

**M. Pearson  
CLERK TO THE AUTHORITY**

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**To: The Chair and Members of the  
Community Safety and Corporate  
Planning Committee  
(see below)**

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**COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE**  
(Devon and Somerset Fire and Rescue Authority)

**Monday 19 October 2009**

A meeting of the Community Safety and Corporate Planning Committee will be held on the above date, **commencing at 14.15 hours in Conference Room B in Somerset House, Service Headquarters** to consider the following matters.

M. Pearson  
Clerk to the Authority

**AGENDA**

1. **Apologies**
2. **Election of Chair**
3. **Minutes** of the meeting held on 14 January 2009 attached (Page 1).
4. **Items Requiring Urgent Attention**

Items which, in the opinion of the Chair, should be considered at the meeting as matters of urgency.

5. **Declarations of Interest**

Members are asked to consider whether they have any **personal/personal and prejudicial interests** in items as set out on the agenda for this meeting and declare any such interests at this time. *Please refer to the Note 2 at the end of this agenda for guidance on interests.*

6. **Election of Vice Chair**

**MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER**

Membership:-

Councillors Eastman, Foggin, Fry, Healey, Leaves, Manning and Woodman

**Substitute Members**

Members are reminded that, in accordance with Standing Order 36, the Clerk (or his representative) **MUST** be advised of any substitution prior to the start of the meeting.

## **NOTES**

### **1. ACCESS TO INFORMATION**

Any person wishing to inspect any minutes, reports or lists of background papers relating to any item on this agenda should contact Sam Sharman on the telephone number shown at the top of this agenda.

### **2. DECLARATIONS OF INTERESTS BY MEMBERS**

#### ***What Interests do I need to declare in a meeting?***

As a first step you need to declare any personal interests you have in a matter. You will then need to decide if you have a prejudicial interest in a matter.

#### ***What is a personal interest?***

You have a personal interest in a matter if it relates to any interests which you must register, as defined in Paragraph 8(1) of the Code.

You also have a personal interest in any matter likely to affect the well-being or financial position of:-

- (a) you, members of your family, or people with whom you have a close association;
- (b) any person/body who employs/has employed the persons referred to in (a) above, or any firm in which they are a partner or company of which they are a director;
- (c) any person/body in whom the persons referred to in (a) above have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of which you are a Member or in a position of general control or management and which:-
  - you have been appointed or nominated to by the Authority; or
  - exercises functions of a public nature (e.g. a constituent authority; a Police Authority); or
  - is directed to charitable purposes; or
  - one of the principal purposes includes the influence of public opinion or policy (including any political party or trade union)

**more** than it would affect **the majority** of other people in the Authority's area.

Anything that could affect the quality of your life (or that of those persons/bodies listed in (b) to (d) above) either positively or negatively, is likely to affect your/their "well being". If you (or any of those persons/bodies listed in (b) to (d) above) have the potential to gain or lose from a matter under consideration – to a **greater extent** than **the majority** of other people in the Authority's area - you should declare a personal interest.

#### ***What do I need to do if I have a personal interest in a matter?***

Where you are aware of, **or ought reasonably to be aware of**, a personal interest in a matter you must declare it when you get to the item headed "Declarations of Interest" on the agenda, or otherwise as soon as the personal interest becomes apparent to you, **UNLESS** the matter relates to or is likely to affect:-

- (a) any other body to which you were appointed or nominated by the Authority; or
- (b) any other body exercising functions of a public nature (e.g. membership of a constituent authority; other Authority such as a Police Authority);

of which you are a Member or in a position of general control or management. In such cases, provided you do not have a prejudicial interest, you need only declare your personal interest if and when you speak on the matter.

#### ***Can I stay in a meeting if I have a personal interest?***

You can still take part in the meeting and vote on the matter unless your personal interest is also a prejudicial interest.

