

**YORKSHIRE AND HUMBERSIDE REGIONAL FIRE AUTHORITIES'
REGIONAL MANAGEMENT BOARD**

**MEETING HELD ON THURSDAY 21 OCTOBER 2004 AT
THE WEST YORKSHIRE FIRE AND RESCUE SERVICE HEADQUARTERS,
BIRKENSHAW**

Present: **HUMBERSIDE FIRE AUTHORITY**

Councillor D G Barkworth
Councillor C Randall
Mr F Duffield

NORTH YORKSHIRE FIRE AND RESCUE AUTHORITY

Councillor G Rennie
Mr E Clark

SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

Councillor J Andrews
Mr M Smitherman
Mr D Cutting
Mr C Bryce

WEST YORKSHIRE FIRE AUTHORITY

Councillor T McElroy
Councillor D Travis
Councillor G P Kirkland
Councillor R Light
Mr P Toase
Mr K Arbutnot
Mr D Monks
Mr A Hughes

Treasurer : Mr M Price

Secretariat: Mr M G Barnes
Mrs N Houseman

34 APOLOGIES FOR ABSENCE

Councillor J Bird – South Yorkshire Fire and Rescue Authority
Mr K Marshall – Humberside Fire and Rescue Service
Councillor M Morley – North Yorkshire Fire and Rescue Authority

35 MINUTES OF THE LAST MEETING

RESOLVED

That, subject to the clarification at Minute No. 28 (Resilience) that approval had been given for the appointment of a North East Regional Planner (and not as indicated in the Minute), the Minutes of the Board at meetings held on 22 July and 27 September 2004 be signed by the Chair as correct records.

36 URGENT ITEMS

There were no urgent items for consideration at the meeting.

37 ADMISSION OF THE PUBLIC

The meeting determined that there were no items which necessitated the exclusion of the public.

38 DECLARATIONS OF INTEREST

There were no declarations of interest made in any matter under consideration at the meeting.

39 MINUTES OF THE RMB CHAIRS' MEETING HELD ON 20 SEPTEMBER 2004

RESOLVED

That the Minutes be noted.

40 STRATEGIC FUNCTIONS – UPDATE

Resilience

The Deputy Chief Fire Officer (West Yorkshire) submitted a report which provided an update on the issue of regional resilience.

Members were further advised of the following;

- Changes to the national **New Dimension** programme - development of six workstreams (Mass Decontamination, Urban Search and Rescue, Water Safety, Operational Logistics, Long Term Capability and Command and Control)
- New regional protocols and procedures in respect of incidents involving **unidentified substances**
- Ongoing work in respect of mass decontamination procedures both at national and regional level
- Notification of successful bid for an interim **Urban Search and Rescue (USAR)** vehicle - optimum location to be discussed by the resilience sub-group
- Allocation of one **High Volume Pumping Unit** to the region – risk assessment methodology for the deployment of the unit had been approved by the New Dimension Programme Management Team and the CFOA lead officer which would be applied to the region in due course
- Progress with the Phase Two of the location and status of the ODPM's new Dimension fleet – had been temporarily halted due to project reorganisation
- Work undertaken by the Regional Resilience Forum; and
- Progress with command and control training

RESOLVED

- (i) That, whilst noting the insurance issues involved, approval be given to the Detection, Identification and Monitoring (DIM) kit being hosted by the West Yorkshire Fire and Rescue Service at Ossett Fire Station due to its strategic location and proximity both to the Police Operations Support Unit and to the ambulance service;

- (ii) That approval be given in principle to the location of the High Volume Pump at North Yorkshire Fire and Rescue Service pending clear government direction with regard to funding;
- (iii) That a letter be forwarded to the Local Government Association expressing Members' concern and disquiet at the uncertainties with regard to funding issues related to both the Urban Search and Rescue Vehicle and the High Volume Pumping Unit;
- (iv) That, pursuant upon (iii) above, a report be submitted to a future meeting of the Board detailing the funding advice received.

Specialist (Common) Services

Consideration was given to a report of the Deputy Chief Officer of Humberside Fire and Rescue Service concerning progress with Common Services collaborative work across the Region.

Members were advised that, due to the burden of working on the six previously highlighted areas of work, the group would now focus on three key issues as follows;

- Information Technology (Humberside lead)
- Fire Investigation (West Yorkshire lead)
- Fire Safety (South Yorkshire lead)

The Terms of Reference for each sub-group listed above were attached as an appendix to the report now submitted.

RESOLVED

- (i) That the report be noted; and
- (ii) That the Terms of Reference for the Information Technology, Fire Investigation and Fire Safety Sub-Groups be approved.

Regional Control Rooms

The Director of Fire Safety and Technical Services with West Yorkshire Fire and Rescue Service submitted a report which advised Members of the current position in relation to the Regional Control Centre Project.

It was reported that the national project had now been coordinated with the FireLink project within a single Civil Resilience directorate at the ODPM which had announced a six month slippage – the first regional control rooms would not now be brought into service until the last quarter of 2006.

Members were advised of the progress with the national project as follows;

- Tenders had been invited from three shortlisted developers in the region – successful site to be announced between January and mid-March 2005.

