and Rescue against the first year action plan of the Corporate Strategy 2010 to 2013
- ◆ the proposed Corporate Strategy Action Plan for 2011/2012

On 12 February 2010, the Board had approved the Corporate Strategy for 2010 to 2013 which set out the Service's aims over 3 years, with annual action plans produced to outline the specific targets and goals achieved during the lifetime of the Strategy. Consequently, at its meeting on 17 June 2010, the Board had approved the 2010/2011 Action Plan.

Details of progress and achievements in relation to the 2010/2011 Action Plan, together with the targets and goals to be achieved in the second year of the Strategy, were detailed in the appendices to the report.

It was noted that the Performance and Audit Forum on 16 May 2011 had considered this matter and agreed that it be referred to the Board for consideration.

---

---

**The Board decided:**

- (1) that progress and achievements in relation to the Corporate Strategy Action Plan for 2010/2011, as detailed in Appendix 1 to the report, be noted; and
- (2) that the Corporate Strategy Action Plan for 2011/2012, as detailed in Appendix 2 to the report, be approved.

*[Reference: Minutes of 12 February 2010 (Paragraph 8) and 17 June 2010 (Paragraph 6) and Minutes of Performance and Audit Forum of 16 May 2011 (Paragraph 7)]*

*Councillor Thewliss entered the meeting during this item of business*

---

## **6 Integrated Risk Management Plan (IRMP) 2010 to 2013 – Action Plans**

---

A report dated 13 May 2011 by the Chief Officer was submitted on the Integrated Risk Management Plan (IRMP) 2010 to 2013 approved by the Board on 8 April 2010.

On 17 June 2010, the Board had approved the Action Plan for 2010/2011 which detailed specific service delivery targets and goals to be achieved during the first year of the IRMP in relation to preventative services and emergency responses.

Details were provided of:-

- ◆ the Service's performance against the 2010/2011 Action Plan
- ◆ the proposed IRMP Action Plan for 2011/2012

It was noted that the Performance and Audit Forum on 16 May 2011 had considered this matter and agreed that it be referred to the Board for consideration.

**The Board decided:**

- (1) that the progress and achievements in relation to the IRMP Action Plan for 2010/2011, as detailed in Appendix 1 to the report, be noted; and
- (2) that the IRMP Action Plan for 2011/2012, as detailed in Appendix 2 to the report, be approved.

*[Reference: Minutes of 8 April 2010 (Paragraph 10) and 17 June 2010 (Paragraph 7) and Minutes of Performance and Audit Forum of 16 May 2011 (Paragraph 8)]*

*Councillor White left the meeting following consideration of this item of business*

---

## **7 Health and Safety Corporate Policy 2011 to 2013**

---

A report dated 23 May 2011 by the Chief Officer was submitted on a proposed Health and Safety Corporate Policy for 2011 to 2013.

Following a review of the current Health and Safety Policy which had been approved by the Board on 16 August 2007, it was proposed that an updated version be produced to take account of:-

- ◆ the restructure of the Service
-

- ◆ changes to the Corporate Management Team
- ◆ changes within Directorates and to job titles
- ◆ the creation of an Operational Assurance Section within the Training and Operational Review Directorate

A summary of the main changes was detailed in the report and a copy of the full Policy was provided as an appendix to the report.

**The Board decided:** that the Health and Safety Corporate Policy 2011 to 2013, as detailed in the appendix to the report, be approved.

*[Reference: Minutes of 16 August 2007 (Paragraph 6)]*

---

## **8 Health, Safety and Environment Annual Report 2010/2011**

A report dated 9 June 2011 by the Chief Officer was submitted advising of the publication of Strathclyde Fire and Rescue's annual Health, Safety and Environment Annual Report for the period 2010/2011.

The Annual Report, attached as an appendix to the report, provided details on health, safety and environmental performance throughout the organisation.

R Scott, Assistant Chief Officer (Training and Operational Review) gave a presentation which highlighted certain key findings as follows:-

- ◆ an overall improvement in health and safety performance from the previous year
- ◆ the total number of staff injuries reduced from 186 to 161 (down 13%)
- ◆ vehicle accidents had decreased from 265 to 257 (down 3%)
- ◆ the number of acts of violence against crews had reduced from 93 to 78 (down 16%)

**The Board decided:** that the report and presentation be noted.

---

## **9 Progress Report on Performance Indicators – Summary Report – Full Year 2010/2011**

A report dated 13 May 2011 by the Chief Officer was submitted providing detailed analysis of the Service's performance against Statutory and Local Performance Indicators (SPIs and LPIs) for the period 1 April 2010 to 31 March 2011.

A revised format for reporting performance had been introduced which provided a more detailed analysis of performance information and formed part of an improved performance framework.

It was noted that the Performance and Audit Forum on 16 May 2011 had considered this matter and agreed that it be referred to the Board for consideration.

**The Board decided:** that the performance information, covering the period 1 April 2010 to 31 March 2011, be noted.

*[Reference: Minutes of Performance and Audit Forum of 16 May 2011 (Paragraph 6)]*

---

---

## **10 Fatal Incident Analysis Report**

---

A report dated 20 May 2011 by the Chief Officer was submitted providing an analysis of the fatal incidents which had occurred during the period 1 April 2010 to 31 March 2011.

The report provided a comprehensive analysis of fire deaths and their contributory factors and also examined the frequency and factors related to other types of deaths which, in many cases, were the result of road traffic collisions, water related incidents and industrial accidents.

L Ramsay, Assistant Chief Officer (Community Safety) gave a presentation which highlighted the main findings of the report.

**The Board decided:** that the report and presentation be noted.

---

## **11 Minutes of Meetings**

---

The minutes of the following meetings were submitted:-

- ◆ Performance and Audit Forum of 16 May 2011
- ◆ Executive Sub-Committee of 16 May 2011
- ◆ Employee and Equality Forum of 23 May 2011

**The Board decided:** that the minutes be noted.

---

## **12 Urgent Business**

---

There were no items of urgent business.

---

---