#### ***What is a prejudicial interest?***

Your personal interest will also be a **prejudicial** interest if **all** of the following conditions are met:-

- (a) the matter is not covered by one of the following exemptions to prejudicial interests in relation to the following functions of the Authority:-
  - statutory sick pay (if you are receiving or entitled to this);
  - an allowance, payment or indemnity for members;
  - any ceremonial honour given to members;

- setting council tax or a precept; **AND**
- (b) the matter affects your financial position (or that of any of the persons/bodies as described in Paragraph 8 of the Code) or concerns a regulatory/licensing matter relating to you or any of the persons/bodies as described in Paragraph 8 of the Code); **AND**
- (c) a member of the public who knows the relevant facts would reasonably think your personal interest is so significant that it is likely to prejudice your judgement of the public interest.

***What do I need to do if I have a prejudicial interest?***

If you have a prejudicial interest in a matter being discussed at a meeting, you must declare that you have a prejudicial interest (and the nature of that interest) as soon as it becomes apparent to you. You should then leave the room unless members of the public are allowed to make representations, give evidence or answer questions about the matter by statutory right or otherwise. If that is the case, you can also attend the meeting for that purpose.

You must, however, leave the room **immediately after you have finished speaking (or sooner if the meeting so decides)** and you cannot remain in the public gallery to observe the vote on the matter. Additionally, you must not seek to **improperly influence** a decision in which you have a prejudicial interest.

***What do I do if I require further guidance or clarification on declarations of interest?***

If you feel you may have an interest in a matter that will need to be declared but require further guidance on this, please contact the Clerk to the Authority – preferably before the date of the meeting at which you may need to declare the interest. Similarly, please contact the Clerk if you require guidance/advice on any other aspect of the Code of Conduct.

# COMMUNITY SAFETY AND CORPORATE PLANNING COMMITTEE

(Devon and Somerset Fire and Rescue Authority)

14 January 2009

## Present:-

Councillors Fry (Chair), Dyke, Foggin, Manning and Tully

## Apologies:-

Councillors S. Hughes and Leaves

### \*CSCPC/22. Minutes

**RESOLVED** that the Minutes of the meeting held on 6 November 2008 be signed as a correct record.

### \*CSCPC/23. Declarations of Interest

Members of the Committee were invited to consider whether they had any **personal/personal and prejudicial interests** in items as set out on the agenda for this meeting and to declare any such interests at this time. No such interests were declared.

### \*CSCPC/24. Community Safety Proactive Measures

The Committee considered a report of the Assistant Chief Fire Officer (Community Safety) (CSCPC/09/1) that proposed improvements to service delivery in respect of its prevention activities and specifically, to be able to identify groups in the community that are more at risk and to target resources accordingly. The proposal would:

- improve the ability of the service to access and analyse risk information in order to prioritise those wards with the greatest predominance of high risk groups and;
- develop a delivery strategy, building on the excellent work undertaken by Community Safety Action Teams (CSATs), expanding this work with the utilisation of community fire safety advocates.

## **RESOLVED**

- (a) That the Committee endorsed the proposals within this report to enable the initiation of a project to develop the delivery options set out in paragraph 3 within 2009/10.
- (b) That the Committee endorsed the proposal to undertake work to improve the targeting of those considered to be at highest risk from fire.
- (c) Subject to (a) and (b) above, to note the content of this report.

**\*CSCPC/25. Partnership Governance Framework and Toolkit**

The Committee received for information a report of the Assistant Chief Fire Officer (Community Safety) (CSCPC/09/2) that set out a proposal for the introduction of a Partnership Governance Framework and Toolkit for Devon and Somerset Fire and Rescue Service. It was intended that the framework would provide a means of administering, governing and reviewing the performance of all formal partnerships in which both the Service and Authority had an involvement.

**\*CSCPC/26. Update of Projects Relating to Retained Duty Systems**

The Committee received for information a report of the Assistant Chief Fire Officer (Community Safety) (CSCPC/09/3) that set out the planned and proposed projects to be undertaken including:

- the development of new Retained Duty Systems (RDS working arrangements);
- the procurement of availability monitoring systems and electronic payroll.