- ODPM to agree procurement contracts which would be binding upon the Regional Management Boards – national team had been informed of this region's wish to scrutinise and comment on future lease contract terms and conditions before its commitment to them.
- Comments submitted by the Regional Technology sub-group on outline proposals for the technology which would be managed and paid for by the ODPM
- Guidance on Employee Retention had been received which would be scrutinised by the regional HR working group
- Outline Business Case had been prepared by the ODPM – a special meeting had been convened on 3 November for appropriate Members to attend and scrutinise prior to its wider circulation
- Issues related to the ongoing management structure for the Regional Control Rooms (RCC's) (lead authority or by limited company)

RESOLVED

- (i) That the report be noted;
- (ii) That a report be submitted to a future meeting detailing implications on employee retention in the control rooms based within the constituent authorities;
- (iii) That, in order to facilitate further more detailed discussion and in recognition of Members' concerns with the issues related to the management of the RCC, a special meeting be convened if the Outline Business Case and guidance relating to the management of the RCC's is received prior to the next scheduled meeting on 13 January 2005;
- (iv) That, in consultation with the Chair and Vice Chair, the Secretary to the Board be given delegated authority to convene additional meetings of the Regional Management Board as required.

Procurement

Members received a report of the Director of Operations at South Yorkshire Fire and Rescue Service which advised of the key issues within the Draft National Procurement Strategy (attached to the report now submitted).

The regional procurement working group had been sub-divided into specific sub-groups as follows;

- Terms and Conditions (West Yorkshire to lead)
- Fleet and Technical Services (South Yorkshire to lead)
- Stores and Distribution (North Yorkshire to lead)
- E-procurement (Humberside to lead)

Members were further advised that a key issue for the national strategy had been the formation of a company, FireBuy and it was proposed that it would be sensible for Members of this RMB to have an input into the company as Directors. There remained some concern, however, at the underwriting of costs associated with the Company together with the restrictive timescales associated with consultation on the Draft National Procurement Strategy in general.

RESOLVED

- (i) That the report be noted; and
- (ii) That the regional procurement working group draft a response in consultation with the Chair, Vice Chair and Secretary to the Board prior to the 3 December deadline.

Training

Consideration was given to a report from AC Anderson, North Yorkshire Fire and Rescue Service, which updated members on progress towards the delivery of regional training as follows;

- Proposed introduction of standard manual handling procedures
- Research study to be undertaken by Leeds University on behalf of the constituent Brigades into the physiological effects of Compartment Fire Behaviour Training.
- Continuing progress related to Incident Command Training, training facilities , course provision audit and consultation requirements for the national Workforce Development Strategy.
- Regional training review – would be undertaken within 3 – 6 months

RESOLVED

- (i) That the report be noted;
- (ii) That the draft Manual Handling Framework document (attached at appendix 1 to the report now submitted) be approved; and
- (iii) That, in accordance with the Board's Constitution, costs associated with the regional training review (ca. £5,000) be apportioned between the constituent authorities in equal amounts.

Personnel and HR Management

The Director of Human Resources at West Yorkshire Fire and Rescue Service submitted a report which sought approval for the Terms of Reference of the regional HR working group (a copy of the Terms of Reference were attached at appendix 1 to the report now submitted).

RESOLVED

That the Terms of Reference for the Human Resources Working Group be approved.

41 FACILITATED WORKSHOP – ADOPTION OF MISSION STATEMENT AND APPOINTMENT OF MEMBER CHAMPIONS

Consideration was given to a report of the Secretary which invited discussion on the following issues;

- Appointment of Member Champions (as discussed at the 22 July meeting)
- Provision of workshop to debate strategic objectives for the Board together with its Vision, Mission and Values.

RESOLVED

- (i) That, subject to the receipt of new Mission Statements for both South Yorkshire and North Yorkshire Fire and Rescue Services, the report be noted; and
- (ii) That a workshop be convened during November to allow Members to consider the adoption of vision, mission and values statement for the Yorkshire and Humberside Fire Authorities' Regional Management Board and to recommend the appointment of Member champions for the six strategic functions.

42 APPOINTMENT OF PROGRAMME MANAGER

Members considered a report of the Director of Human Resources for South Yorkshire Fire and Rescue Service which advised of the progress made with regard to the provision of effective programme management for the Board.

Members were reminded that in principle approval had been given at the 27 September meeting of the Board for the future use of the Programme Manager appointed by South Yorkshire. Proposals for the terms of reference for the Programme Manager were detailed in the report now submitted.

RESOLVED

- (i) That approval be given to the shared use of the resources offered by the region by the South Yorkshire Fire and Rescue Service;
- (ii) That the Programme Manager be authorised to develop a programme brief and programme structure;
- (iii) That the cost to the constituent authorities (ca. £16,000) be apportioned on an equal basis; and
- (iv) That Schedule 5 of the Board's Constitution be submitted for review at the January 2005 meeting of the Board as it relates to the apportionment of costs.

43 FIRECONTROL BRIEFING – ATTENDANCE BY MEMBERS

Members considered a report which sought approval for the attendance of Members at the FireControl briefing session organised by the ODPM in Birmingham on 3 November.

It was reported that the briefing would be solely concerned with the scrutiny of the Outline Business Case for the management of Regional Control Rooms.

RESOLVED

- (i) That approval be given to the attendance of the Chair, Vice Chair and Treasurer to the Board at the ODPM briefing session on 3 November 2004; and
- (ii) That associated costs be borne by the relevant constituent authorities.

Chair