There were various projects in development and these included the introduction of a forum to improve communications with retained staff, a review of the recruitment process and the development of a strategy to improve liaison with the primary employers of retained staff. It was envisaged that retained staff would be involved in the project teams that would be set up to develop both these and associated projects

**\*CSCPC/27. New Operational Risk Information System (ORIS)**

The Committee received for information a report of the Assistant Chief Fire Officer (Operations) (CSCPC/09/4) that detailed the proposal to review and revise current arrangements in terms of the gathering and provision of risk information into a new, harmonised system to be known as the Operational Risk Information System (ORIS).

**\*CSCPC/28. Target Setting for Devon and Somerset Fire and Rescue Authority Corporate Plan 2009/10 to 2011/12**

The Committee considered a joint report of the Assistant Chief Fire Officers (Operations and Community Safety) and Head of Service Planning and Review (CSCPC/09/5) which set out the recommendations for targets under Goal 1 of the Corporate Plan “to proactively reduce risk, to save life, protect property and the environment from fire and other emergencies” and Goal 3, “to provide an efficient, effective and economic service”. In addition, a presentation was given by the Head of Service Planning and Review to support the recommended targets.

## RESOLVED

- (a) That the following targets for Goal 1 be included in the Devon and Somerset Fire and Rescue Authority Corporate Plan 2009/10 to 2011/12:
- (i) Deaths in Accidental Dwelling Fires – to reduce deaths in accidental dwelling fires by 20% averaged over the eleven years to 31 March 2010;
  - (ii) Casualties in accidental dwelling fires per 100,000 population – to reduce casualties at accidental dwelling fires to meet the regional average of 5.5 casualties by 2010/11;
  - (iii) Accidental Dwelling Fires per 10,000 dwellings – to reduce accidental dwelling fires by 5% (based on 2008/09 levels) each year up to 2011/12;
  - (iv) Fires in non-domestic premises per 1000 non-domestic premises – to reduce fires at non-domestic premises by 3% (based on 2008/09 levels) each year up to 2011/12;
  - (v) Deliberate Primary Fires (excluding vehicles) per 10,000 population – to reduce deliberate primary fires excluding vehicles by 3% (based on 2008/09 levels) year on year;
  - (vi) Deliberate primary fires in vehicles per 10,000 population – to reduce deliberate primary fires in vehicles by 3% (based on 2008/09 levels) year on year;
  - (vii) Deliberate secondary fires (excluding vehicles) per 10,000 population – to reduce the number of deliberate secondary fires by 5% averaged over the three years to 31 March 2011 compared to the 3 years to March 2008;
  - (viii) Deliberate secondary fires in vehicles per 10,000 population – to reduce the number of secondary vehicle fires by 5% averaged over the three years to 31 March 2011 compared to the 3 years to March 2008;
  - (ix) Primary fires per 10,000 population - to reduce primary fires by 3% (based on 2008/09 levels) year on year;
- (b) That the following targets for Goal 3 be included in the Devon and Somerset Fire and Rescue Authority Corporate Plan 2009/10 to 2011/12:
- (i) False alarms caused by automatic fire detection equipment – to re-set the target to a 5% reduction based on 2008/09 levels each year for the next 3 years;
  - (ii) Malicious false alarms per 1,000 population – to continue the existing target of reducing both malicious false alarms not attended and those attended by 1% each year for the next 3 years.

- (c) That, with the inclusion of the targets set out above, the Draft Corporate Plan for 2009/10 to 2011/12 be submitted to the Devon and Somerset Fire and Rescue Authority on 16 February 2009 for final approval.

**\* DENOTES DELEGATED MATTER WITH POWER TO ACT**

The meeting started at 14.00hours and concluded at 15.55 hours.